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.