

## Request Absence

This guide covers how to **request an absence** and **edit an approved absence request**.

### Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. Select **Request Absence**.
6. On the **Request Absence Calendar**, select the date(s) of your planned absence.
  - You can also use the **Date Range** field to enter a specific Start and End Date.
7. Select **Continue**.
8. Under Type of Absence, select **Time Offs**.
9. Select the appropriate absence type (e.g. **Bereavement, Jury Duty, Personal, Sick** or **Vacation**)
10. Edit or confirm the number of **Hours (Daily)**.
  - Select **Edit Individual Days** to update specific days if needed.
11. **(Optional)** Enter a **comment** if additional information would be helpful.
12. Select **Submit Request**.
13. Your request is now submitted for approval. You will receive a **notification** in Workday when your manager approves the request.
  - **Note:** You can **cancel** your absence request any time **before it is approved**.

### Edit an Approved Absence

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. Select **Manage Absence**. You will now see the **Absence Calendar**.



- **Note:** The first time you do this, you may need to **add** the **Manage Absence App** to your **Menu** by following these steps:
  - Select **Add Apps** at the bottom of the **Menu**.
  - In the search field, type **Manage Absence**.
  - Select the **plus sign icon** to add the new app.
- 6. Select the date(s) of the absence you wish to **correct**.
- 7. Select **Cancel Absence** to delete or cancel the absence.
- 8. Select **Edit** to edit the **hours** or **type of absence** for the entire requested block.
  - Select **Edit Individual Dates** to correct **hours** or **type of absence** for **each individual date** you are absent.
- 9. Enter a **Comment** explaining the correction.
- 10. Include any relevant **attachments**.
- 11. Select **Submit Request**.
  - **Note:** Your update may require Manager approval.
- 12. The absence will be removed from the **Absence Calendar**.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.