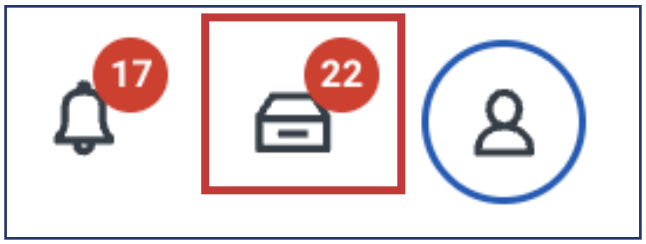
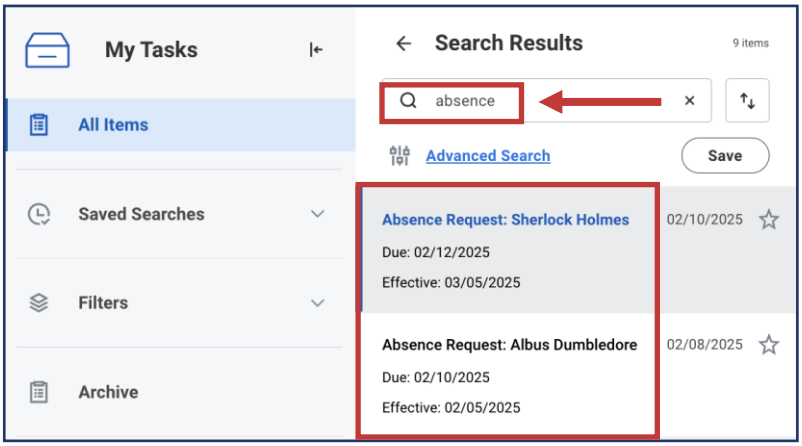
HOW TO APPROVE OR DENY TEAM MEMBER ABSENCE REQUESTS

IMPORTANT! Leaders must approve OR deny team member absence requests by 7:00 am (AZ time) on the Tuesday of the pay week to ensure payroll is accurate. A reminder email from HR Support is sent on the Thursday before the pay week.

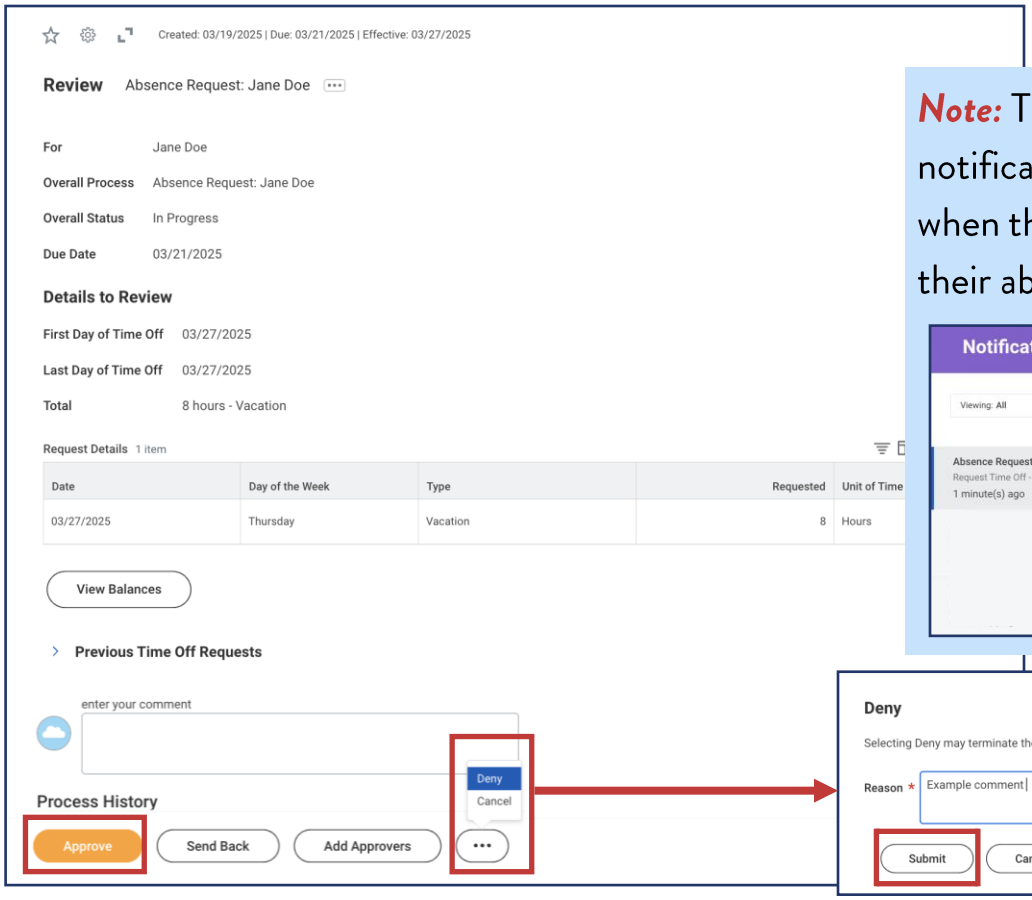
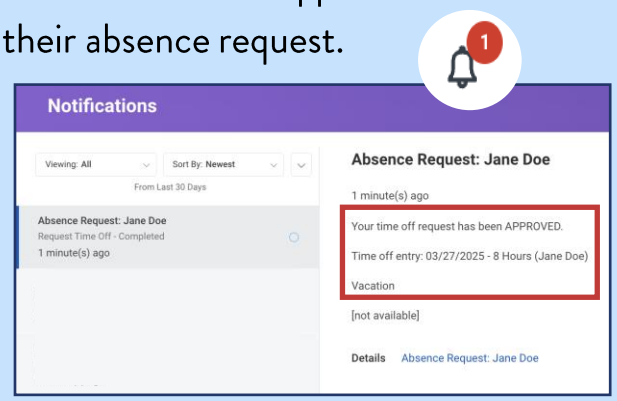
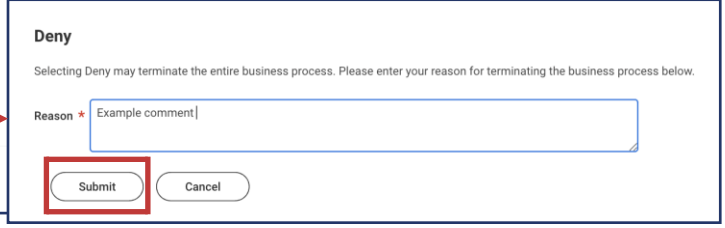
1. Log in to Workday > Click the "My Tasks" Inbox icon



2. Search "absence" in the inbox search bar > Click the absence request task



3. Review the absence request > Click **Approve** to approve the absence **OR** Click the three-dot icon > **Deny** > Enter a comment > **Submit** to deny the absence request



Note: The team member will receive a notification in their Workday "bell icon" when their leader approves or denies their absence request.