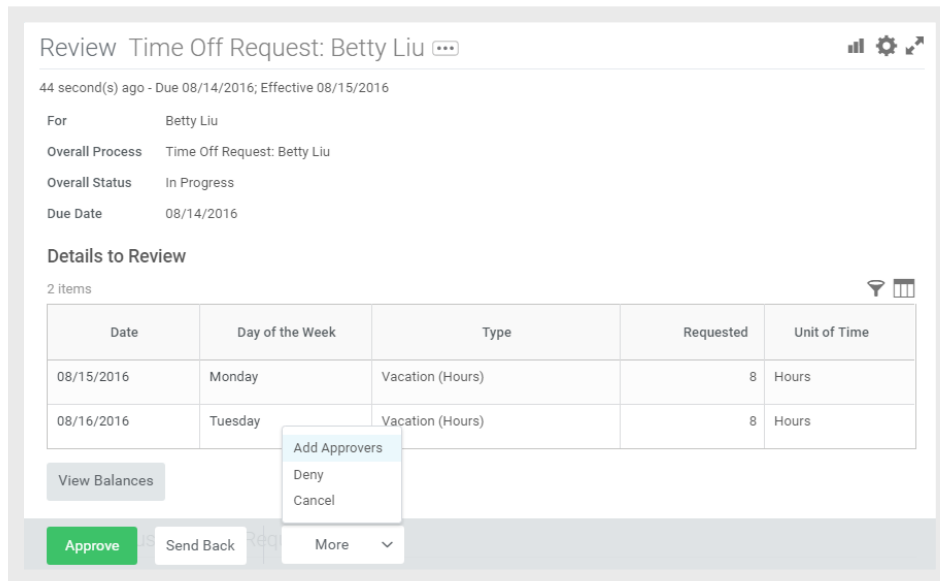


About the Time Off Worklet

Time off requests always require approval. The approval task is normally routed to the Manager's Inbox. To view these tasks, click the **Inbox** link.

Approve, Deny, and Send Time Off Requests Back

1. Click the **Profile** icon.
2. Click the **Inbox** link.
3. Click the **Time Off Request**.
4. Click the **View Balances** button to view an employee's time off balances (optional).
5. Click **Approve, Send Back, Add Approvers** (this option may be under the More menu) or **More**. From the **More** menu, you can select **Deny** or **Cancel**.



Date	Day of the Week	Type	Requested	Unit of Time
08/15/2016	Monday	Vacation (Hours)	8	Hours
08/16/2016	Tuesday	Vacation (Hours)	8	Hours

6. If approved, click the **Detail and Process** arrow to view the employee's time off summary.



Note: Depending on your organization's configuration of Workday, it may be possible to approve or deny time off requests directly from email notifications.

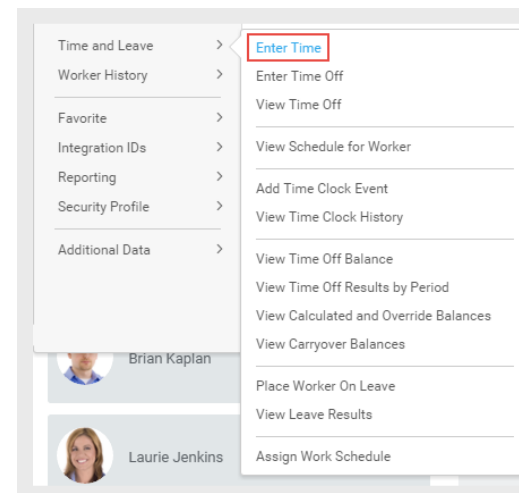
About the Team Time Off Worklet

The Team Time Off worklet is where a manager would enter or correct time off for an employee.

Enter Time Off for a Direct Report

From the My Team worklet:

1. Hover over the employee for whom you want to enter time off.
2. Click the employee's **Related Actions** icon.
3. Select **Time and Leave > Enter Time Off**.



View an Employee's Upcoming Time Off

From the Team Time Off worklet:

1. Click **All Time Off** under View.
2. Enter your **Organization**.
3. To include subordinate organizations and/or managers, select the checkbox. You can also select a specific date range if desired.
4. Click **OK** to run the report.

Time Off Entry	Supervisory Organization	Worker	Request Type	Time Off	Type	Unit of Time	Time Off Date
Q	Global Support - USA Group	Brian Kaplan	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/27/2011
Q	Global Support - USA Group	Cory Young	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/27/2011
Q	Global Support - USA Group	Brian Kaplan	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/28/2011