



Correct Time Off on Behalf of Employee

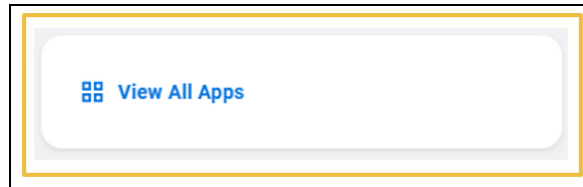
Overview

The **Correct Time Off** task is used to edit one or more days off in the future. Any employee can initiate this process; however, a manager or timekeeper may also correct time off on behalf of employees.

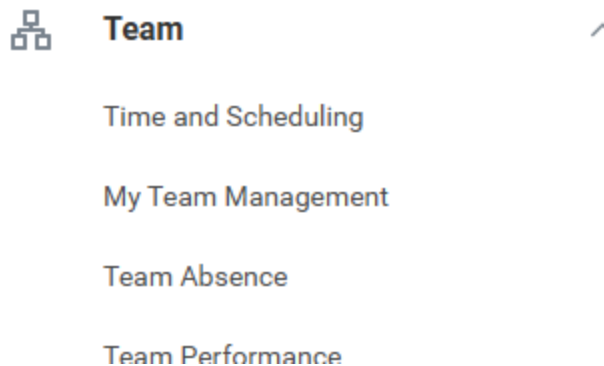
Correct Time Off on Behalf of Employee

Security Role(s): Absence Administrator, Absence Partner, HR Administrator, HR Partner, Manager, and Timekeeper

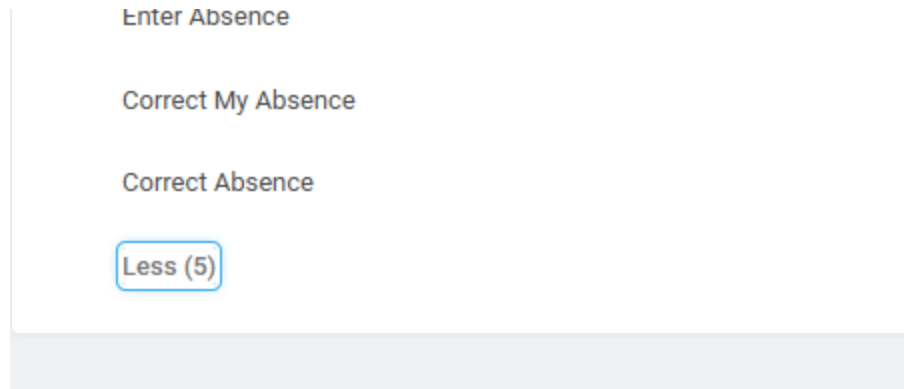
1. From the Workday Landing Page, select **View All Apps**.



2. Select the **Team Absence** application.



3. Select the **More** option to expand the menu and see all Tasks. Select Correct Absence option.



4. Enter the name of the employee in the **Worker** field for which you would like to **Correct Time Off** for and then select **OK**.

A screenshot of a dialog box titled "Correct Time Off". It contains a "Worker" field with a red asterisk and a dropdown menu icon. Below the field are two buttons: "OK" (blue) and "Cancel" (gray).

5. Use the calendar to Select the date range that you want to correct on the Time Off Calendar.

Note: Time off requests that are approved have a green check mark and can be corrected. Time off requests that have been submitted but not yet have been approved appear gray and must be canceled.

Correct Time Off Dwight Schrote

Balances

Balance as of 01/03/2022
44.94 Hours

Balance Per Plan
Personal Time Off
32 Hours

Vacation
12.94 Hours

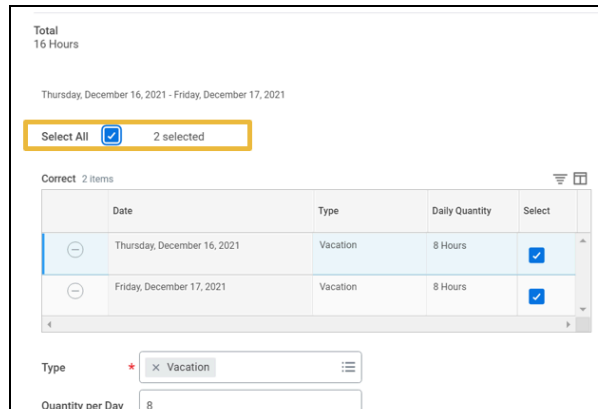
Today July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Jul 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Aug 1	2	3	4	5	6

