Request an Absence

- Absence request is submitted by employees and approved by managers in Workday.
- Managers may delegate tasks for a period of time to peers or superiors in the organization chart.
- Managers cannot delegate tasks to subordinates in Workday.

Process:
- Employee requests an absence.
- Manager approves or sends it back.
- If the request is sent back, an item will appear in the employee’s Workday Inbox. Employee will need to modify it and resubmit it.
- Once approved, employee receives a notification in the Workday Inbox.
- An approved absence request can be edited and resubmitted. The request will appear in the manager’s Workday Inbox for approval.

Covers:
1. Request an absence.
2. Cancel an absence request.
3. Change an approved absence request.

Before you begin, login into your WPI Workday Account and look for the Absence worklet.
Request an Absence

1. Request an Absence

   **Note:** Your available time off balances appear at the bottom of this screen.

You can also see this information by clicking the **Absence Balance** button under **View**.

Approved absence requests will adjust your available balances only after the date you’ve taken off has passed.

   A. Under **Request**, click **Request Absence**.

   B. Your available time off balances also appear at the left of the screen (see below), showing your balances as of today. You can click the **calendar** icon to choose a date in the future, to see how your balances will add up.

   C. To select time to take off, in the future or in the past, click or click and drag to select days on the calendar, or use the **Select Date Range** button.

   ![Request Absence and View Buttons](image)

   **Available Balance as of Today**

   - Does not include future absence requests
   - 0 Hours - Personal Exchange
   - 16 Hours - Personal
   - 352 Hours - Sick
   - 23.1 Hours - Vacation

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Your screens and processes may vary from this document. Confidential ©2018

Updated 09-13-2018
D. After you’ve selected time, click the # Days – Request Absence button in the lower left.

E. Choose the Type of absence you are requesting, then click Next.
Request an Absence

F. Click the **Edit Quantity per Day** button.

G. In the **Update All Quantities** field, enter the number of hours. You can change the number of hours per day in the individual **Quantity per Day** field. Click **Done**.
H. You can use the (+) button to add additional requests, or if you are done, click **Submit**. Notice that you can add a **Comment** or upload a file in **Attachments**. You can also **Cancel** the request.

I. After you submit your request, an action item will be sent to your manager's Workday Inbox, as well as an email notification. Your manager can approve the request or send it back with a comment. If the request is sent back to you, you can modify and resubmit it.

J. To check your request, click to open the request you made in the absence calendar. Click the blue **Absence Event** link.
K. If you click **Process** and scroll right, you’ll see the request status and person’s name responsible for approving the request. Approval will also appear in Notifications (bell) icon in the upper right of the Workday home page window.
2. Cancel an Absence Request

Before your manager approves a request, you can cancel it and it will disappear from your manager’s Workday Inbox.

A. Click the Absence worklet. Under Request, click Correct My Absence.

![Correct My Absence button](image)

B. Find the request in the calendar. If it is gray, it is not yet approved. Click to open it.

![Calendar with Doctor Visit highlighted](image)

C. Click the Cancel this Request button. You can also click the Close button to close the window without taking any further action.

![Cancel Request and Close buttons](image)
D. Scroll down and enter your comment (required in this case). Then click Submit.

**Cancel Business Process**

**Absence Request:**

For

<table>
<thead>
<tr>
<th>Overall Process</th>
<th>Absence Request</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Overall Status</th>
<th>In Progress</th>
</tr>
</thead>
</table>

| Due Date       | 09/13/2018  |

**Details**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Requested</th>
<th>Unit of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/11/2018</td>
<td>Tuesday</td>
<td>Doctor Visit</td>
<td>2</td>
<td>Hours</td>
</tr>
<tr>
<td>09/12/2018</td>
<td>Wednesday</td>
<td>Doctor Visit</td>
<td>2</td>
<td>Hours</td>
</tr>
</tbody>
</table>

**Process History**

- Due 09/13/2018
  - Request Time Off– Step Completed
  - Approval by Manager–Awaiting Action

**Attachments**

[Submit] [Cancel]
3. Change an Approved Absence Request

After your manager approves an absence request, you can still change it.

A. Find the request you would like to change in the absence calendar. An approved request has a green checkmark. Click to open it.

B. You can change the Type and/or the Quantity per Day. To choose a different day, remove the entire entry by clicking the ( - ) button. You can also add a Comment and/or drop a file in Attachments, if needed.

C. Then click Submit.
D. An action item will appear in your manager’s Workday Inbox, and an email notification will be sent.

enter your comment

Attachments

Drop files here

or

Select files

Submit  Cancel

If you have any questions, please send an email to: workday@wpi.edu