

Functional Area: Absence

Employee

ABSENCE CORRECTION

In workday environment, employees have to enter their time sheet every month and sometimes they may need to correct their absence if entered incorrectly. To make those changes in workday, below steps details the process to correct their absence request.

STEPS

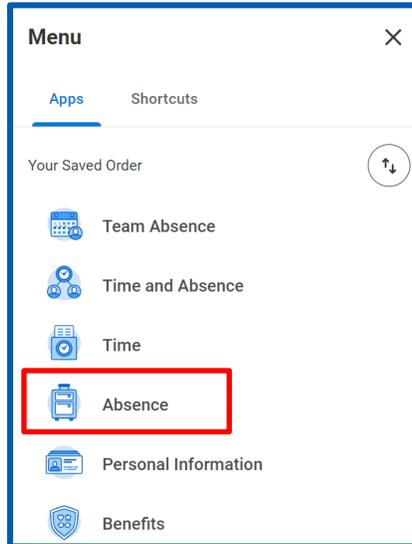
1. Click on **Menu** Icon at the top left section of your profile..



Functional Area: Absence

Employee

2. Click on **Absence** under the **Apps** section.



Functional Area: Absence

Employee

- Click on "Correct My Absence"

The screenshot shows the 'Absence' menu with two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Correct My Absence' (highlighted with a red box), and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'Absence Balance' and 'My Absence'.

- Click on the day for which absence correction needs to be performed

The screenshot shows the 'Balances' section on the left and a calendar for 'October 2023' on the right. The calendar has columns for days of the week and rows for dates. A green box labeled 'Sick' is placed over the date 27 (Friday).

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27 Sick	28

Functional Area: Absence

Employee

- Click on '-' under **Correct** grid, add any comments and click on submit. This action will allow you to revoke the leaves taken. Type and Quantity per Day fields will populate automatically as per the leave taken or you can modify the quantity as per the leave requirement and then click **submit**

Correct Absence
X

Ena Gurnasinghani ⋮ ^

Total
7.5 Hours

Friday, October 27, 2023

Select All 1 selected

Correct 1 item ☰ ☰

	Date	Type	Daily Quantity	Select	
-	Friday, October 27, 2023	Sick	7.5 Hours	<input checked="" type="checkbox"/>	▲ ▼

Type * X Sick ... ☰

Quantity per Day 7.5

Unit of Time Hours

Comment

Submit
Cancel

- 6. Now, the reporting manager will receive a task to approve the absence correction

The screenshot shows a task card within a 'My Tasks' section. The card title is 'Awaiting Your Action'. The task description is 'Absence Correction: [redacted]'. The task was created '4 minute(s) ago' and is due on '11/23/2023'. A 'Quick Review' button is visible on the right side of the card.

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- Similarly, multiple absence corrections can be performed. Navigate to **Menu** → **Absence** → **Correct My Absence** and select the dates for which correction needs to be performed

Balances

Balance as of

Per Plan

Sick Biweekly
13.28 Hours

Vacation
349.92 Hours

Today < > November 2023 ∨

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Sick	2 Intermittent FMLA Vac...	3	4
5	6 Sick	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Vacation	21 21	22 22	23 Thanksgiving	24 Thanksgiving	25
26	27	28	29	30	Dec 1	2

- Click on '-' under Correct grid, add any comments and click on **submit**. This action will allow you to revoke the leaves taken.

Correct Absence

... ^

Total
15 Hours

Tuesday, November 21, 2023 - Wednesday, November 22, 2023

Select All 2 selected

Correct 2 items ☰ ☰

	Date	Type	Daily Quantity	Select	
-	Tuesday, November 21, 2023	Vacation	7.5 Hours	<input checked="" type="checkbox"/>	▲
-	Wednesday, November 22, 2023	Vacation	7.5 Hours	<input checked="" type="checkbox"/>	▼

Type * x Vacation ... ☰

Quantity per Day

Unit of Time Hours

Comment

Submit
Cancel

Correct Absence

⋮ ^

Total
0 Hours

Select All 0 selected

Correct 0 items ☰ ☰

	Date	Type	Daily Quantity	Select
No Data				

Type

Quantity per Day

Unit of Time (empty)

Comment

> **Details**

Submit

Cancel