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
1. From your Workday Inbox, click on Time Off Correction task.
2. View the changes made to the Time Off request. Use the buttons on the bottom to Approve, Deny, or Send Back the correction.

Submitting Time Off Corrections
1. If you would like to submit a Time Off Correction for one of your workers, go to Team Time Off on Home page.
2. Click on Correct Time Off and choose the affected employee.
3. 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.
4. 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.