

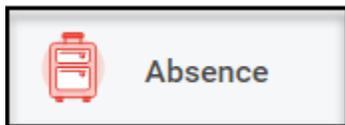
Absence: Request Absence

Overview

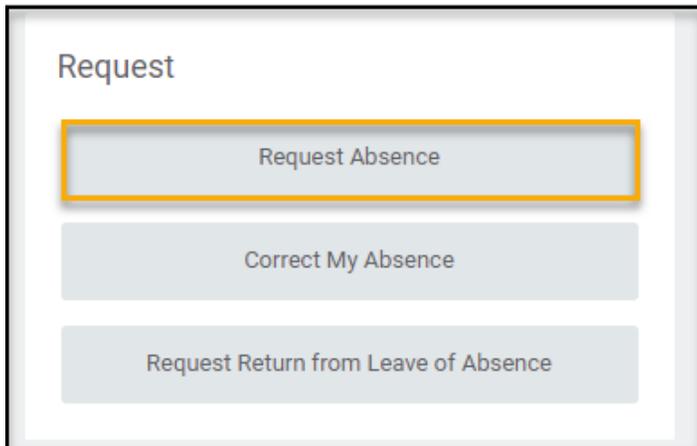
This quick reference guide will cover how to request, cancel, and correct an absence request in Workday from the Absence app.

Request Absence

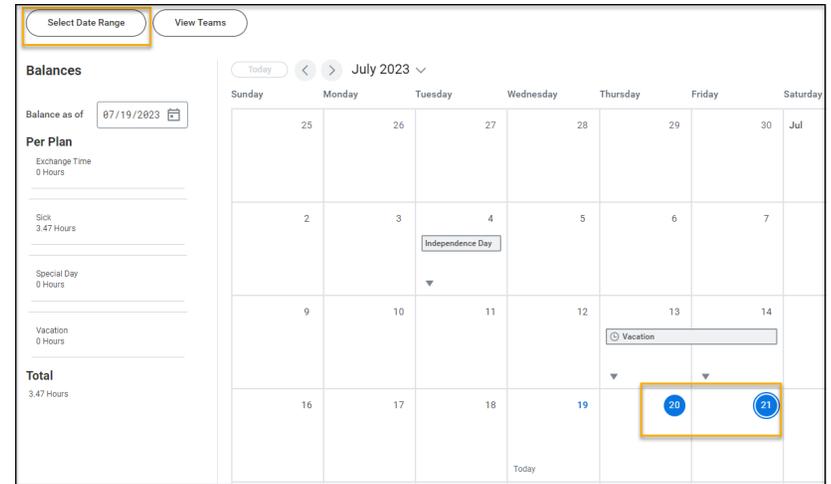
1. Click on the **Absence** App from the Global Navigation Menu.



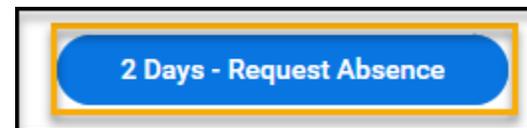
2. Click the **Request Absence** button under the Request heading.



3. On the **Absence Calendar** screen, click and drag on the calendar or click **Select Date Range** to select the desired date(s).

