

## Functional Area: Absence

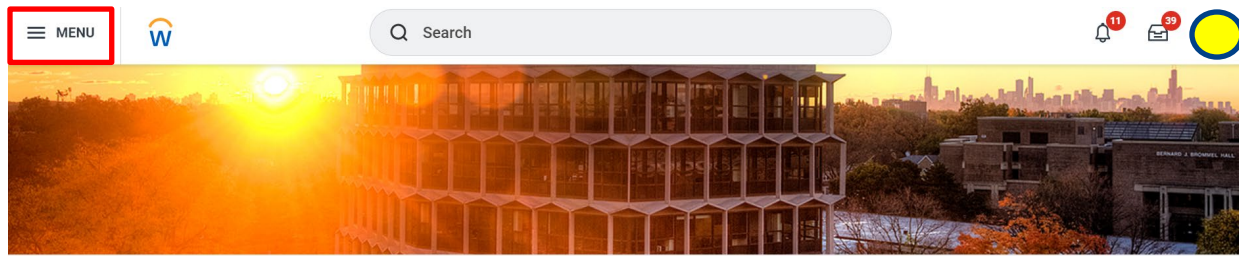
Manager

### ABSENCE CORRECTION

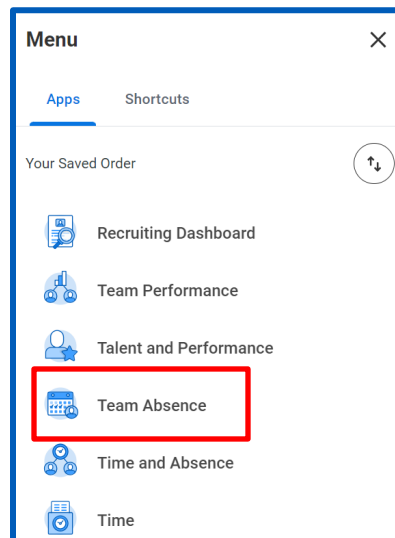
In workday environment, employees have to enter their time sheet every month and sometimes they may need to correct their absence if entered incorrectly. To make those changes in workday, below steps details the process for managers to correct their subordinate's absence requests.

### STEPS

1. Click on **Menu** at the top right corner of the worker's profile.



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



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3. Under Tasks, click on 'Correct My Absence'


← Team Absence ⚙️

My Team's Upcoming Time Off ⚙️

Time Off Date	Day of the Week	Worker	Employee ID
11/21/2023	Tuesday	Judy Taylor	000223900
11/22/2023	Wednesday	Abby Murray	000065071
11/22/2023	Wednesday	Judy Taylor	000223900
11/27/2023	Monday	Gabriel Amado	000209372
11/27/2023	Monday	Yolanda Agullera	000172839


View More ...

Workers Returning from Leave this Week ⚙️



View More ...

Workers Currently on Leave ⚙️



View More ...

Tasks

- Team Absence Calendar >
- Time Off & Leave Calendar >
- Place Worker on Leave >
- More (5)

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Reports

- Time Off Liability >
- Time Off Liability for Position >

Tasks

- Team Absence Calendar >
- Time Off & Leave Calendar >
- Place Worker on Leave >
- Return Worker from Leave >
- Request Absence >
- Enter Absence >
- Correct My Absence >
- Correct Absence >

Less (5)



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- Enter the name of your team member whose absence correction needs to be performed and click on 'OK'

**Correct Absence**

Worker \*

- Select the Highlighted leave days

**Balances**

Balance as of

**Per Plan**

Sick Biweekly  
106.45 Hours

Vacation  
81.6 Hours

Today < > November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	31 Nov	1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23 Thanksgiving	24 Thanksgiving
	26	27	28	29	30 Dec	1

Vacation

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- 6. Click on 'Select All' and '-' to remove leaves from 'Correct' grid. Type and Quantity per Day will populate automatically as per the leave taken or you can modify the quantity as per the leave requirement. Enter any comments and then click **Submit**

**Correct Absence** X

Total  
22.5 Hours

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Monday, November 27, 2023 - Wednesday, November 29, 2023

Select All  0 selected

Correct 3 items ☰ ☰

	Date	Type	Daily Quantity	Select	
-	Monday, November 27, 2023	Vacation	7.5 Hours	<input type="checkbox"/>	▲
-	Tuesday, November 28, 2023	Vacation	7.5 Hours	<input type="checkbox"/>	
-	Wednesday, November 29, 2023	Vacation	7.5 Hours	<input type="checkbox"/>	▼

Type

Quantity per Day

Unit of Time (empty)

Comment

Submit
Cancel

### Correct Absence

Total  
22.5 Hours

---

Monday, November 27, 2023 - Wednesday, November 29, 2023

Select All  3 selected

Correct 3 items ☰ ☰

	Date	Type	Daily Quantity	Select	
⊖	Monday, November 27, 2023	Vacation	7.5 Hours	<input checked="" type="checkbox"/>	▲
⊖	Tuesday, November 28, 2023	Vacation	7.5 Hours	<input checked="" type="checkbox"/>	
⊖	Wednesday, November 29, 2023	Vacation	7.5 Hours	<input checked="" type="checkbox"/>	▼

Type \* x Vacation ... ☰

Quantity per Day

Unit of Time

Comment

Submit
Cancel

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- 7. Similarly, single absence corrections can be performed by Navigating **Menu** → **Absence** → **Correct My Absence** & select the dates for which operation needs to be performed.

Select Date Range

Today < > October 2023 ∨

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

**Balances**

Balance as of 11/21/2023 📅

**Per Plan**

Sick Biweekly  
9.78 Hours

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Vacation  
349.92 Hours

8. 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  
3.5 Hours

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Tuesday, October 10, 2023

Select All  1 selected

Correct 1 item ☰ ☒

	Date	Type	Daily Quantity	Select	
-	Tuesday, October 10, 2023	Sick	3.5 Hours	<input checked="" type="checkbox"/>	

Type \* x Sick ... ☰

Quantity per Day

Unit of Time

Comment

> **Details**

Submit
Cancel

### Correct Absence

[Yellow Box] ⋮ ^

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