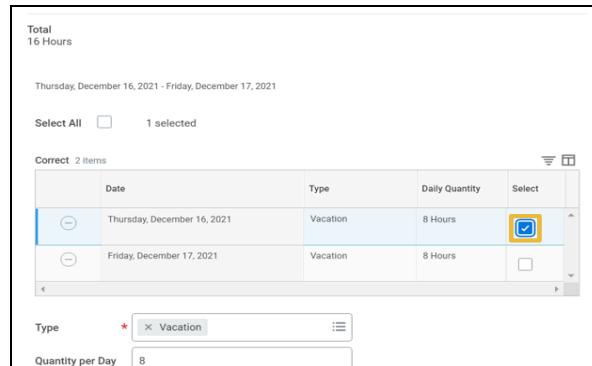
Funeral - Immediate Family

Request Time Off

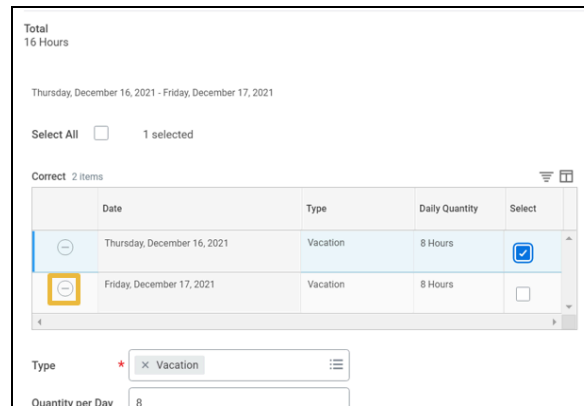
6. In the Correct Time Off pop-up box, use the following list to determine your next action:
- If the change applies to an entire time off request > click the **Select All checkbox** to select all rows



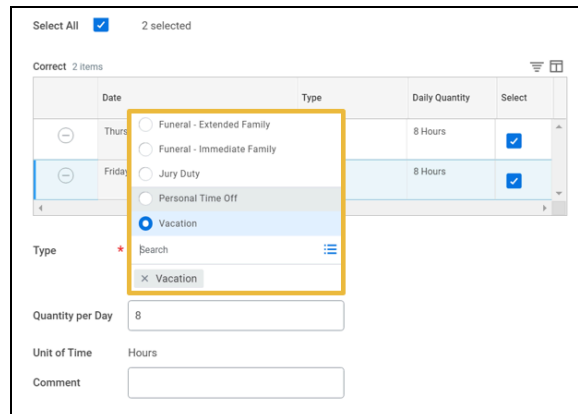
- If the changes apply to one or more day(s) of a request > select the applicable **checkboxes**



- If you would like to delete one or more day(s) of a request > select the **remove row icon**

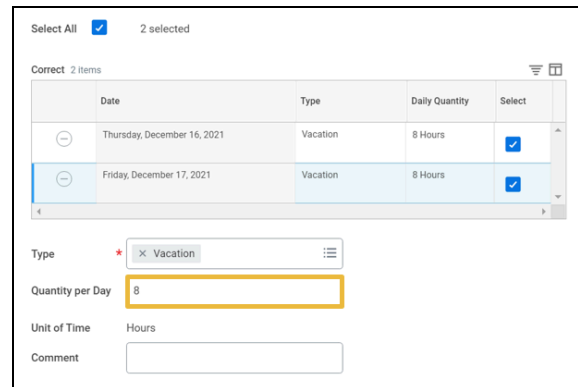


- d. If you would like change the time type > select the **Type** field and choose a different time type as needed



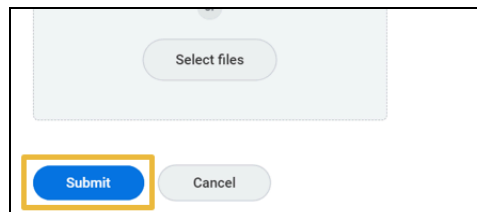
The screenshot shows a web form for requesting time. At the top, it says "Select All" with a checked checkbox and "2 selected". Below that, it says "Correct 2 items". There is a table with columns: Date, Type, Daily Quantity, and Select. The table has two rows: Thursday, December 16, 2021, and Friday, December 17, 2021, both with a quantity of 8 Hours and a checked "Select" box. A dropdown menu is open for the "Type" field, showing options: Funeral - Extended Family, Funeral - Immediate Family, Jury Duty, Personal Time Off, and Vacation (which is selected). Below the table, there are fields for "Type" (with a search icon), "Quantity per Day" (set to 8), "Unit of Time" (set to Hours), and a "Comment" field.

- e. If you would like to change the hours of the request > enter the correct hours in the **Quantity per Day** field.
Note: the quantity must be in increments of 0.25 Hours for 1.00 FTE positions.



This screenshot is similar to the previous one, but the "Quantity per Day" field, which contains the number "8", is highlighted with a yellow box. The "Type" dropdown menu is also visible, showing "Vacation" selected.

7. Scroll down and select the **Submit** button to apply your changes.



The screenshot shows the bottom portion of the form. There is a "Select files" button in a light blue box. Below it, there are two buttons: a blue "Submit" button and a grey "Cancel" button. The "Submit" button is highlighted with a yellow box.

8. The process is now complete.