



Time Off (People Leaders)

When an employee in a Manager's Supervisory Organization submits a request for time off, the Manager will receive an inbox item for approving the time off request. Time off requests should be reviewed regularly. Failure to take action on a request in Workday before the end of the pay period requested, may cause errors to the employee's timecard or pay. Managers can view and manage time off requests for employees in their Supervisory Organization. Workday provides color coded calendar views for managers to see requests and approved time off. Follow the steps below to review time off requests and access the time off calendar view.

Time Off Review

1. Select the **Inbox** icon.
2. Inbox Action items will display. Select the **Absence Request** inbox item for your employee.
3. You may review employee balances by selecting **View Balances**.
4. You may **Approve**, **Send Back** or **Deny** the absence request by making a selection here.
 - Approve - time off is approved and shows green on the time off calendar (see #7 below)
 - Send Back* - request goes back to employee for edit and re-submission
 - Deny* - request is deleted in Workday

***ONLY** use **Send Back** if the request should be edited and resubmitted in Workday. If not, choose **Deny**.

Depending on your screen size, one or more options may be within the (...) button.

Note: Managers may view **Time off and Leave Calendar** by following the steps below:

5. From the Workday homepage, select the search box and search for **calendar**.
6. Select **Time Off and Leave Calendar**.
7. Current month calendar is now in view. Time off **approved** will display with a **green** indicator. Time off requests submitted but **not approved** will display with a gray indicator.

The screenshot illustrates the steps for reviewing time off requests and viewing the calendar. It includes the following elements:

- Top Navigation:** A green circle '1' highlights the 'Inbox' icon in the top right corner.
- All Items List:** A green circle '2' highlights an 'Absence Request: Charlie Brown (0123456)' with an effective date of 07/24/2025.
- Review Details:** A green circle '3' highlights the 'View Balances' button. A green circle '4' highlights the 'Approve', 'Send Back', 'Deny', and 'Cancel' buttons.
- Search:** A green circle '5' highlights the search bar with the text 'calendar'.
- Calendar Selection:** A green circle '6' highlights the 'Time Off and Leave Calendar Report' link.
- Calendar View:** A green circle '7' highlights the calendar grid showing approved time off in green and pending requests in gray.

Date	Day of the Week	Type	Requested	Unit of Time
07/24/2025	Thursday	flexPTO - FT	8	Hours
07/25/2025	Friday	flexPTO - FT	8	Hours