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.

Menu   ✕
Apps   Shortcuts
Your Saved Order   ⇅
📅 Team Absence
🕐 Time and Absence
🗓 Time
🧳 **Absence**
📇 Personal Information
🛡 Benefits
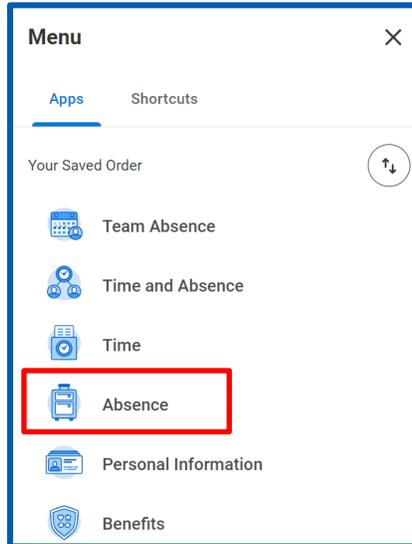
Functional Area: Absence

Employee

3. Click on "**Correct My Absence**"

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

Functional Area: Absence

5. 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 ⊗

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	✓

Type * ✕ Sick ···

Quantity per Day 7.5

Unit of Time Hours

Comment

Submit   **Cancel**

Functional Area: Absence   Employee

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

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Awaiting Your Action   ...

Absence Correction:

My Tasks - 4 minute(s) ago   (Quick Review)

DUE 11/23/2023

Functional Area: Absence

7. 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

Functional Area: Absence   Employee

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

Functional Area: Absence

Correct Absence

  …

Total
0 Hours

Select All ☐   0 selected

Correct 0 items

	Date	Type	Daily Quantity	Select	
		No Data			

Type [_____ ☰]

Quantity per Day [0_____]

Unit of Time (empty)

Comment [_____]

> **Details**

Submit   **Cancel**

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