

Supervisor: How to Review and Approve Time Off (Absence) Requests

This guide may be used for reference in review and approving time off requests. The last page includes a short set of instructions on modifying your direct report's absence.

Approving Time Off Requests

1. Time Off (Absence) Requests will be under Awaiting Your Action on your Workday dashboard and in your Workday inbox.

Pomona College	Q Sea	rch		
	Alexandra .			- Con Main
			A Starter	Dear.
Good E	Evening, On Behalf of:	Your Name	It's Monday, October 17, 2022	
	N			
Awaitin	ig Your Action		Your Top Apps	
8	Absence Request: Employee Name & ID Inbox - 4 day(s) ago		Absence	
	DUE 10/14/2022		Time and Absence	
	Absence Request: Employee Name & ID Inbox - 4 day(s) ago DUE 10/14/2022		Workday Resources	
	Absence Request: Employee Name & ID			
e	Inbox - 4 day(s) ago DUE 10/14/2022		WGOC	S

2. Select the Time Off Request from either your dashboard or your inbox.

Inbox
Actions Archive
Viewing: All Viewing: All Viewing: All Viewing: All Viewing: All Viewing: Newest Viewing: Newe
Absence Request: Employee Name & ID 4 day(s) ago - Due 10/14/2022; Effective 03/13/2023
Absence Request: Employee Name & ID 4 day(s) ago - Due 10/14/2022; Effective 02/10/2023
Absence Request: Employee Name & ID 4 day(s) ago - Due 10/14/2022; Effective 01/02/2023

3. The details of the time off request will display such as dates, type, and hours. You will have the option to **Approve**, **Send Back** or **Deny** the time off request.

Review Absence Request.					
4 day(s) ago - Due 10/14/2022; Effective 03/13/2023					
For					
Overall Process Absence Request:					
Overall Status In Progress					
Details to Review					
First Day of Time Off 03/13/2023					
Last Day of Time Off 03/15/2023					
Total 24 hours - Vacation					
Request Details 3 items					
Date Day of the Week Type Position Requested Unit of					
03/13/2023 Monday Vacation Director, Financial Planning & Analysis 8 Houra					
03/14/2023 Tuesday Vacation Director, Financial Planning & Analysis 8 Hours					
03/15/2023 Wednesday Vacation Director, Financial Planning & Analysis 8 Hours					
View Balances					
View Dalatices					
Approve Send Back Deny Cancel					

4. You can view the employee's balances from here to ensure their balance will cover the hours requested. *Note: the balance is as of the current date.*

Time Off Balan	ce as of Curr	ent Date									
Balances Tracked	in Hours 4 item	S									₹ J 🏾
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
COVID Sick	Hours	0	0	0	0	0	0	0	0	0	10/01/2022 - 10/31/2022 (Monthly (Absence))
Personal	Hours	24	0	0	24	0	0	0	24	24	10/01/2022 - 10/31/2022 (Monthly (Absence))
Sick	Hours	120	24	0	144	0	0	0	144	144	10/01/2022 - 10/31/2022 (Monthly (Absence))
Vacation	Hours	264	0	0	264	0	0	0	264	264	10/01/2022 - 10/31/2022 (Monthly (Absence))
									Total: 432	432	

5. When you **Approve** the time off request the **Success! Event approved** message will display and you can **View Details**.

Success!	Event approved	
<u>View Details</u>		

6. If you **Deny** the time off request, you will need to enter a **Reason** and select **Submit**.

Deny
Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.
Reason * I cannot approve your time off request at this time.
Submit Cancel

7. The employee will receive a notification showing the request was denied with the reason.

Notifications	
Viewing: All Viewing: Newest Viewing: All From Last 30 Days	Absence Request:
Absence Request Your time off request has been denied. 36 second(s) ago	Your request was denied with the below comment.
	Personal 02/10/2023 Details Absence Request

8. If you **Send Back** the time off request, you will enter the employees name in **To** and the **Reason** then select **Submit**.

Send Back						
To *	× Employee Name & ID - := Revise Time Off					
Reason * Please correct your time off request to exclude 1/6/2022 per our conversation.						
Su	ubmit Cancel					

9. Your employee will get the time off request back in their inbox to edit.

Absence Requests 5 items						
*Date	(+)	Day of the Week	*Type	Position *Requested Tin		Unit of Time
01/06/2023	Ξ	Friday	× Vacation :	× Director, Financial := Operations & Chief Accountant	8	Hours
01/05/2023		Thursday	× Vacation :	× Director, Financial := Operations & Chief Accountant	8	Hours
01/04/2023	\bigcirc	Wednesday	\times Vacation $:\equiv$	× Director, Financial := Operations & Chief Accountant	8	Hours
01/03/2023	\bigcirc	Tuesday	\times Vacation $:\equiv$	× Director, Financial := Operations & Chief Accountant	8	Hours
01/02/2023	Ξ	Monday	× Vacation :	× Director, Financial := Operations & Chief Accountant	8	Hours
 ★ 	•					
Submit	Save for L	ater	Cancel			

10. Once your employee makes changes to their time off request, the time off request will be sent back to your inbox to **Approve**.

For					
Overall Process Absence	e Request.				
Overall Status In Prog	ress				
Details to Review					
First Day of Time Off 01	/02/2023				
Last Day of Time Off 01	/05/2023				
Total 32	hours - Vacation				
Request Details 4 items					Ŧ
Date	Day of the Week	Туре	Position	Requested	Unit of
01/02/2023	Monday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/03/2023	Tuesday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/04/2023	Wednesday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/05/2023	Thursday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
Approve	Send Back Der	ny Cancel			

Modifying/Correcting Time Off Requests

Note: as a supervisor, you can enter an absence or correct an absence for an employee. Please refer to your human resources policies and procedures.

To make these corrections, etc. click on Review Time and Approvals from the Time and Absence App.

1. Select Review Time and Approvals.

Ŀ] Tasks
	Review Time and Approvals
	Time Off & Leave Calendar
	Enter Absence
	Correct My Absence
	Place Worker on Leave

2. Select Enter Absence or Correct Absence. Enter the employees' name and do the same tasks as you would for requesting time off or correcting time for yourself.

Absence
Enter Absence Correct Absence
Place Worker on Leave

Note: If you have any questions, please contact Payroll at <u>Payroll@cmc.edu</u> or call (909) 607-3356