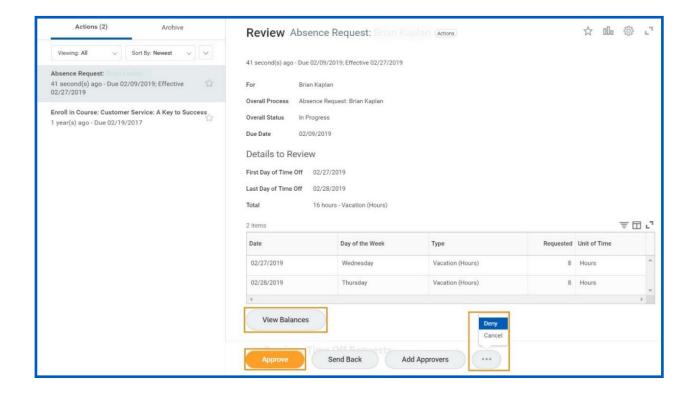
Timekeepers, Managers and HR Practitioners can approve absence requests submitted by employees. You have the option to approve, deny, or send back time entered by employees. The type of Absence request determines if the approval routes to a manager or an HR Practitioner.

APPROVE TIME ENTERED

To view an absence request:

- 1. Navigate to your Inbox.
- 2. Click the Absence Request task for the respective employee.







Approving Time Off and Absence



Note:

- View Balances to view an employee's time off balances.
- Send Back used to send an employee's absence request back to them to modify. T
- **Deny** used to deny an employee's absence request. If you send or deny an employee's absence request, you will need to enter a comment an appropriate comment and detail for sending back or denying the absence request.
- Cancel allows you to cancel the absence request. If you need to add an additional approver
- Add Approvers to add additional approvers, if permissible./..
- 3. After reviewing the employee's absence request, click Approve at the bottom of the page to approve the absence requested.
- 4. Click Done.



Note: To correct an employee's time or time off request that was previously approved, the manager will need to contact the HR Practitioner to rescind the transaction by using the Cancel or Delete an Incomplete Business Process in Workday job aid.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.



