

Manage Team Time Off

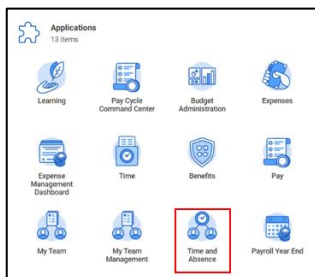
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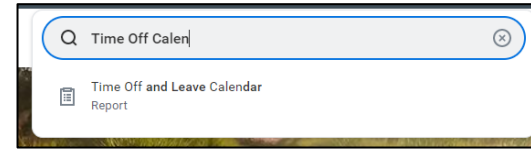
Managing Team Time Off

Approve Time Off From Time & Absence App

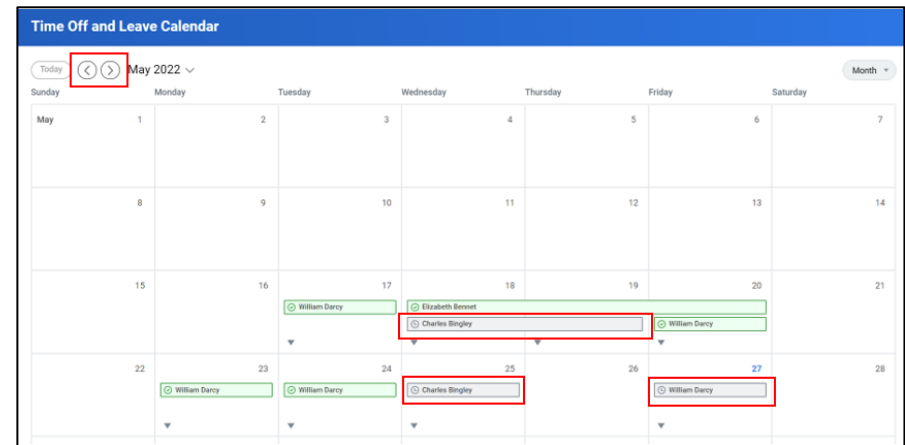
1. From the **Workday Home Page**, select the **Time & Absence** application and open the **Time Off & Leave Calendar**



or enter “**Time Off Calendar**” in the **Search** field and select **Time Off & Leave Calendar Report** from the results

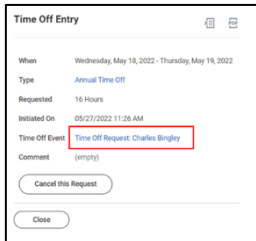


2. The **Time Off & Leave Calendar** displays for the current date; you can see submitted **Time Off** requests for your direct report employees. Unapproved Requests show in gray, Approved Requests are green. Navigate to other months as desired.

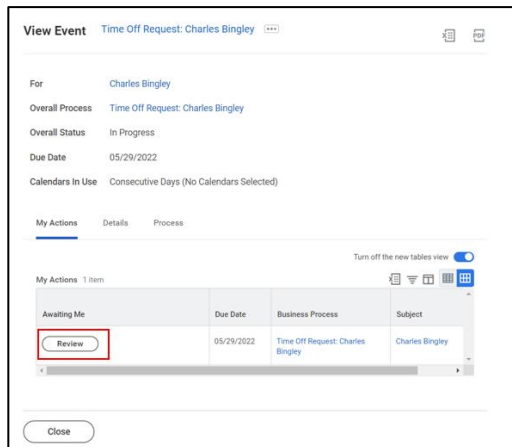


***NOTE:** To view all workers under you in the **Supervisory Organization** with upcoming **Time Off** requests (not just direct report employees), search for and run the **My Team's Upcoming Time Off** report.

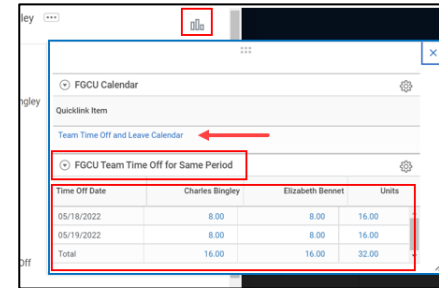
3. Click a **Time Off submission** to review and act on the unapproved **Request**.
4. In the **Time Off Entry** dialog box, select the **Time Off Event** link.



