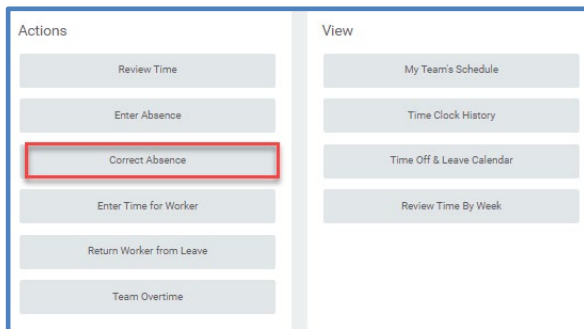


Managers can correct a submitted and approved leave of absence request for an employee that report directly to them.

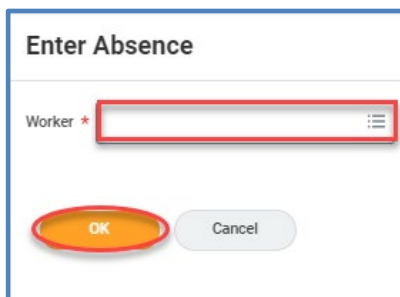
CORRECT LEAVE OF ABSENCE FOR AN EMPLOYEE

From the homepage:

1. Click the Team Time application.
2. Click the Correct Absence option.



3. Click the prompt to search for employee or type or the employee's name in the Worker field.
4. Click OK.



5. From the Calendar view, select the date that needs to be corrected.
6. Identify the change you want to make.

Correct Absence

Total
36.67 Hours

Monday, January 25, 2021 - Friday, January 29, 2021

Select All 0 selected

Correct 5 items

Select	Date	Type	Daily Quantity
<input type="checkbox"/>	Monday, January 25, 2021	Vacation	7.334 Hours
<input type="checkbox"/>	Tuesday, January 26, 2021	Vacation	7.334 Hours
<input type="checkbox"/>	Wednesday, January 27, 2021	Vacation	7.334 Hours
<input type="checkbox"/>	Thursday, January 28, 2021	Vacation	7.334 Hours
<input type="checkbox"/>	Friday, January 29, 2021	Vacation	7.334 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

> Details

7. Checked the box or all boxes of the time off that needs to be corrected.
8. Then, click the minus sign. This will remove the date or dates from your request.
9. Enter a comment explaining the need for the correction.
10. If applicable, attach any required documentation.
11. Click **Submit**, then **Done**.



Note: Once done, click submit and the request will be rerouted back through the approval process. The Correct Leave of Absence changes will be routed to the manager's manager for approval.