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.
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 Form]

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 Form]
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.