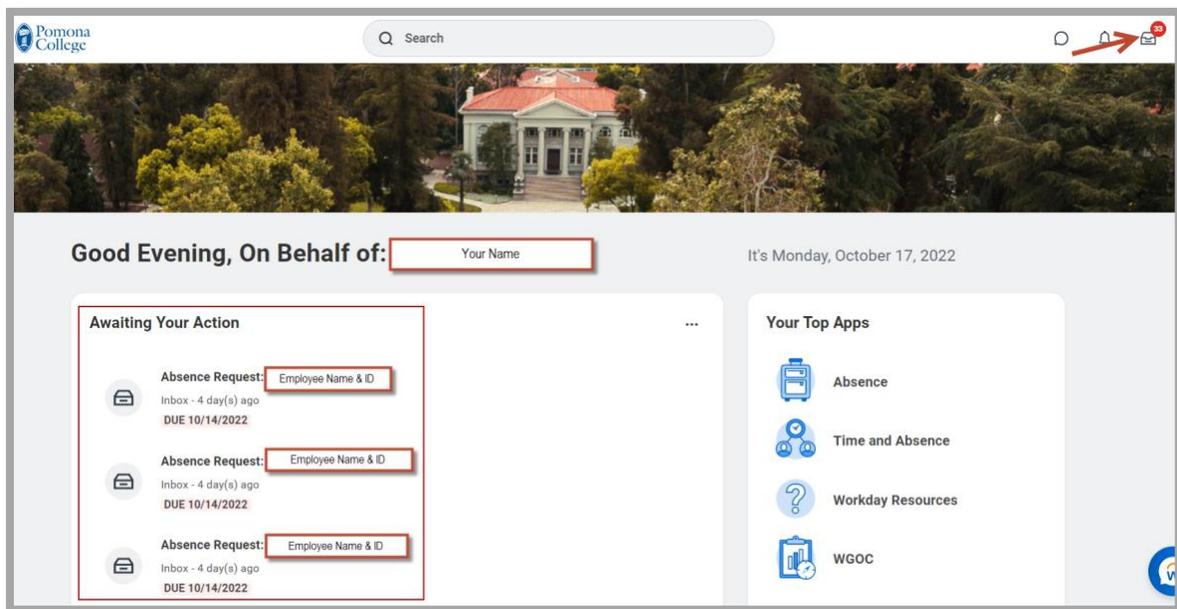


Supervisor: How to Review and Approve Time Off (Absence) Requests

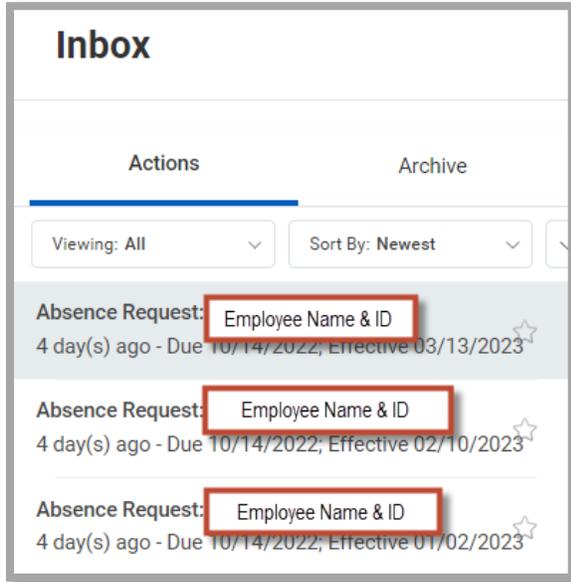
This guide may be used for reference in review and approving time off requests. The last page includes a short set of instructions on modifying your direct report's absence.

Approving Time Off Requests

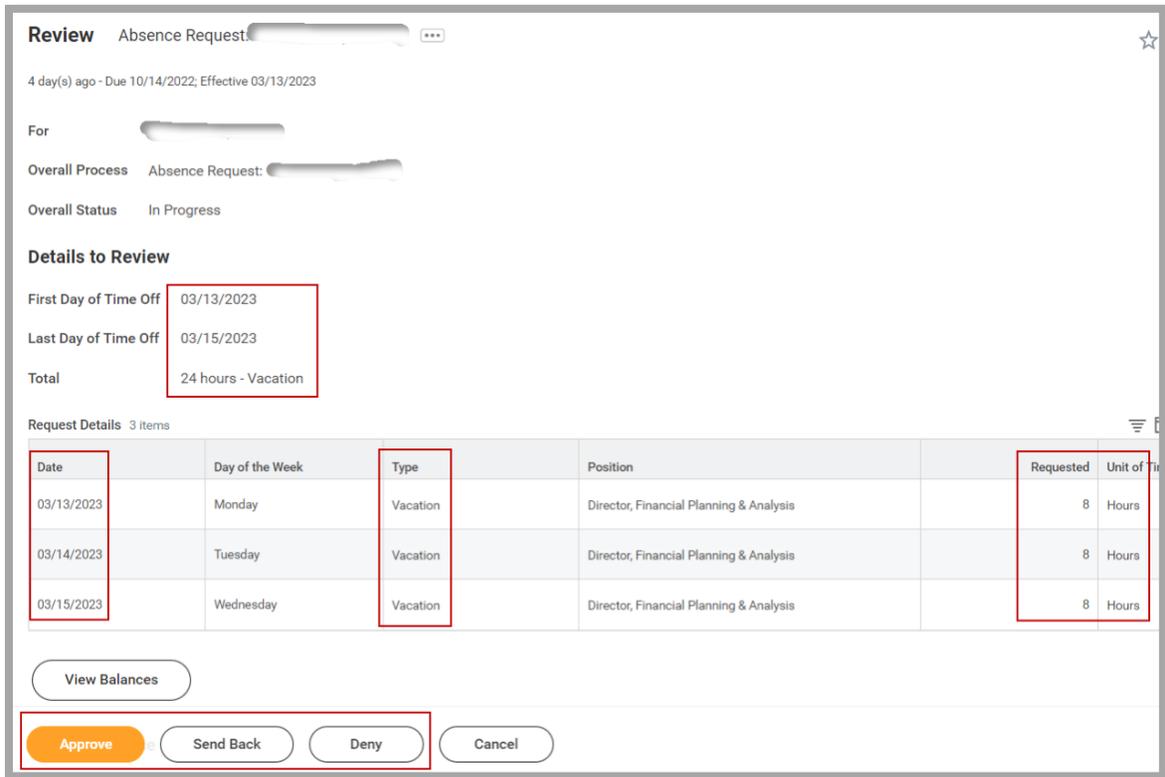
1. Time Off (Absence) Requests will be under Awaiting Your Action on your Workday dashboard and in your Workday inbox.