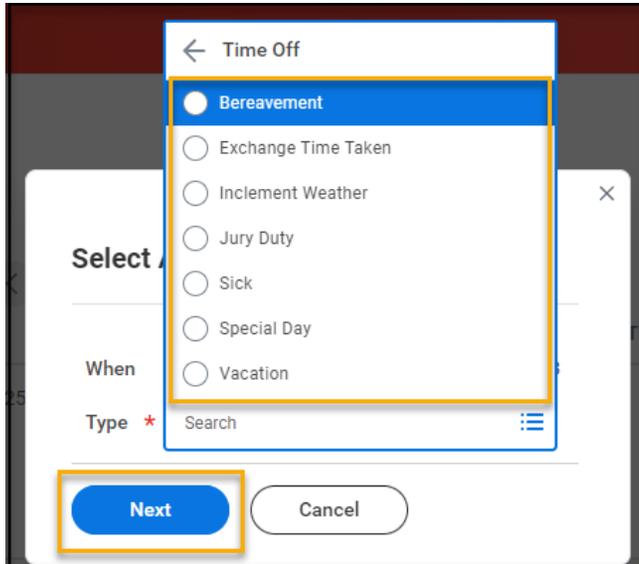


4. Click the **Request Absence** button in the lower left-hand corner.

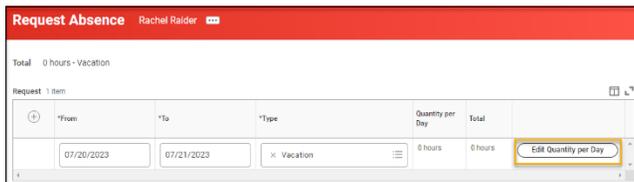


5. On the **Select Absence Type** screen, select **Time Off** and choose from the available options. Click **Next**.

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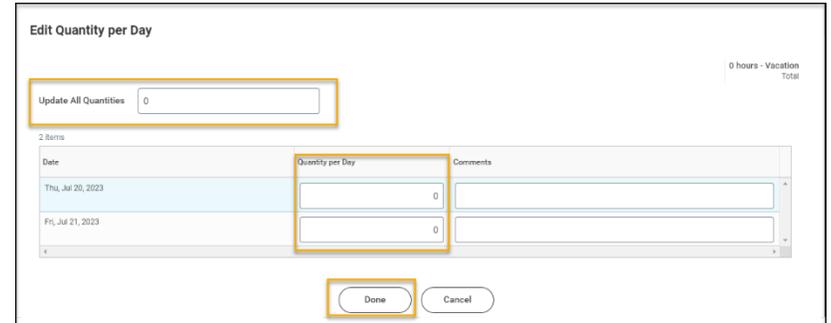


- On the **Request Absence** screen, select **Edit Quantity per Day** to enter or adjust the number of hours you are requesting. Note: The system defaults to 0 hours per day and you will receive an error if you try to submit the request with 0 hours.

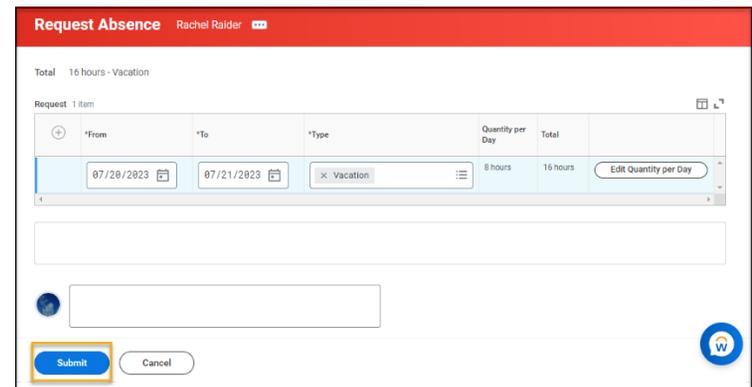


- On the **Edit Quantity per Day** screen, you can **Update All Quantities** with the same hours or enter in a **Quantity per**

Day. Click **Done** to continue.



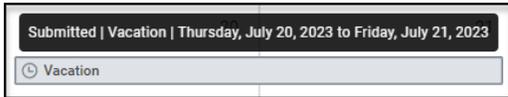
- Click **Submit**.



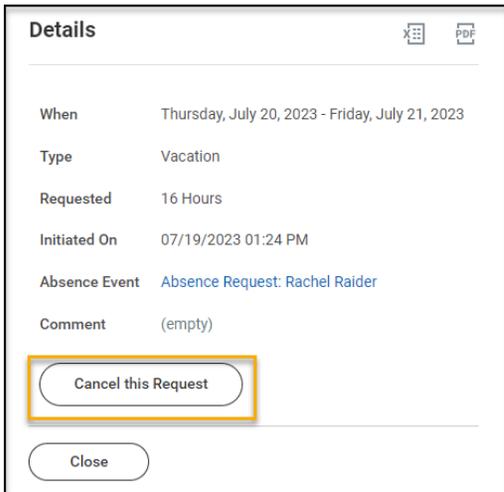
- Your absence request is now submitted for approval.

- Prior to approval, you may cancel a request by selecting the absence request from the Absence Calendar. Click on the gray bar with the time off type.