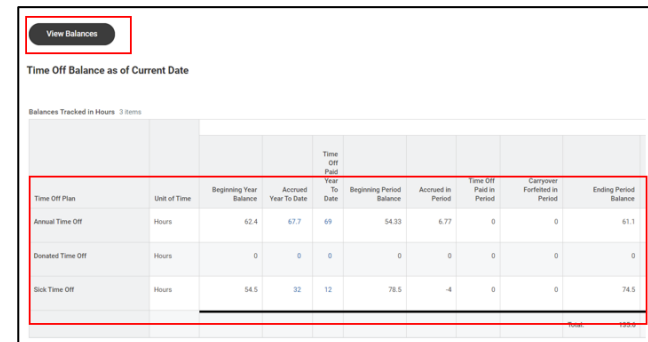
5. In the **View Event** screen, click **Review**.
6. The **Review** screen contains additional information:
 - **FGCU Team Time Off for Same Period** report shows all direct report employees with Time Off requests for the same date. Select daily **Units** (in blue) to see details.



- Click **Team Time off and Leave Calendar** quick link to return to the Calendar.



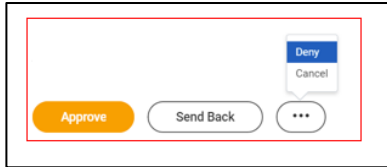
- The **View Balances** button opens Time Off Balances as of current date.



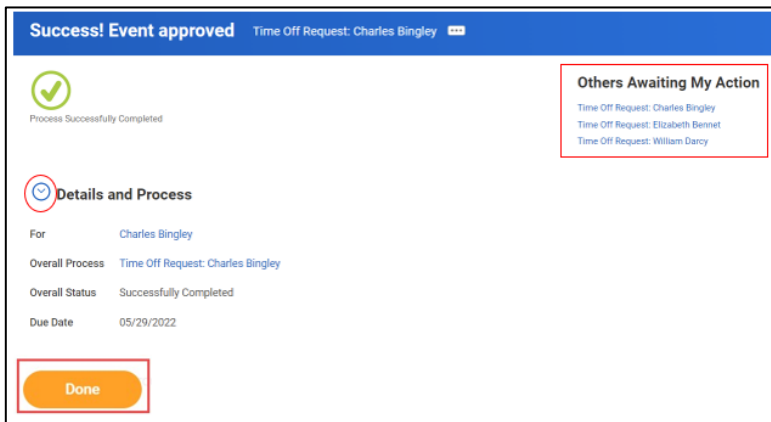
7. On the Review screen (scroll down for complete info) you have the option to:
 - **Approve**- approves the employee's Time Off request.
 - **Send Back**- returns Request to employee for adjustment; you must include a comment with the reason for return for the employee.
 - **Deny**- terminates/deletes the entire business process and removes the request from the Time Off and Leave Calendar. ***NOTE: this option is NOT recommended**

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- **Cancel**-cancels any action on your part and leaves original request intact.



8. On the **Review Time** screen, select **Approve**; a confirmation popup appears. To view **Details & Process**, click the dropdown carrot. To view another Time off Request, click the appropriate link under **Others Awaiting My Action**.



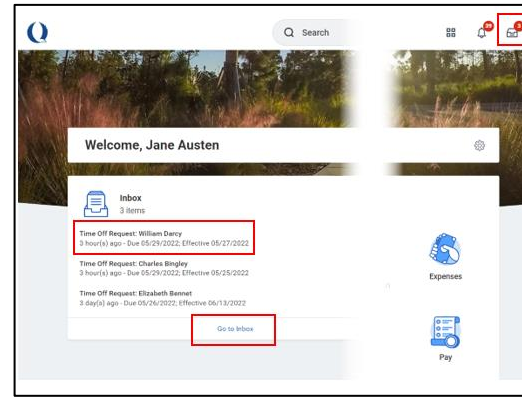
When finished, click **Done**.

Approved Requests appear in green on the **Time Off & Leave Calendar**.

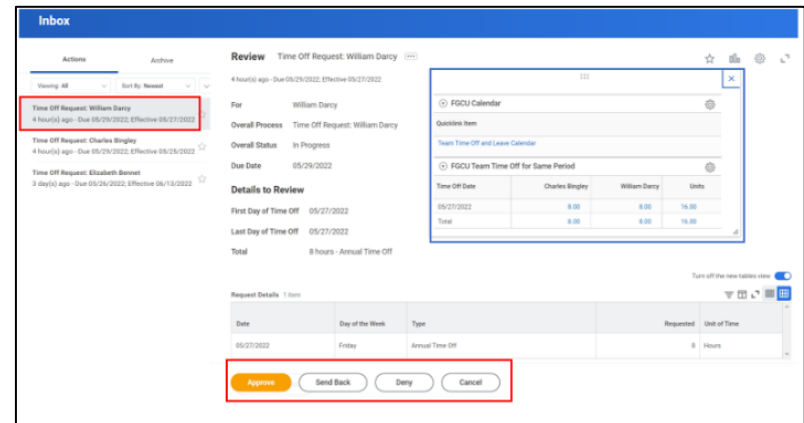
Approve Time Off From your Inbox

On the Workday Home Page, access your Inbox items by one of the following methods:

- Click the **Inbox icon** next to your Profile picture.
- Select **Go to Inbox** from your Inbox card and select the **Time Off Request item** under the **Actions** tab.
- Open the appropriate **Action item** on your **Inbox card** by selecting it.



