

How to Submit an Absence Request

1. Click on the **Absence** app in Workday.



Absence

2. Click **Request Absence**



The screenshot shows the Absence app interface. It is divided into two main sections: 'Request' and 'View'. The 'Request' section contains three buttons: 'Request Absence' (highlighted with an orange border), 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' section contains one button: 'Absence Balance' (highlighted with an orange border). Below these sections is a table titled 'Available Balance as of Today' with a note 'Does not include future absence requests'. The table lists various types of time off and their available balances. A blue callout box with the text 'Note: You can view your time off balances here.' has an arrow pointing to the 'Available' column of the table.

Available Balance as of Today	
Does not include future absence requests	
Available	
8 Hours - Floating Holiday	
0 Hours - Reward Time Off	
42.14 Hours - Sick	
4 Hours - Vacation	
8 Hours - Volunteer Day	

3. Click on the **Select Date Range** button and enter the appropriate date(s).

Note: You can view your time off balances here.

The screenshot shows a user interface for managing time off. At the top, there are two buttons: "Select Date Range" and "View Teams". Below these is a "Balances" sidebar on the left, which lists various time off types and their current balances. The main area is a calendar for February 2024, with a "Vacation" request highlighted on Monday, February 5th. A black arrow points from the "Select Date Range" button to the calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	Feb 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Balances

Balance as of 02/29/2024

Per Plan

- Floating Holiday: 8 Hours
- Reward Time Off: 0 Hours
- Sick: 42.14 Hours
- Vacation: 4 Hours (Vacation)
- Volunteer Day: 8 Hours

Total

62.14 Hours

1 Day - Request Absence

4. In the *Type* section, click **Time Off**, and then select the appropriate time off option.

The "Select Date Range" dialog box is shown. It has a close button (X) in the top right corner. The "From" field is set to 03/08/2024, the "To" field is also set to 03/08/2024, and the "Type" dropdown menu is open, showing "Vacation" selected. At the bottom, there are "Next" and "Cancel" buttons.

Select Date Range [X]

From * 03/08/2024 [Calendar Icon]

To * 03/08/2024 [Calendar Icon]

Type * [X] Vacation [Menu Icon]

Next Cancel

5. Click **Next**

6. Click **Submit**

Total 8 hours - Vacation

Request 1 item

*From	*To	*Type	Quantity per Day	Total
03/08/2024	03/08/2024	× Vacation	8 hours	8 hours

enter your comment

Attachments

Drop files here

Select files

Submit Cancel

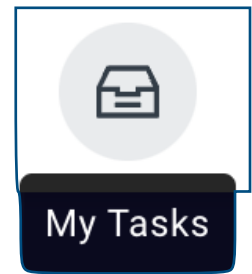
Note: You will receive a notification in your “My Tasks” box (formerly known as your Workday Inbox) when your supervisor approves or denies your absence request.

How to Approve/Deny Absence Requests (Steps for Supervisors)

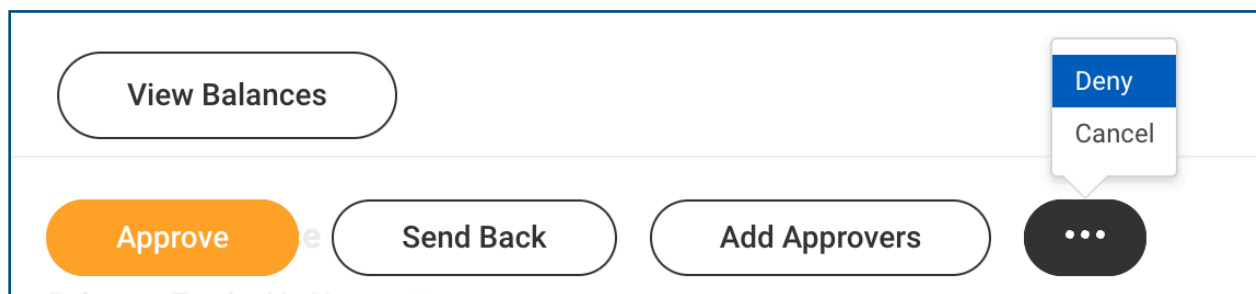
IMPORTANT! SUPERVISORS MUST APPROVE OR DENY TEAM MEMBER ABSENCE REQUESTS BY THE TUESDAY BEFORE PAYROLL!

Failure to approve or deny absence requests on time costs the company money and creates financial hardship for the team member by possibly disrupting their pay.

Note: Team Member Absence requests will appear in your “My Tasks” box (formerly known as your Workday inbox) and/or under the “Awaiting My Action” section on the Workday homepage.



1. Click on the team member's absence request and review the information.
2. Click **Approve** to approve the absence or click the **three dot icon** and **then click Deny** to deny the absence request.



Note: If you choose to deny a team member's absence request, you must leave a comment. Then click **Submit**.

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit Cancel

Note: The team member will receive a notification in their "My Tasks" box (formerly known as the Workday inbox) when their supervisor approves or denies their absence request.