Correct Time Off on Behalf of Employee

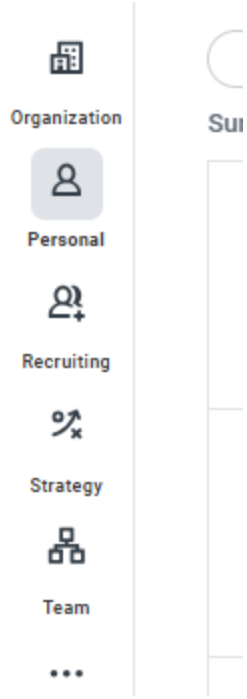
Overview

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

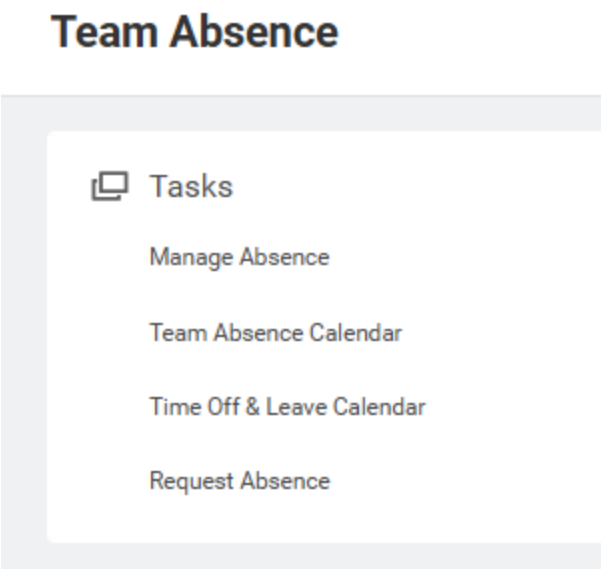
Security Role(s): Absence Administrator, Absence Partner, HR Administrator, HR Partner, Manager, and Timekeeper

1. From the Workday Landing Page, select Personal from the left hand side.



2. Select **Team** and then **Team Absence**.

3. Select **Team Absence Calendar**.

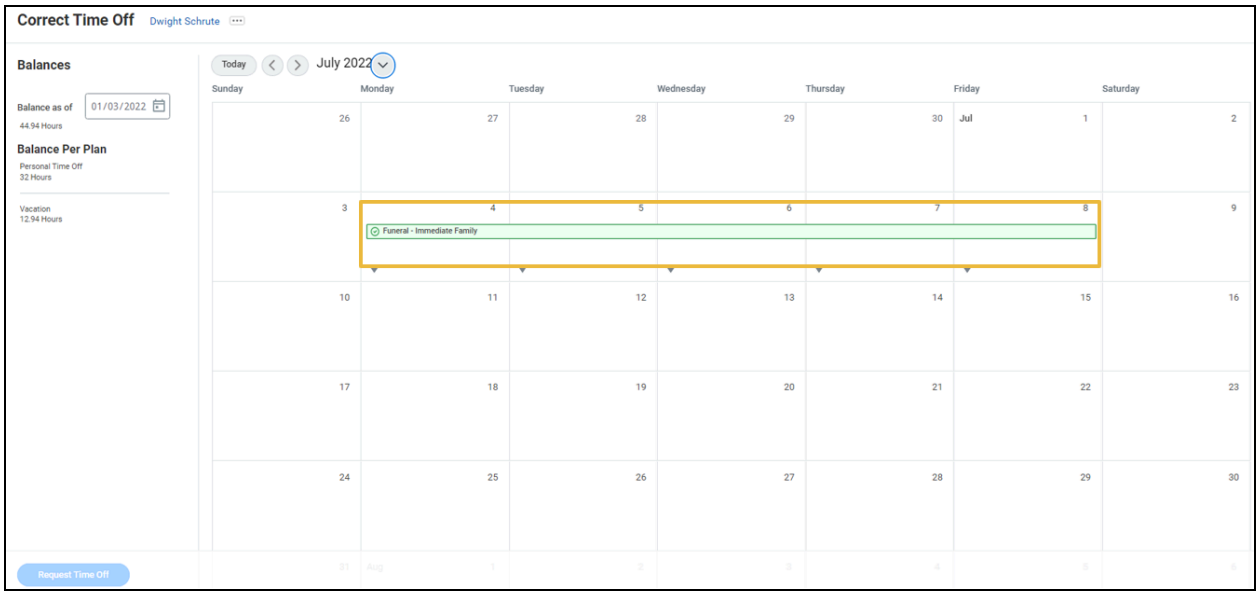


4. Enter the name of the employee in the **Worker** field for which you would like to **Correct Time Off** for and then select **OK**.



