

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.

**Review** Absence Request: Brian Kaplan

41 second(s) ago - Due 02/09/2019; Effective 02/27/2019

**For** Brian Kaplan

**Overall Process** Absence Request: Brian Kaplan

**Overall Status** In Progress

**Due Date** 02/09/2019

**Details to Review**

**First Day of Time Off** 02/27/2019

**Last Day of Time Off** 02/28/2019

**Total** 16 hours - Vacation (Hours)

| Date       | Day of the Week | Type             | Requested | Unit of Time |
|------------|-----------------|------------------|-----------|--------------|
| 02/27/2019 | Wednesday       | Vacation (Hours) | 8         | Hours        |
| 02/28/2019 | Thursday        | Vacation (Hours) | 8         | Hours        |

2 items

View Balances

Approve Send Back Add Approvers Deny Cancel

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](http://Workday.Baltimorecity.gov).