

STAFF SUPERVISOR: TIME OFF CORRECTIONS - APPROVE AND SUBMIT

Correcting 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.

Approving Time Off Corrections

From your **Workday Inbox**, click on Time Off Correction task.

View the changes made to the Time Off request. Use the buttons on the bottom to **Approve**, **Deny**, or **Send Back** the correction.

Review Time Off Correction: Jane Austen

26 second(s) ago - Due 09/12/2015; Effective 09/14/2015

For Jane Austen
Overall Process Time Off Correction: Jane Austen
Overall Status In Progress
Due Date 09/12/2015

Details to Review

2 items

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Comment
09/15/2015	Tuesday	Sick	7.5	0	Hours	I entered these on the wrong dates!
09/14/2015	Monday	Sick	7.5	0	Hours	I entered these on the wrong dates!

Submitting Time Off Corrections

If you would like to submit a **Time Off Correction** for one of your workers, go to **Team Time Off** on **Home** page.

Click on **Correct Time Off** and choose the affected employee.

Click a time off entry to open the details. Select the days off you want to correct. Correct a previously approved time off entry by entering the correct number of hours per day. Enter "0" to remove approved time off days. Click **OK**.

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.