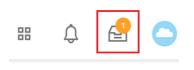
HOW DO I Approve Vacation?	ABOUT THIS TASK: Describes how to approve vacation
	time off.
AUDIENCE: All faculty and staff	DETAILED JOB AID: HR110-09 Request Time Off
	(Review / Approve)

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.



Inbox	
Actions	Archive
Viewing: All	Sort By: Newest 🗸 🗸
Absence Request: Rafael L 2 minute(s) ago - Effective	

Details to Review	w		
First Day of Time Off	2020-12-28		
Last Day of Time Off	2020-12-29		
Total	14 hours - Paid Sick T	ime Off	
Request Details 2 items			
Date	Day of the Week	Туре	Position
2020-12-28	Monday	Paid Sick Time Off	Employee (CUPE2950
2020-12-29	Tuesday	Paid Sick Time Off	Employee (CUPE2950
<			
Previous Time enter your cor			
View Comments (1)	aetano (On Leave)		Yesterday
Approve	Send Back	Add Approvers	Cancel
	Done		

Click Send Back to send the request back to the

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

• *Click* **Approve** to approve the time off request

- 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.