Approving Time Off

Managers who need to approve requests for time off from their employees can do so in Workday. Follow the steps below to approve time off in Workday.

1. From your Workday home page, navigate to your Workday inbox. You can do this by clicking the **Inbox** icon in the upper right corner, or in the Inbox section of your home page.
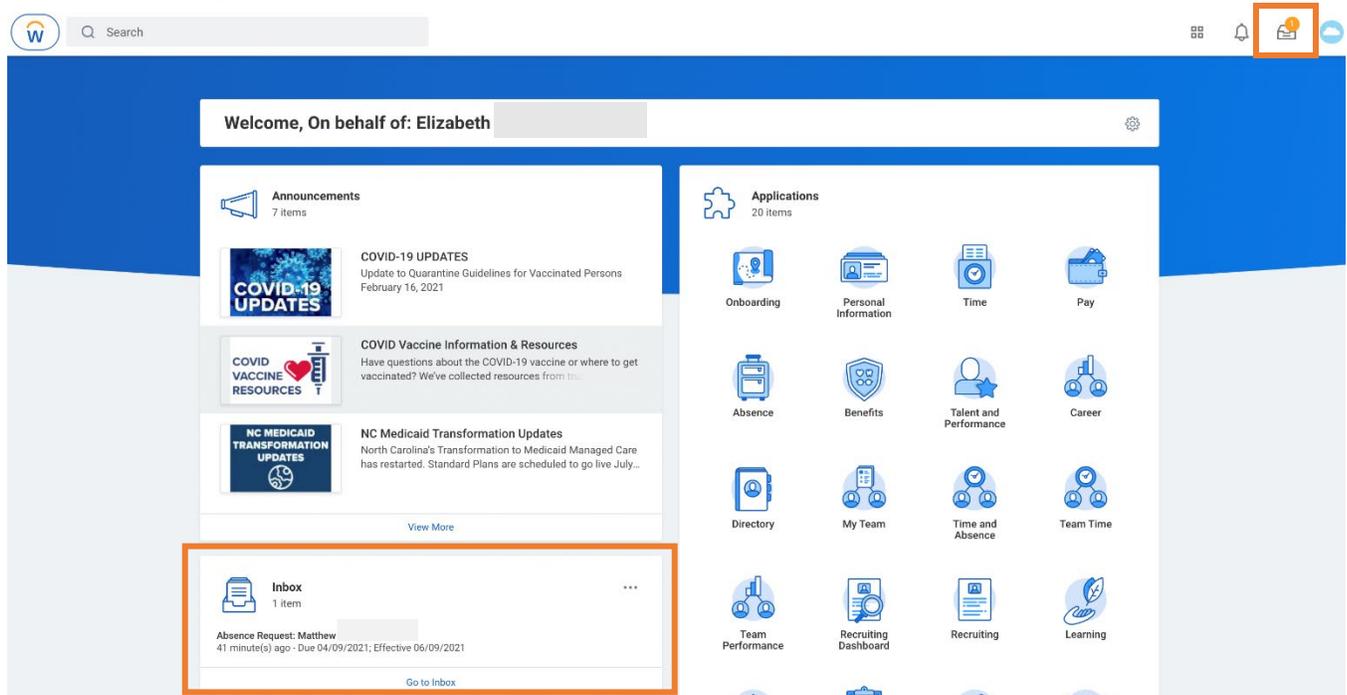
2. In your Inbox, you will see any absence requests from your employees in the left sidebar. Click on a request to review the details. If it looks acceptable, click the **Approve** button at the bottom of the request.
