Entering Time Off on behalf of an Employee

From a worker's Related Actions:

1. Click Time and Leave > Enter Time Off.



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

			(40080)
			Total: 0
Today < > Oc	tober 2016		When Friday, October 21, 2016
Balance as of	Sunday		
an can contra timit			Daily Quantity * 0
468 Dave			Unit of Time (empty)
			Comment
Balance Per Plan	2	3	
Sick Leave - Daily			
465 Days			enter your comment
	9	10	
Special Privilege - Daily			
			Attachments
	16		

- 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**.



 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.

to correct i	a previousiy approve									
Correct Ti	me Off 1 item Date	Day of the Week	Туре		Previously Requested	Correction to Requested	Unit of Time		Comment	
	10/21/2016	Friday	Jury Duty (Hours)		8	8	Hours		[
Projected	Balances Tracked i	in Hours 5 items			Ту	rpe		Available	Requested	Remain
Projected Sick Leav	Balances Tracked i re Hourly Time Off Pl	in Hours 5 items Time Off Plan an		Sick Leave (Hou Sick Payout (Ho Unexcused Sick	rs) urs) (System Use Only) Leave (Days 4+)	pe		Available 41.535	Requested 0	Remain 41
Sick Leav	Balances Tracked I re Hourly Time Off Pl trivilege Hourly Time	in Hours 5 items Time Off Plan an Off Plan		Sick Leave (Hou Sick Payout (Ho Unexcused Sick Special Privilege Special Privilege	rs) urs) (System Use Only) Leave (Days 4+) • (Hours) Term Adjustment (Hours	pe) (System Use Only)		Available 41.535 24	Requested 0	Remain 41
Projected Sick Leav Special P Unexcuse	Balances Tracked i re Hourly Time Off Pi 'rivilege Hourly Time ad Sick Leave Hourly	in Hours 5 Items Time Off Plan an Off Plan (Days 1-3) Time Off	Plan	Sick Leave (Hou Sick Payout (Ho Unexcused Sick Special Privilege Special Privilege Unexcused Sick	rs) urs) (System Use Only) Leave (Days 4+) t (Hours) Leave (Days 1-3)	npe) (System Use Only)		Available 41.535 24 24	Requested 0 0	Rema

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

