

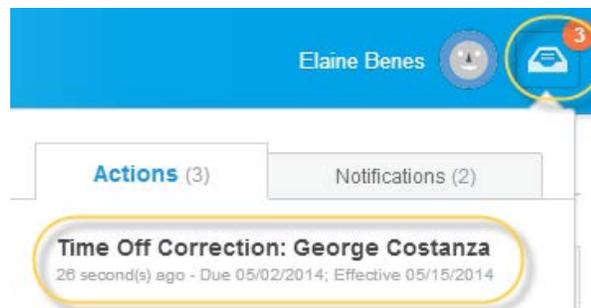
STAFF SUPERVISOR: TIME OFF CORRECTIONS - APPROVE AND SUBMIT

Correct Time Off

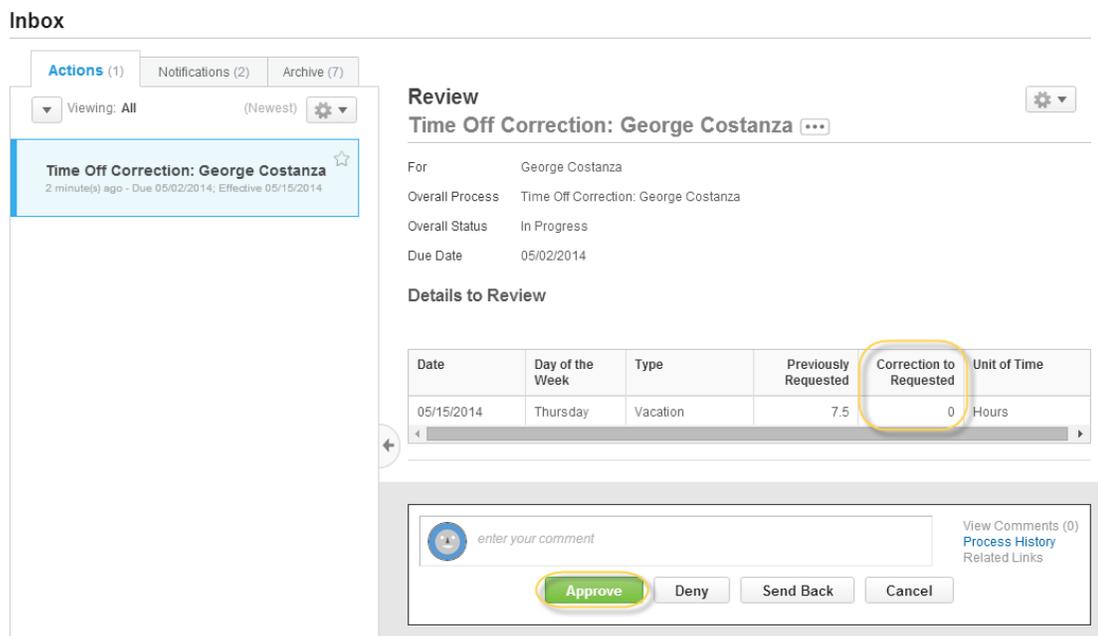
Employees have the ability to submit **Time Off Corrections** to you for approval, and as a supervisor, you have the ability to make corrections for your employees as well.

Approve Time Off Corrections

1. From your **Workday Inbox icon**, click on Time Off Correction task. This will bring you into your Workday Inbox.

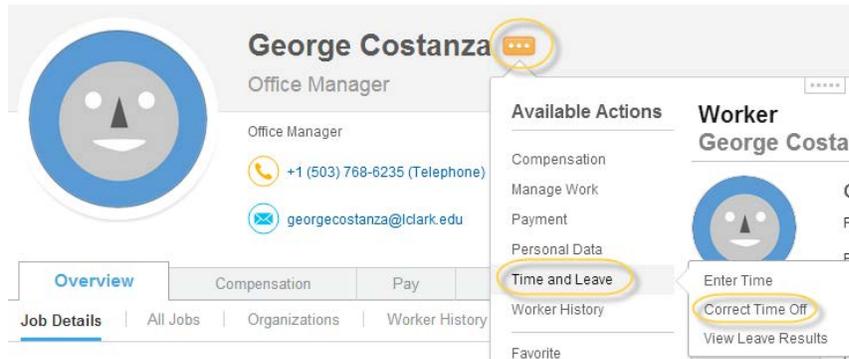


2. View the changes made to the Time Off request. You can either **Approve**, **Deny**, or **Send Back** the correction.



Submit Time Off Corrections

1. If you would like to submit a Time Off Correction for one of your workers, start by searching for your employee. Off of their name, click on the **Related Actions** icon (⋮). Select **Time and Leave** in the Available Actions menu, then click **Correct Time**.



2. Make changes to the worker's time. You can enter comments to explain why you are making the change. Click **Submit** when you are done. Since you entered the correction for the worker, it is automatically approved and no separate review/approve action is generated for your inbox.

Your worker will not receive an Action Item or Notification of the correction.

Correct Time Off

George Costanza ⋮

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

9 items

	Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Comment
	05/16/2014	Friday	Vacation	0	<input type="text" value="0"/>	Hours	<input type="text"/>
	05/15/2014	Thursday	Vacation	0	<input type="text" value="0"/>	Hours	<input type="text"/>
	05/14/2014	Wednesday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>
	05/13/2014	Tuesday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>
	04/15/2014	Tuesday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>
	04/11/2014	Friday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>
	04/10/2014	Thursday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>
	04/09/2014	Wednesday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>
	04/08/2014	Tuesday	Vacation	7.5	<input type="text" value="7.5"/>	Hours	<input type="text"/>

enter your comment

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