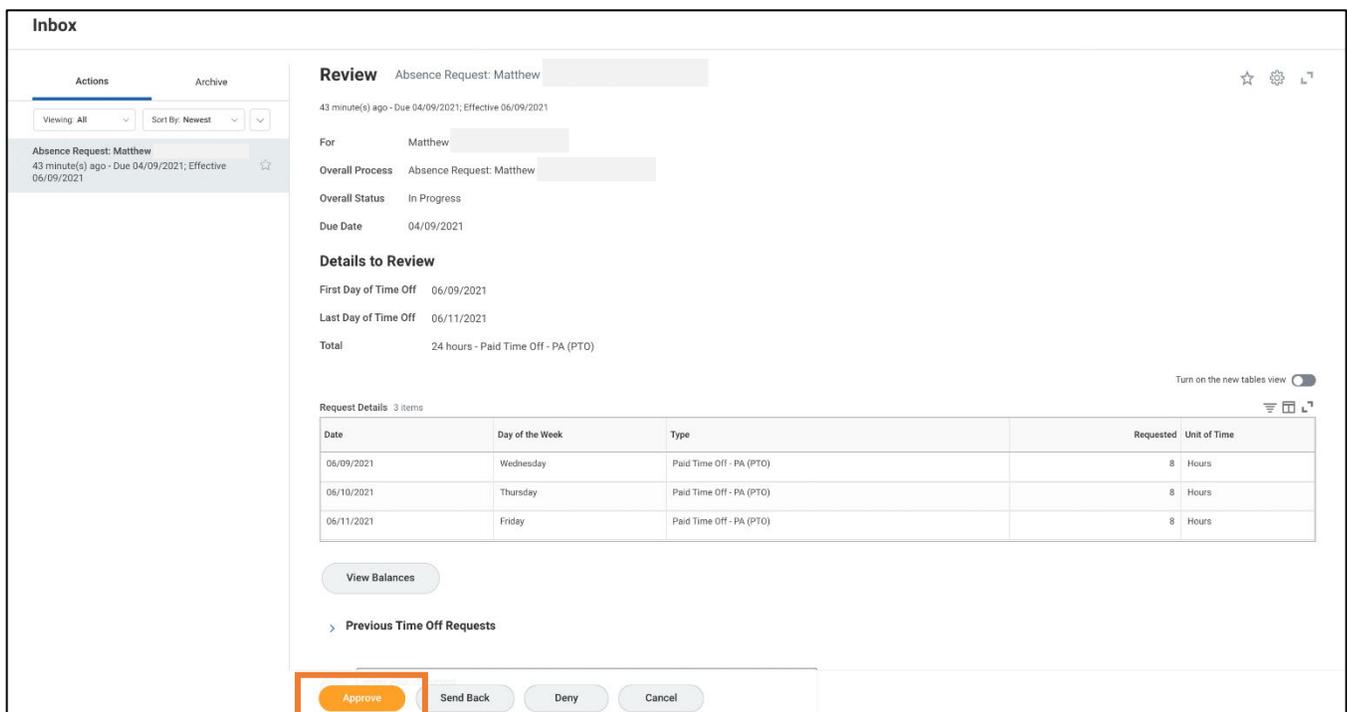
3. If there is an issue with the request. For example, if an employee has requested more PTO hours for a day than they are typically scheduled to work. You can send the request back to the employee so they can adjust it by clicking **Send Back**. When you click Send Back you will see a pop-up where you can enter the reason you are sending the request back and then click **Submit**.
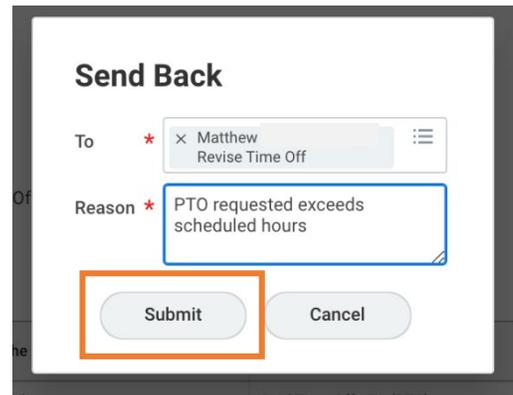
4. If the request is not acceptable, click **Deny**. When you click Deny you will see a pop-up where you can enter the reason you are denying the request and then click **Submit**.
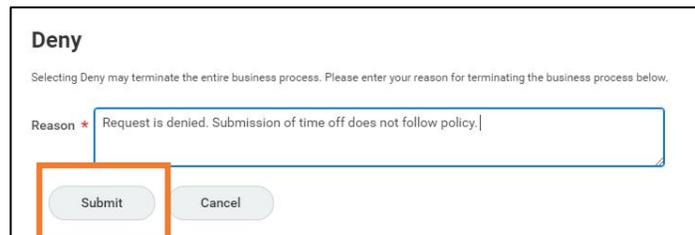
REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email solutions@rhanet.org with the subject line Workday.