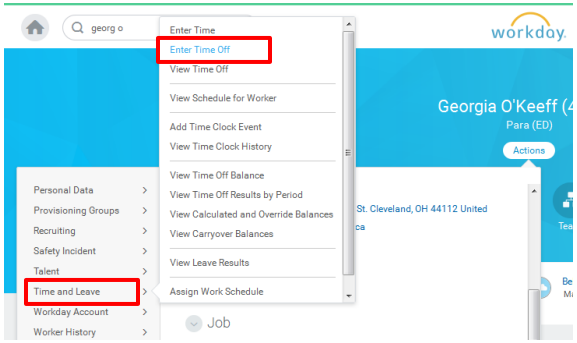
Time Off: Entering & Correcting Employee Time Off

Timekeeper

Entering Time Off on behalf of an Employee

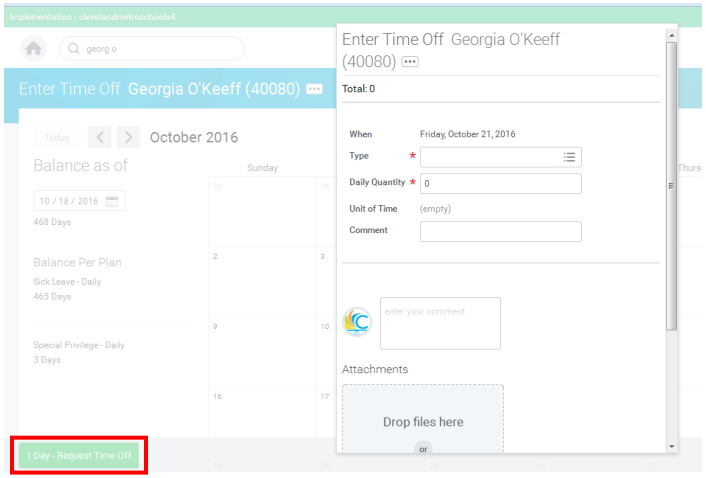
From a worker's Related Actions:

1. Click **Time and Leave > Enter Time Off**.



2. Select **the date** for which you wish to enter time off & click the **Request Time Off** button. The Enter Time Off box appears.

3.

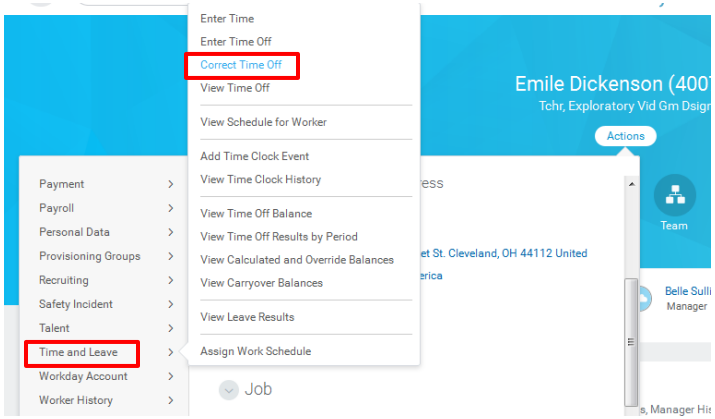


4. Enter the **Time Off type** and **amount** of time needed. Click OK.
5. The request will route to the manager for approval.
6. The employee will receive notification in Workday that a Time Off request has been entered.

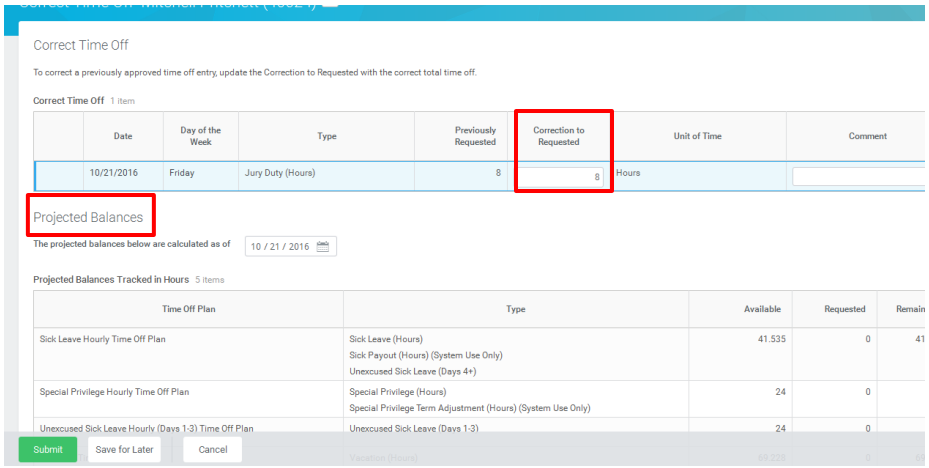
Correcting an Approved Time Off for an Employee

From a worker's Related Actions:

1. Click **Time and Leave > Correct Time Off**.



2. Use the **Correction to Requested** box to correct the amount of time off requested. You may need to adjust hours. Take note of the available projected balances.



3. The request will route to the manager for approval. The employee will receive notification in Workday of the adjustment.