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

![Image of Inbox]

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.

![Image of Review]
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 Balance as of Current Date](image)

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

![Success! Event approved](image)

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

![Deny](image)
7. The employee will receive a notification showing the request was denied with the reason.

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

9. Your employee will get the time off request back in their inbox to edit.
10. Once your employee makes changes to their time off request, the time off request will be sent back to your inbox to Approve.

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**.
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 Screen](image)

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