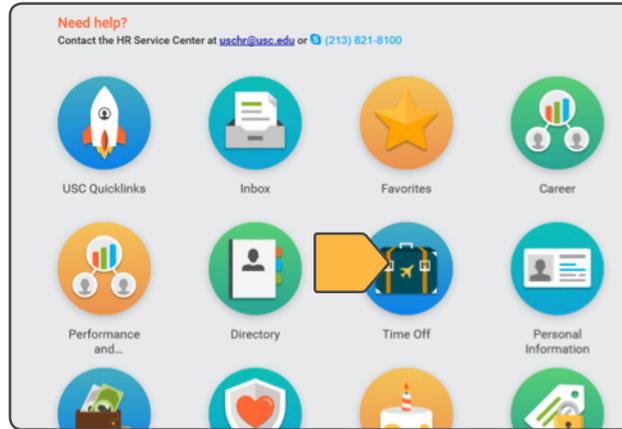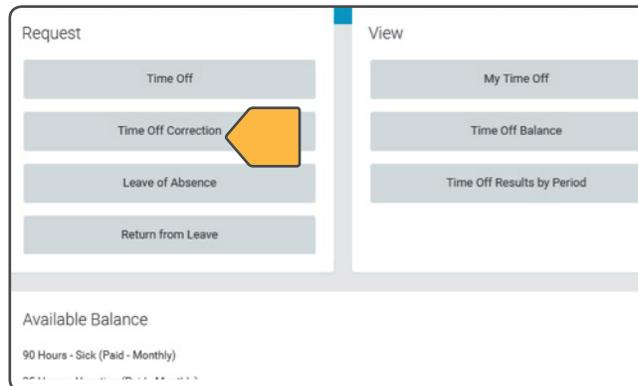# Correcting time off

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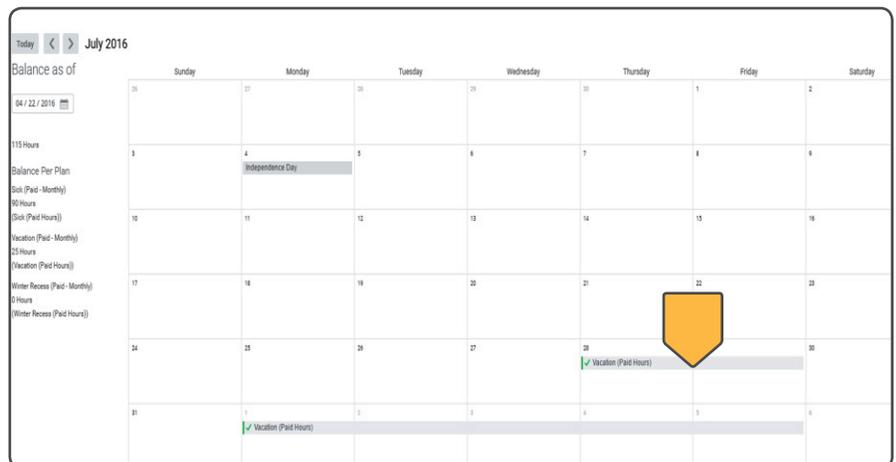
From your Workday Home page, click on the **Time Off** worklet

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 Trojan •••

Total
15 Hours

Thursday, July 28, 2016 - Friday, July 29, 2016

Select All ☐   0 selected

2 items

| ⊖ | ☐ | 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**

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

Vacation (Paid Hours)

Quantity   0

of Time   (empty)

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 Time Off Tommy Trojan

Total
15 Hours

Thursday, July 28, 2016 - Friday, July 29, 2016

Select All ☐   0 selected

2 items

| ⊖ | | Thursday, July 28, 2016 |
| ⊖ | ☐ | Friday, July 29, 2016 |

Type   Vacation (Paid Hours)
Daily Quantity   0

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

Unit of Time   (empty)
Comment   [   ]

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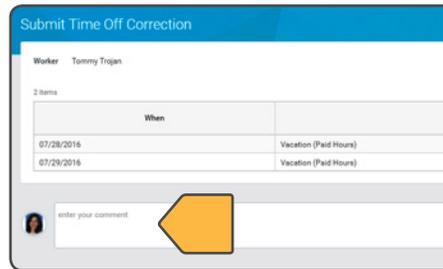
Notice that the dates you are correcting are now in textured gray. Once your manager approves the correction, they will display in solid gray with a green check mark

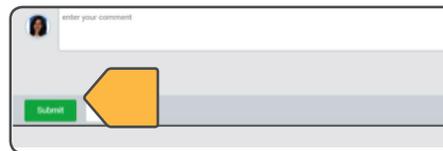Click on the **Submit** button at the bottom of the calendar screen.
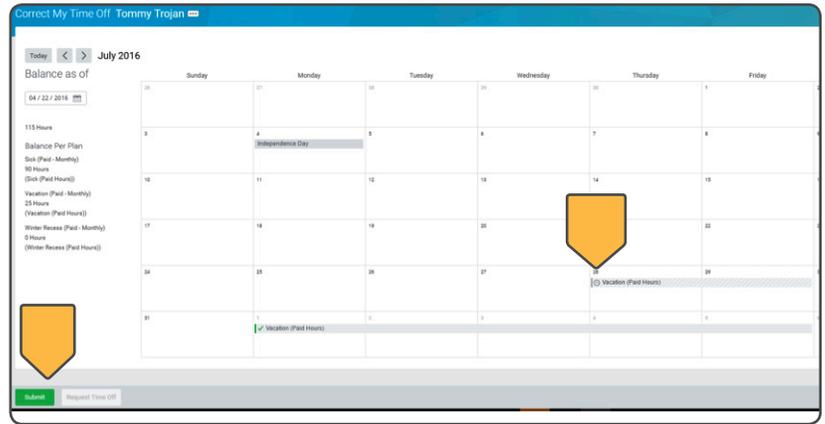
Enter comments for the correction (optional)

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

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

Your request will route to your manager for approval