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



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.



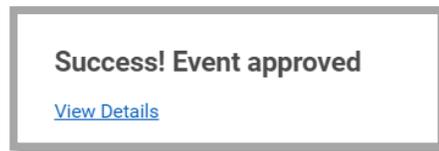
4. You can view the employee's balances from here to ensure their balance will cover the hours requested.
Note: the balance is as of the current date.

Time Off Balance as of Current Date

Balances Tracked in Hours 4 items

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**.



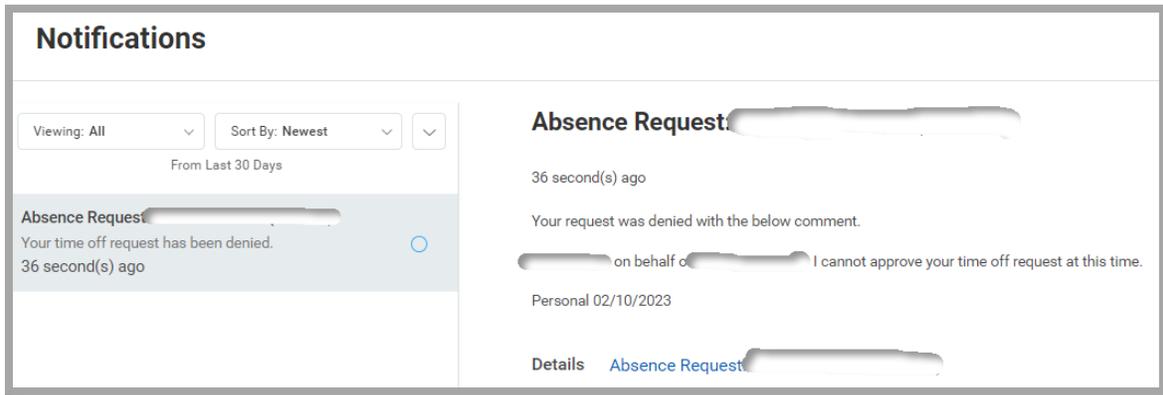
6. If you **Deny** the time off request, you will need to enter a **Reason** and select **Submit**.

Deny

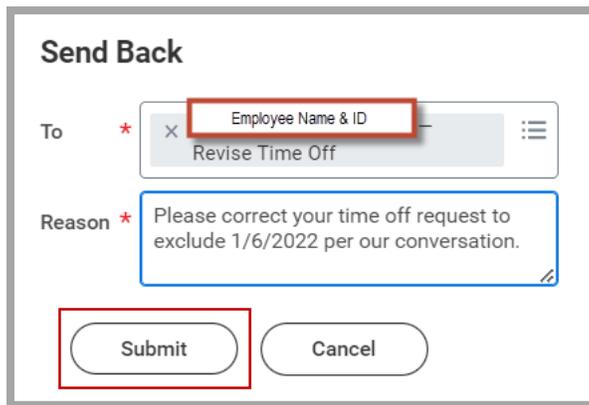
Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

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



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



- 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 Time	Unit of Time
01/06/2023	-	Friday	x Vacation	x Director, Financial Operations & Chief Accountant	8	Hours
01/05/2023	-	Thursday	x Vacation	x Director, Financial Operations & Chief Accountant	8	Hours
01/04/2023	-	Wednesday	x Vacation	x Director, Financial Operations & Chief Accountant	8	Hours
01/03/2023	-	Tuesday	x Vacation	x Director, Financial Operations & Chief Accountant	8	Hours
01/02/2023	-	Monday	x Vacation	x Director, Financial Operations & Chief Accountant	8	Hours

Buttons: Submit, Save for Later, 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 [Redacted]

Overall Process Absence Request [Redacted]

Overall Status In Progress

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

Date	Day of the Week	Type	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

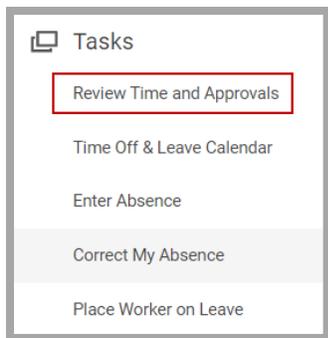
Approve Send Back Deny Cancel

Modifying/Correcting Time Off Requests

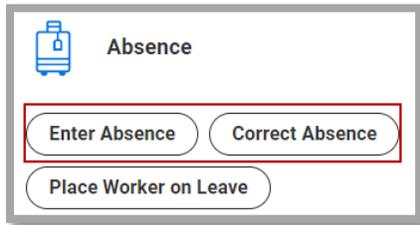
Note: as a supervisor, you can enter an absence or correct an absence for an employee. Please refer to your human resources policies and procedures.

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

1. Select **Review Time and Approvals**.



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.



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