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**.

	Bereavement	
	C Exchange Time Taken	
	O Inclement Weather	×
Select	🔿 Jury Duty	
Select	Sick	
	O Special Day	
When	O Vacation	
Type ★	Search	
		J

 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.

at Absence	Rachel Raider 🚥					
urs - Vacation						
em						
*From	"To	*Туре		Quantity per Day	Total	
07/20/2023	07/21/2023	× Vacation	:=	0 hours	0 hours	Edit Quantity per Day
	urs - Vacation m *From 07/20/2023	vrs - Vacation m ***********************************	Instruction m "from "Io "Type 07/20/2023 07/21/2023 × Vacation	vrs-Vacation m "from "fs 07/20/2023 07/21/2023	vrs- Vacation vrs Vacation *** ************************************	vrs- Vacation *** *fse 7ppe Quartity per Bay Telal 07/20/2023 07/21/2023 × Vacation © fhours © 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.

Update All Quantities 0		0 nours - v
2 items	Ousnifty per Day Comments	
Thu, Jul 20, 2023	0	
Fri, Jul 21, 2023		
4		

8. Click Submit.

quest	l item					
(+)	*From	*То	*Type	Quantity per Day	Total	
	07/20/2023 💼	07/21/2023 💼	× Vacation	:≡ ^{8 hours}	16 hours	Edit Quantity per Day
						Þ

- 9. 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.

Submitted Vacation Thursday, Ju	ıly 20, 2023 to Friday, July 21, 2023
(Vacation	

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.



For	Rachel Raide	r		
Overall Process	Absence Req	uest: Rachel Raider	r	
Overall Status	tatus In Progress			
Due Date	07/21/2023			
Details				
Request Details 2	2 items			₹ ⊡ ⊞ 8
Date	Day of the Week	Туре	Requested	Unit of Time
07/20/2023	Thursday	Vacation	8	Hours
07/21/2023	Friday	Vacation	8	Hours
enter your	comment]	
Rachel Raide Request Time	er Due e Off- Step Compl Due	07/21/2023 eted 07/21/2023		

Correct Absence

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



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.



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Friday, July 21	2023			
Select All	✓ 1 selected			
Correct 1 ite	m			Ţ
	Date	Туре	Daily Quantity	Select
Θ	Friday, July 21, 2023	Vacation	8 Hours	
4				F
	* × Vacation	:=		
Туре				
Type Quantity per	Day 8			

- 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.