

STAFF/FACULTY: TIME OFF CORRECTION

Once you submit a Time Off Request, you have two options to change it:

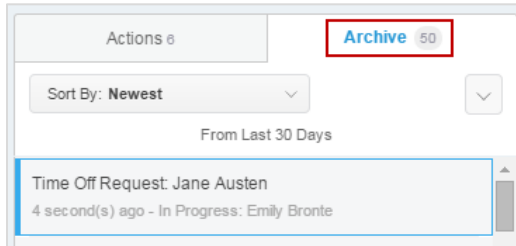
- **Before** Supervisor approves or denies your request -> Cancel Time Off Request
- **After** Supervisor approves your request -> Time Off Correction

Cancel Time Off Request (submitting as Time Off Request)

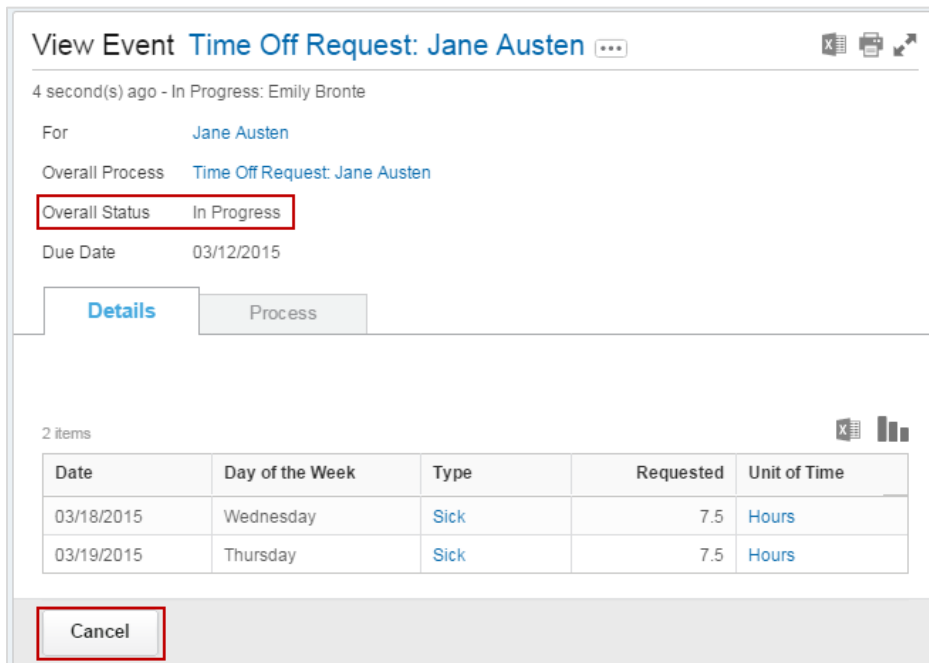
Before your supervisor approves/denies your Time Off Request, you have the ability to **Cancel** the request. This can be helpful if your plans change, or you submitted the request in error.

Follow these directions if the Time Off Request was submitted through the Request Time Off calendar (monthly view).

1. Go to your **Workday Inbox -> Archive**. The Archive is a record of your actions in Workday.



Find your **Time Off Request** that you want to Cancel. Notice that the Overall Status is *In Progress* – meaning that your Supervisor has not approved/denied your request. Click the **Cancel** button at the bottom of the screen.



2. You will be prompted to enter a **comment** about your Cancel request. Type in an explanation, and press the green **Submit** button.

Cancel Business Process Time Off Request: Jane Austen

4 second(s) ago - In Progress: Emily Bronte

For Jane Austen

Overall Process Time Off Request: Jane Austen

Overall Status In Progress

Due Date 03/12/2015

Details

2 items

Date	Day of the Week	Type	Requested	Unit of Time
03/18/2015	Wednesday	Sick	7.5	Hours
03/19/2015	Thursday	Sick	7.5	Hours

I meant to submit this for the previous week. I am cancelling this one and will submit a new request

Submit Cancel

3. Next is a confirmation screen, showing that your request has been cancelled. You can press the orange **Done** button to continue. *This Time Off Request is now removed from your Supervisors Workday Inbox.*
4. You can still see the Time Off Request in your Inbox → Archive, but now the **Overall Status** has changed to **Canceled**.

Actions **Archive** 50

Sort By: Newest

From Last 30 Days

Time Off Request: Jane Austen

1 minute(s) ago - **Canceled**

Cancel Time Off Request (submitting as Time Entry – **Non-Exempt Only**)

Before your supervisor approves/denies your Time Off Request, you have the ability to **Cancel** the request. This can be helpful if your plans change, or you submitted the request in error.

Follow these directions if the Time Off Request was submitted through your weekly Time Entry Calendar.

1. Go to your weekly Time Entry calendar. You can access by going to Home -> Time -> Enter Time. Find the Time Off Request time block that you want to delete. Click on the name.

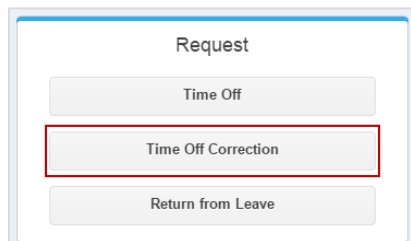
2. Press the **Delete** button.

3. Next press the **Delete** button to confirm. The time block will be removed from your supervisor's approval screen.

Time Off Correction

After your supervisor approves your Time Off Request, you have the ability to **Correct** the request. This can be helpful if your plans change, or you submitted the request in error.

1. From your **Home** screen in Workday, click on **Time Off**. Under Request, choose **Time Off Correction**.



2. You will now be in your calendar of Time Off Requests. Green means that the request is approved. Find the request you want to change, and click on it.

Correct My Time Off

Request Time Off [Jane Austen](#) ...

Today < > February 2015

Balance as of
03/10/2015

198 Hours

Balance Per Plan
Exempt Vacation Time Off Plan
55.5 Hours
(Vacation)
Sick Leave Exempt Time Off Plan
142.5 Hours
(Donor Sick Leave Sharing Program, Sick)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Vacation	17 Sick	18	19	20	21
22	23 Vacation	24	25	26	27	28
1	2 Vacation	3	4	5	6	7

Request Time Off

3. If you would like to change the number of hours, check the box next to the date and enter a new daily quantity. Press OK to submit.

Correct Time Off Jane Austen ...

Total
12.5 Hours

Tuesday, February 17, 2015 - Wednesday, February 18, 2015

Select All ☐ 1 selected

2 items

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday, February 17, 2015	Sick	5 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, February 18, 2015	Sick	7.5 Hours

Type Sick

Daily Quantity

Units Hours

Comment

Details

OK Delete Cancel

4. If you want to completely remove the day, click on the – symbol to remove the request. Press OK to submit.

Correct Time Off Jane Austen ...

Total
15 Hours

Tuesday, February 17, 2015 - Wednesday, February 18, 2015

Select All ☐ 0 selected

2 items

<input type="checkbox"/>	<input type="checkbox"/>	Tuesday, February 17, 2015	Sick	7.5 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, February 18, 2015	Sick	7.5 Hours

Details

OK Delete Cancel

5. To submit the change(s) to your supervisor, press **Submit** button at the bottom of the screen.


Submit

6. You can now enter a comment for your supervisor to see as part of the correction request. Press **Submit** button.

Submit Correct Time Off

Worker Jane Austen

When	Type	Daily Quantity	Total Quantity
02/17/2015	Sick	0 Hours	0 Hours



I ended up working this day.

Submit

Cancel

7. You will now see a confirmation page showing that your Time Off Correction Request went to your supervisor for approval.