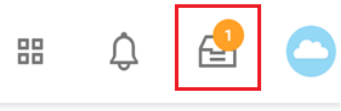
HOW DO I … Approve Vacation?	**ABOUT THIS TASK:** Describes how to approve vacation time off.
AUDIENCE: All faculty and staff	**DETAILED JOB AID:** HR110-09 Request Time Off (Review / Approve)

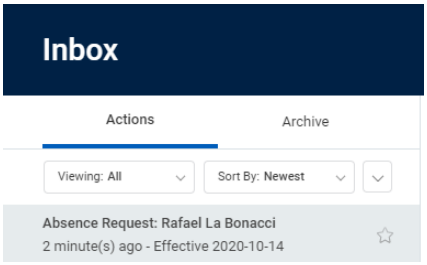
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On **Workday's homepage**, on the top right, *click* the **Inbox** incon.

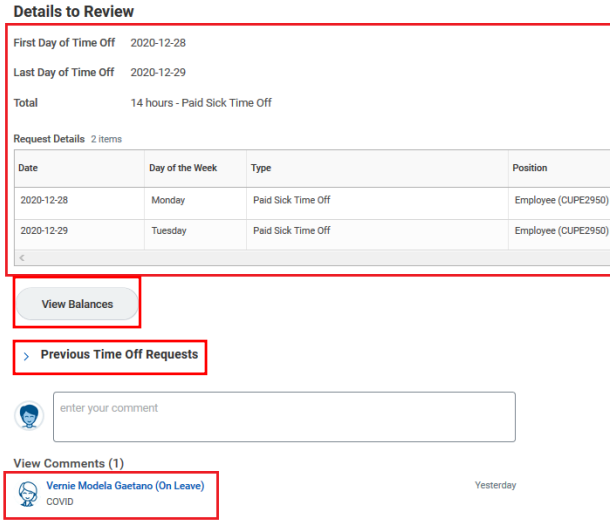


2. In the left sidebar, under **Actions** *select* the **Absence Request** you want to review.

   TIP: To show Absence Requests only, *click* the **Viewing** drop down menu and *select* **Absence Request**.

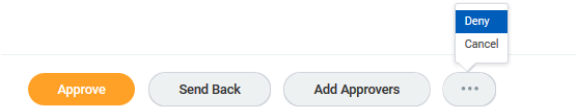


3. *Review the* **Request Details,** including the **Comments**.



4. *Click* **View Balances** to view the person's **Time Off Balance as of Current Date.**
5. *Click* ❯ beside the **previous Time Off Request** to view the person's time off requests history.

6. *Click* **Approve, Send Back, Add Approvers,** or **Deny.**



   - *Click* **Approve** to approve the time off request
   - *Click* **Send Back** to send the request back to the employee for changes
   - *Click* **Add approvers** to add further levels of approval
   - *Click* **Deny** to deny the time off request

7. *Click* **Done** to return to your inbox.

   TIP: After approval, use Team Absence to view your team's absences in a calendar view.