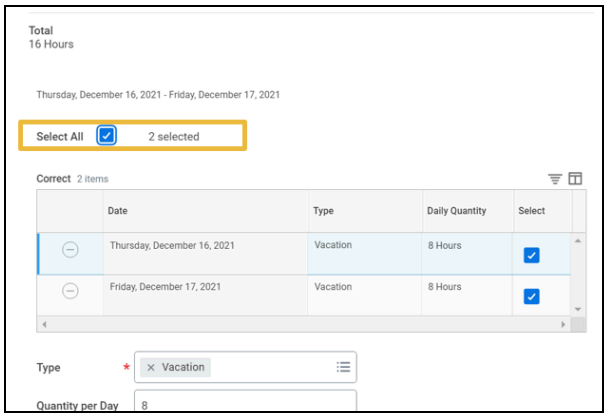
5. Use the calendar to Select the date range that you want to correct on the Time Off Calendar.

   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.*

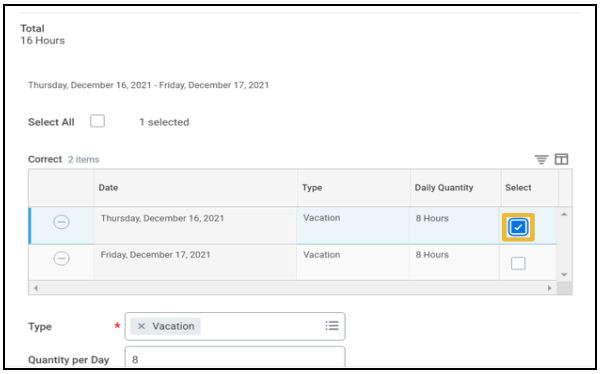


In the Correct Time Off pop-up box, use the following list to determine your next action:

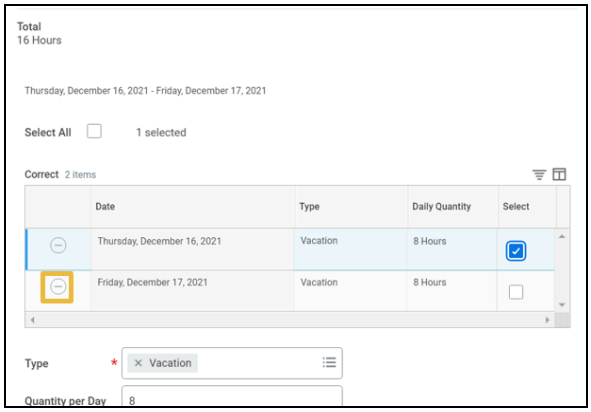
a. If the change applies to an entire time off request > click the **Select All checkbox** to select all rows



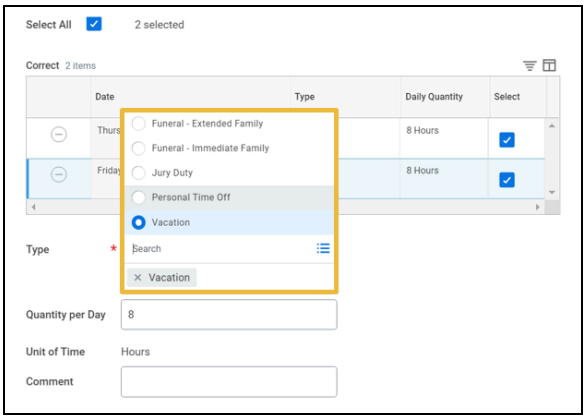
b. If the changes apply to one or more day(s) of a request > select the applicable **checkboxes**



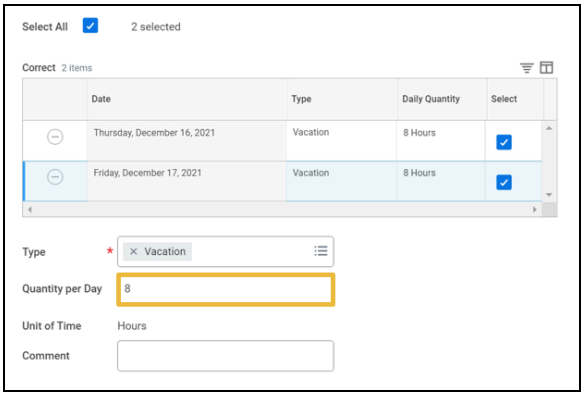
c. If you would like to delete one or more day(s) of a request > select the **remove row icon**



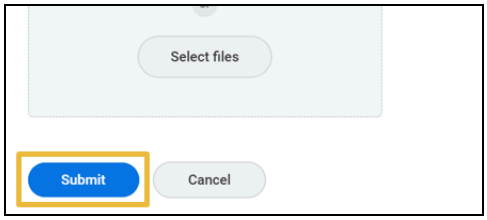
d. If you would like change the time type > select the **Type** field and choose a different time type as needed



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.



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



7. The process is now complete.