

## TIME OFF APPROVALS

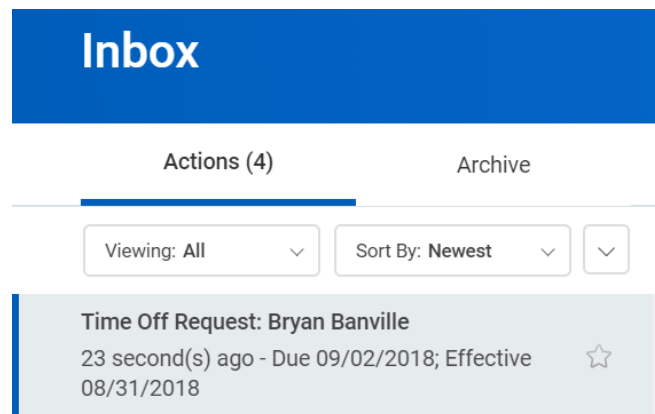
Managers and supervisors will approve time off requests in Workday. Time Off requests should be submitted in advance (i.e. vacation) or they may be submitted with weekly time entries such as sick, comp time used, etc.

Time Off requests that are submitted in advance will be sent to managers/supervisors' Inbox in Workday. Please note time off requests may be made during weekly time submission.

## APPROVE TIME OFF REQUESTED IN ADVANCE

From the **Home** page:

1. Click on the **Inbox** icon at the top of your homepage.
2. Find and select employees' **Time Off Requests** in your inbox.



3. Time off for the selected employee will be located under the section labeled **Details to Review**. Be sure to review the days requested, amount of time requested, and the type of time off that is being requested.

[View Balances](#)

4. You can click [View Balances](#) to see the employee's available time off as of the current date. Please note, employees can only request time off based on their available balance. It is not necessary to determine whether the employee has balance available for the request.
5. Scroll to the bottom of the request to view employee comments under the **View Comments** section.
6. If you are not approving a time off request, click [Send Back](#). You must enter a **Reason** for sending the time off Request back. Please include detail on why the request is being sent back and whether the request needs to be corrected or cancelled.

7. If the time off request is **APPROVED** click  .

Review Time Off Request: Bryan Banville [Actions](#)



46 minute(s) ago - Due 09/02/2018; Effective 08/31/2018

For Bryan Banville  
Overall Process Time Off Request: Bryan Banville  
Overall Status In Progress  
Due Date 09/02/2018

Details to Review

First Day of Time Off 08/31/2018  
Last Day of Time Off 08/31/2018  
Total 8 hours - Comp Time Used

1 item



Date	Day of the Week	Type	Requested	Unit of Time
08/31/2018	Friday	Comp Time Used	8	Hours

[View Balances](#)

> Previous Time Off Requests



enter your comment

[Approve](#)

[Send Back](#)

[Cancel](#)

- Due 09/02/2018