Selecting the item from your Inbox allows you to review and act quickly and easily (you may need to scroll to see all details).

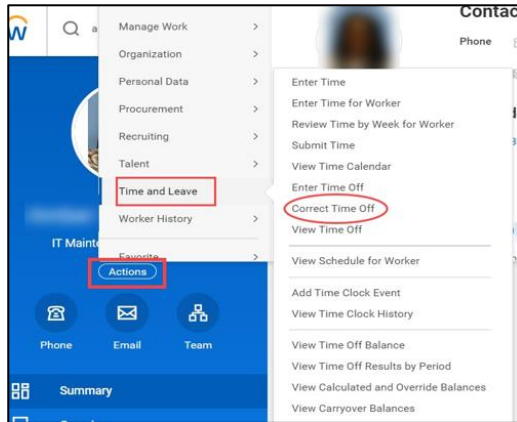


Correct Time Off

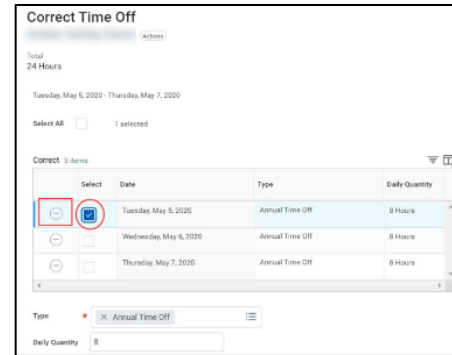
From Worker Profile

When an employee wishes to change or delete previously approved Time Off, their supervisor must make the correction.

1. On the **Workday Home Page**, enter the employee's name in the Search field; select the appropriate result.
2. In the employee's **Profile**, click the **Actions** button, then **Time and Leave**, and **Correct Time Off**.

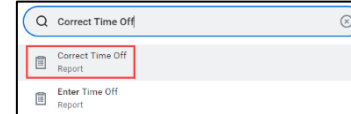


3. On the employee's **Time & Absence Calendar**, select the **Approved Time Off** entry to be corrected.
4. In the **Correct Time Off** dialog box, select the date or dates you wish to correct. To remove the date completely, click the minus icon in the left column.
5. State the reason for the correction in **Comments**; when finished, click **Submit**. The corrected **Time Off** entry appears on the Calendar.

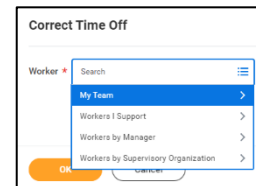


From Time & Absence Application

1. On the **Workday Home Page**, select the **Time & Absence** app and click **Correct Time Off**. ***NOTE:** alternately you may enter **Correct Time Off** in the **Search** field and select **Correct Time Off (Report)** from the results.



2. Enter the employee's name in the **Worker** field, or use the menu icon to select **My Team**, then employee name from the results; click **OK**.

