Correcting time off

You can only correct a time off request in Workday if it has been approved. If the request has not been approved, refer to the **Canceling a submitted and unapproved time off request** QRG

From your Workday Home page, click on the **Time Off** worklet



Under the **Request** box, select **Time Off Correction**



Go to the time off request you want to correct and select the date



Make the correction in the **Correct Time Off** window

If you want to correct all of the dates on the list, check the **Select All** box

| Correct Time Off Tommy Troj | an 🚥 |
|---|-----------------------|
| Total 15 Hours | |
| Thursday, July 28, 2016 - Friday, July 29, 2016 | |
| Select All 0 selected | |
| 2 iten | |
| | |
| Thursday, July 28, 2016 | Vacation (Paid Hours) |

To make a change to a specific date, check the **box** that corresponds to the specific date. You can change the **Daily Quantity** but you cannot change the time off **Type**

| Friday, July 28, 2016 | Vacation (Paid Hours) | 7.5 Hours |
|-----------------------|--|--|
| | Thursday, July 28, 2016 Friday, July 29, 2016 | Thursday, July 28, 2016 Vacation (Paid Hours) Priday, July 29, 2016 Vacation (Paid Hours) |

To change the time off Type, you will need to remove the row for the date you want to change by clicking on the **minus** button and request a new time off for the correct time off type

| Correct Ti | me O | ff Tommy Trojan |
|-------------------|-------------|-------------------------|
| Total 15 Hours | | |
| Thursday, July 2 | 8, 2016 - 1 | Friday, July 29, 2016 |
| Select All |) 0 | selected |
| 2 items | | |
| Θ | | Thursday, July 28, 2016 |
| Θ | | Friday, July 29, 2016 |
| Туре | Vacatio | n (Paid Hours) |
| Daily Quantity | 0 | |

When you have finished your corrections, click on **Continue**

| Unit of Time | (empty) | |
|--------------|---------|--|
| Comment | | |
| | | |
| | | |
| Continue | Cancel | |
| | | |

Notice that the dates you are correcting are now in textured gray. Once your manager approves the correction, they will display in solid gray with a green check mark

Click on the **Submit** button at the bottom of the calendar screen.

| alance as of | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--------|----------------------------|---------|-----------|--------------------------|--------|
| 4/22/2016 | 28 | 27 | 14. | 29 | 26 | 1 |
| Hours | 3 | 4 Indecendence Day | 5 | | , | 8 |
| arice Per Plan ((Paid - Monthly) rlours | | | | | | |
| k (Paid Hours)) ation (Paid - Monthly) Hours cation (Paid Hours)) | 10 | 31 | 12 | ч Г | 4 | 15 |
| ter Recess (Paid - Monthly) suns tter Recess (Paid Hours)) | 17 | 18 | 19 | 20 | | 22 |
| | 24 | 25 | 28 | 27 | IN Vacation (Paid Hours) | 29 |
| | | 1 Vacation (Paid Hours) | | | | |
| | | | | | | |

Enter comments for the correction (optional)

| Note that your correction request will |
|--|
| not be complete until you do this next |
| step |

Click on **Submit** at the bottom of the screen

| items | |
|------------|-----------------------|
| When | |
| 07/28/2016 | Vecation (Paid Hours) |
| 07/29/2016 | Vacation (Paid Hours) |



Your request will route to your manager for approval

