



Manage Team Absence

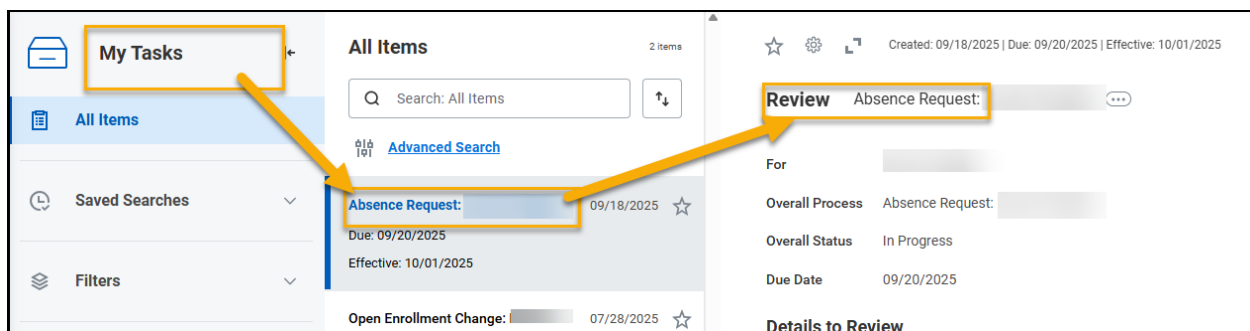
This How-To Guide covers how managers can **approve**, **deny**, or **send back absence requests** for their team members, as well as **view** and **manage** their team's upcoming absences.

Start Here- Review Absence Request from My Tasks

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. Select the **My Tasks** icon in the top right corner.
 - The **number** that appears on the icon represents the number of tasks currently awaiting your input, approval or review.



5. Check your **My Task** items for an **Absence Request** on the left and view the request details in the main area of the screen.



6. If there is something the employee needs to fix, use the **Send Back** button and enter instructions regarding what must be changed in the **Reason** section (required).
7. Only choose the **Deny** option if you want the absence request to be terminated. This will not allow any options for clarification, review, or editing, and the employee will have to recreate the absence request. The **Reason** for your denial is required.
8. If there are no changes needed to the absence request, select **Approve**.



Start Here- Review Team's Time Off & Leave

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 the **Team Absence App**.
6. Select **Time Off & Leave Calendar**.
7. The **Time Off & Leave Calendar** provides a way to look at your entire time's **approved (green)** and **submitted (gray)** absences.
 - An absence that has been **submitted but not approved** will have a **gray bar**.
 - An absence that has been **submitted and approved** will have a **green bar**.
8. Select the **gray submitted absence** to see the details and then select the link for the **Absence Event**.
9. On the **View Event** page, go to **My Actions** and select **Review**.
10. Review the Absence Request details. You can select the **View Balances** button if you wish to review for the worker.
11. Select **Approve, Send Back, Deny, or Cancel**.

Start Here – Enter Absence for a Direct Report

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 the **Team Absence App**.
6. Select **Request Absence**. You may have to expand the menu by selecting **More**.
7. Select **Request on Behalf Of** located above the Date Range button.
8. Enter the name of the worker you are entering an absence for. Select **Continue**.
9. The employee's **Absence Calendar** will appear along with a link to their leave balance on the bottom left side.



10. Select the date(s) you wish to record an absence for.
11. When you are done choosing the date(s), select **Continue**.
12. Under **Type of Absence**, choose the appropriate absence type.
13. Enter the number of hours off per day. Select **Edit Individual Days** to change each day's hours.
14. Add any necessary comments, then select **Submit Request**.
15. A confirmation message will appear stating that your request has been submitted.
16. The absence request will automatically be approved.

[Start Here – Correct an Approved Absence for a Direct Report](#)

Note: Managers can only correct **approved absences**.

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 **Team Absence**.
6. Select **Manage Absence**. You may have to expand the menu by selecting **More**.
7. Select the **Switch Worker** button in the top right and enter the name of the worker whose absence you want to correct. Select **OK**.
8. On the worker's **Manage Absence Calendar**, select the date (or range of dates) you need to correct. Managers can only correct approved absences which are displayed as **green bars**.
9. To **cancel** the entire absence request, select **Cancel Absence**. This will create another window where you will need to **add a comment**.
10. To **update hours**, select the **Hours (Daily)** field and enter in the correct hours. Comments are not required but encouraged.
11. To **edit individual days or hours**, select the **Edit** button and then select **Edit Individual Days**.
 - To **delete an individual day**, select the particular date and then the **Delete** icon in the top right corner. Comments are not required but encouraged.



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- To **edit hours on an individual day**, select the particular date and update the **Hours (Daily)** field.
12. Select **Submit Request**.
 13. The corrected absence will now appear on the worker's **Absence Calendar**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.