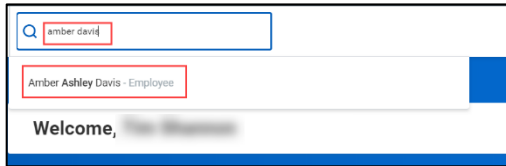


3. Continue **from #3** in the previous **From Worker Profile** section.

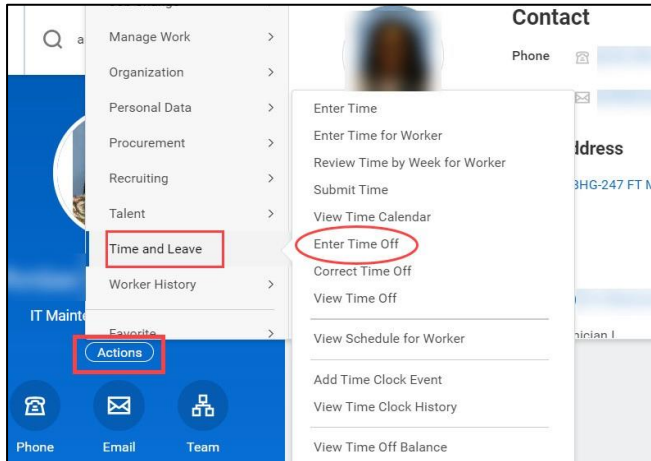
Enter Time Off for Employee

Using Worker Profile

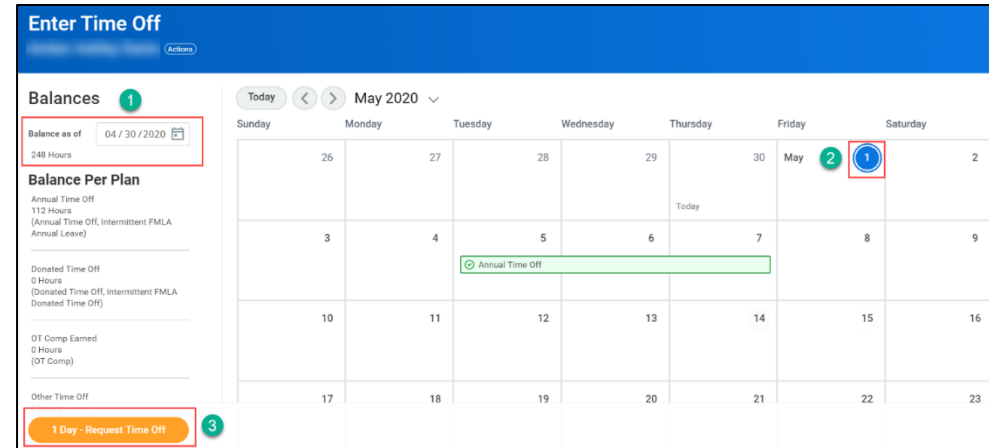
1. On the Workday Home Page, enter the employee's name in the Search field; select appropriate result.



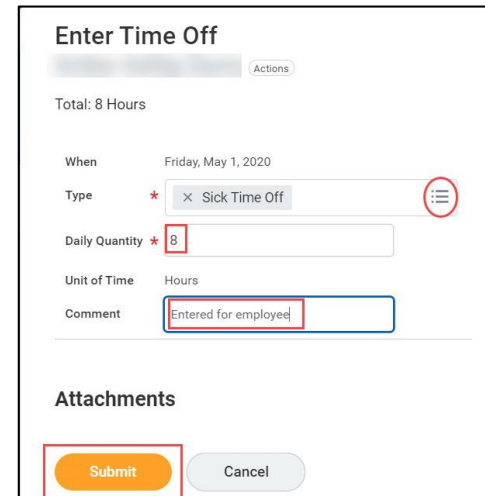
2. From the employee's Profile, select the **Actions** button, **Time and Leave**, and **Enter Time Off**.



3. Check the employee's available **Time Off Balance** (1), click the day or days on which you wish to enter Time Off (2), and click Request Time Off (3).

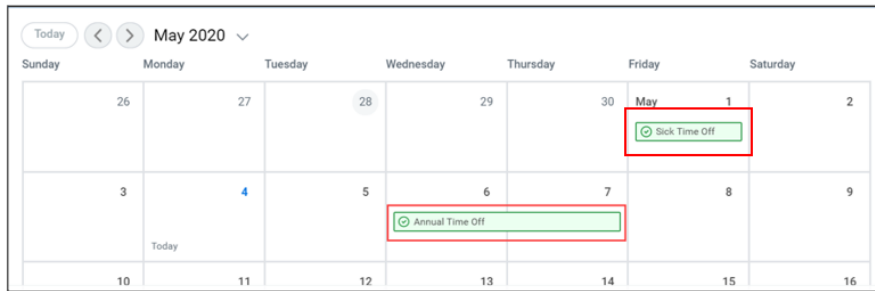


4. Select appropriate Time Off type from menu.
5. Enter number of hours per day.
6. Include a Comment or Attachment.
7. Click Submit.



8. The **Time Off** entry appears on the Calendar

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Common Reports

There are numerous Workday Reports that may be helpful; enter the keywords “Time Off” in the Workday Global Search field and select the desired Report from the results.

- Time Off Balance
- Time Off Liability
- Time off Liability for Position
- Time Off Results Detail
- Time Off Results Summary
- Time off Results by Period
- Time Off and Leave Calendar

Business Process(es): Time Off Balance Transfer; Correct Time Off; Request Time Off; Update Time off Requests