

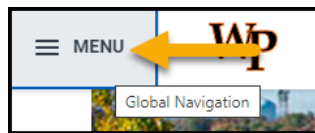
Absence: Request/Cancel/Correct Absence

Overview

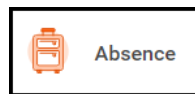
This quick reference guide will cover how to request, cancel, and correct an absence request in Workday from the **Absence** app.

View Absence Balance

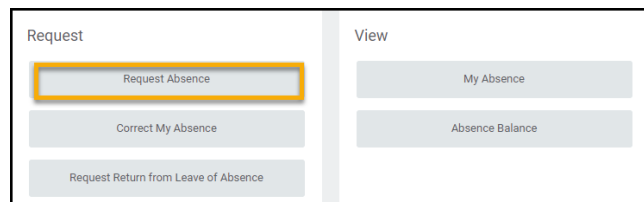
1. After logging into Workday, click on the Global Navigation Menu or **View all Apps** to access the Absence app.



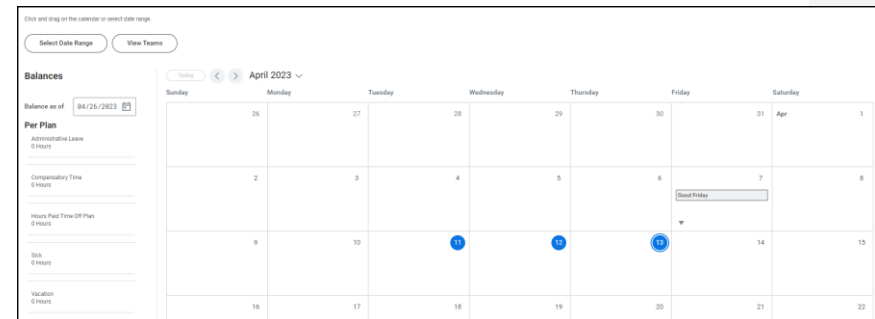
2. Click on the **Absence** icon.



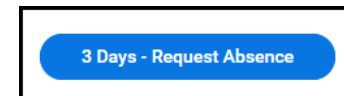
3. To request an absence, click the **Request Absence** button under the **Request** heading. You will be directed to a calendar view.



4. In the **Absence Calendar** screen, click and drag on the calendar or click **Select Date Range** to select the desired date(s)



5. Click the **Request Absence** button in the lower left-hand corner.



6. The **Select Absence Type** screen will appear.

- a. **Time Off** (e.g., Bereavement, Community Service, Sick, Vacation, etc.)
- b. **Leave of Absence** (Medical Leave, Military Leave, Paternity, Maternity, etc.)

7. Click **Next**.

8. On the **Request Absence** screen, select **Edit Quantity per Day** to enter or adjust the number of hours in 0.25 hour increments that you are requesting. Note: The system defaults to 0 hours per day and you will receive an error if you try to submit the request with 0 hours.

Absence: Request/Cancel/Correct Absence

9. In the **Edit Quantity per Day** screen, you can **Update All Quantities** with the same hours or enter in a **Quantity per Day**.

10. Click **Done** to complete the request.

11. Enter in comments, if applicable. Click **Submit**.

12. Your absence request is now submitted for approval.

Cancel Absence

13. Prior to approval, you may cancel a request by selecting the absence request from the Absence Calendar. Click on the gray bar with the time off type.

14. Click on **Cancel this Request**.

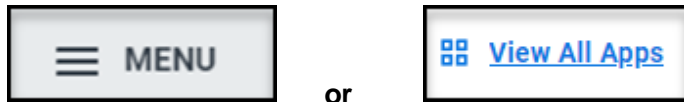
a. You will be required to enter a comment to specify why you wish to cancel this request and then click **Submit**.

15. After you click **Submit**, the Absence request will be removed from the Absence Calendar.

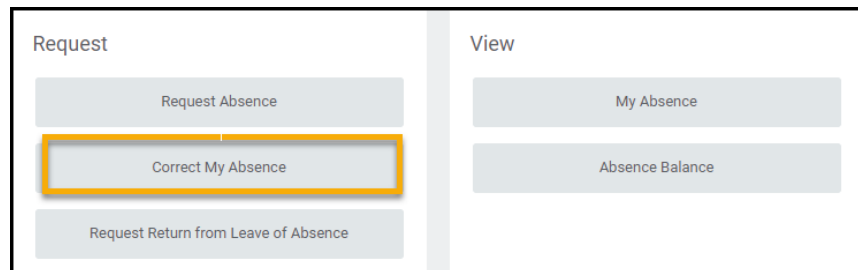
Absence: Request/Cancel/Correct Absence

Correct Absence

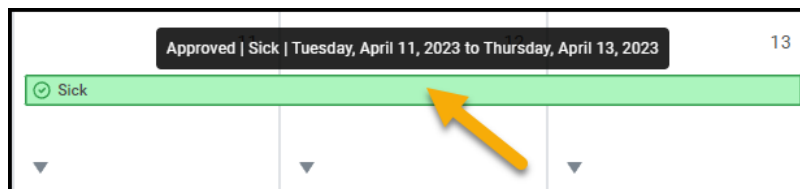
1. Access the **Absence** app from **global navigation menu** or **View All Apps**.



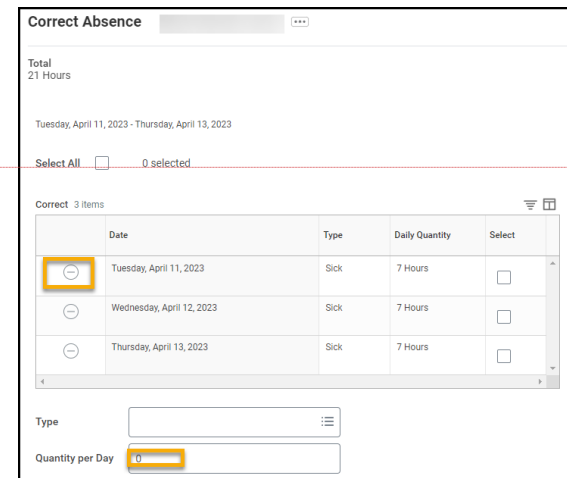
2. To correct an absence already approved, click the **Correct My Absence** button under the **Request** heading. You will be directed to a calendar view.



3. Click on the approved absence request on the **Absence Calendar**.



4. To remove/cancel, click on the minus sign to the left of the date(s) of the absence(s). To update the daily quantity, enter the new **Quantity per Day** for the selected absence(s). You will be required to enter a comment to specify why you wish to cancel or modify this request.

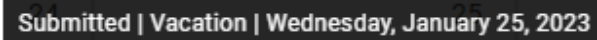


Commented [submitted absence] option is to "cancel"


4.
 - a. If removed, the absence request will now be deleted.
 - b. If the **Quantity per Day** was modified, the new **Daily Quantity** will now display.
 - c. Click **SUBMIT**.

Absence: Request/Cancel/Correct Absence

5. On the **Absence Calendar**, the corrected absence will display as “Submitted,” and show in a gray bar, while waiting for your manager’s approval.



Submitted | Vacation | Wednesday, January 25, 2023



Vacation

6. After your absence correction is approved, your available leave balance will be updated. To view your absence balance, return to the **Absence** app and click the **Absence Balance** button under the **View** heading.