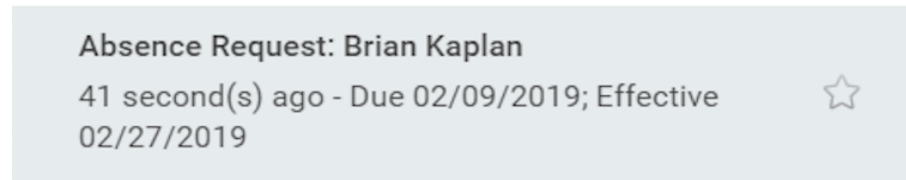


APPROVING ABSENCE REQUESTS FROM STAFF MEMBERS

Hourly and salaried staff members will submit absence requests, including vacation, sick leave, and jury duty in the Absence application. These requests are submitted at the time of entry and are delivered directly to your Workday inbox.

1. Navigate to your **Inbox**.
2. Click the **Absence Request** Inbox item.



3. The requested absence date, type, and hours are shown underneath “Request Details”.
4. Choose **Approve**, **Send Back**, **Add Approvers** or the **More** button. From the **More** menu, you can select **Deny** or **Cancel**.

2 items ☰ ☐ 🗨

Date	Day of the Week	Type	Requested	Unit of Time
02/27/2019	Wednesday	Vacation (Hours)	8	Hours
02/28/2019	Thursday	Vacation (Hours)	8	Hours

View Balances **Approve** **Send Back** **Add Approvers** **More** (Deny, Cancel)

- 5. If any portion of the absence request is incorrect, click **Send Back** to return it to the employee for correction. Use the “Reason” field to explain to the employee what needs to be changed in order to approve the timesheet.

Send Back

To *

Reason *

- 6. If you need another manager to approve the time off request, you may add additional approvers as necessary by choosing the **Add Approvers** option. For example, you may add a direct supervisor or HR partner. When using this option, be sure to enter a comment for the approver so that he/she knows why you have redirected it.

Add Approvers

The next step in the process will not happen until the additional approvals are done.

Additional Approvers *

Comment

- 7. If the absence request should not be approved, select **Deny** from the **More** menu option. The staff member will receive a notification that the request has been denied along with the reason you have provided.

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit

Cancel