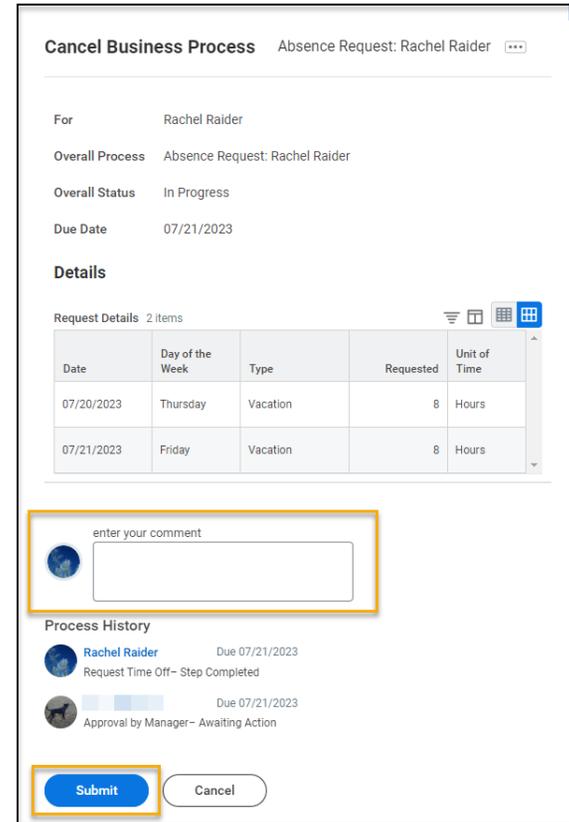
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b. Click **Cancel this Request**.



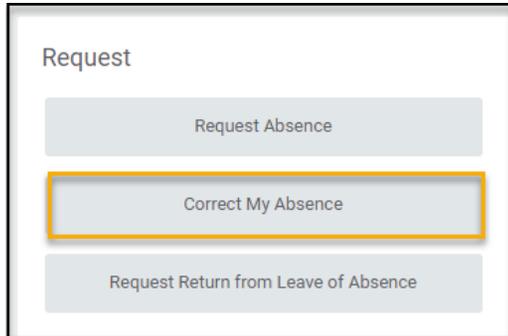
c. You will be required to **enter your comment** to specify why you wish to cancel this request, then click **Submit**. The Absence request will be removed from the Absence Calendar.



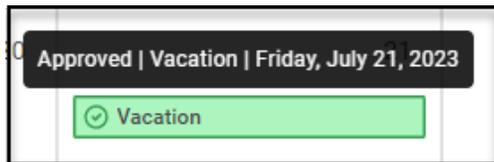
Correct Absence

1. To correct an absence already approved, click **Correct My Absence** under the Request heading.

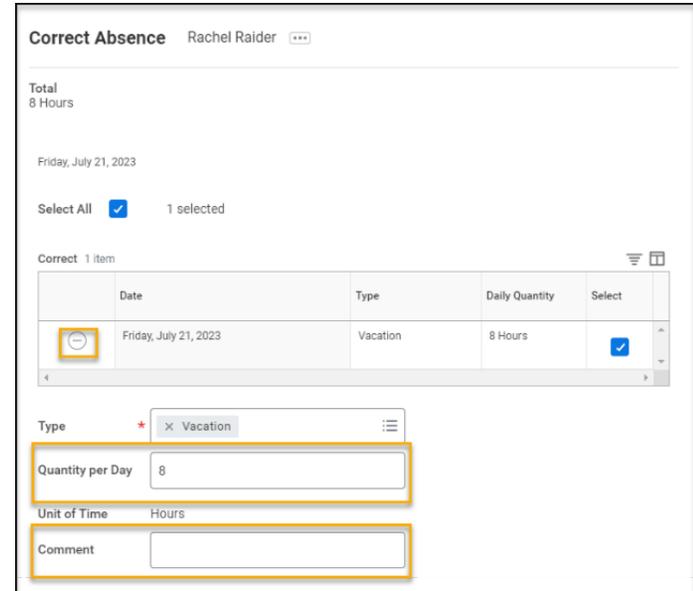
Absence: Request Absence



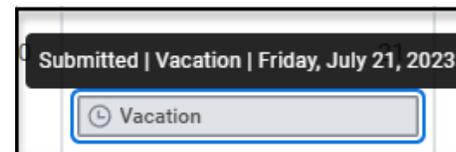
2. Click on the approved absence request on the **Absence Calendar**.



3. To remove/cancel, click on the minus sign to the left of the date(s) of the absence(s). To update the daily quantity, enter the new **Quantity per Day** for the selected absence(s). You will be required to enter a **Comment** to specify why you wish to cancel or modify this request.



4. Click **Submit**.
5. On the **Absence Calendar**, the corrected absence will display as Submitted and show in a gray bar, while awaiting approval.



6. After your absence correction is approved, your available leave balance will be updated.