**Time Off:** Manage Team’s Absences

**TIME OFF & LEAVE OF ABSENCE CATEGORIES**

**Time Off** – a transactional event classified as **Time Off**.

**Leave of Absence** – a durational event where the employee will be absent from work for an extended period of time is classified as **Leave of Absence**. Workday profile status of employees availing these leave types will show as “On Leave”.

<table>
<thead>
<tr>
<th>Time Off</th>
<th>Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic Leave</td>
<td>FMLA</td>
</tr>
<tr>
<td>Holiday</td>
<td>Intermittent FMLA</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>Sick</td>
<td>Military Leave</td>
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<tr>
<td>Vacation</td>
<td></td>
</tr>
<tr>
<td>Leave Without Pay</td>
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</table>

**APPROVE, DENY, AND SEND BACK ABSENCE REQUESTS**

As a manager, you have the option to approve or deny absence requests or send them back for revision.

To view an absence request:

1. Navigate to your **Inbox**.
2. Select the **Absence Request** Inbox item.
3. (Optional) Select the **View Balances** button to view an employee’s time off balances.
4. Select **Approve**, **Send Back**, **Deny** or the **Cancel** button. From the **More** menu, you can select **Deny** or **Cancel**.

5. If approved, click the **Detail and Process** arrow to view the employee’s time off summary.
Time Off: Manage Team’s Absences

The Time and Absence application gives managers quick access to several reports and tasks for managing team absence.

VIEW TEAM ABSENCES

Managers can view all of their team members’ absences at a glance on the unified absence calendar.

From the Time and Absence application:

1. Select Time Off and Leave Calendar under Tasks.

2. The unified absence calendar displays. Employee absence requests are marked with the employee’s name.
**ENTER ABSENCE FOR A DIRECT REPORT**

Managers can easily enter an absence on behalf of their direct reports using the Enter Absence task.

From the Time and Absence application:

1. Select **Enter Absence** under Tasks.
2. Select the direct report you are entering absence for from the Worker prompt.
3. Select OK.
4. Select one or more days for the worker’s absence or click and drag to select multiple days. Click on a selected day to deselect it.
5. (Optional) Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
6. Select the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.
7. Enter the type of absence requested from the **Type** prompt. Your options will include both time off and leave of absence types.
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8. Select **Next**.

9. The **Quantity per Day** may default to a set amount or to your daily scheduled hours; it will depend on whether balances are tracked in days or hours.

10. (Optional) To change the amount, click **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed. Select **Done**.

![Edit Quantity per Day](image)

11. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.

12. Select **Submit**.

**Note:** The absence request is automatically approved. Manager approval is not required for this process, as the manager is entering time for the employee.

**CORRECT TIME OFF/LEAVE OF ABSENCE FOR A DIRECT REPORT**

To correct a time off request for a direct report, you must have the appropriate security permissions enabled for the task.

From the Time and Absence application:

1. Select **Correct Absence** under Tasks. This option only works after a time off request has been submitted and approved.

2. Select the direct report from the Worker prompt.

3. Select **OK**.

4. Select a time off entry to open the details.

5. Select the days off you want to correct or click the **Remove Row** icon to remove the days.
6. Revise requested hours in the **Quantity per Day** field.

7. Enter a **comment** if needed.

8. Select **Submit**.

*Note:* You have the option to attach documents when correcting **Time Off** or **Leaves of Absence**.

**RETURN AN EMPLOYEE FROM A LEAVE OF ABSENCE**

When an employee comes back to work after a leave of absence, the manager will enter information about their return.

From the **Time and Absence** application:

1. Select **Return Worker from Leave** under Tasks. Select the direct report on leave from the Worker prompt.

2. Select **OK**.

3. Enter the **First Day Back at Work**.

4. Enter the **Actual Last Day of Absence**. The First Day Back at Work must be after the Actual Last Day of Absence.
5. Select Submit, then Done.