## How to: Correct Your Time Off in Workday



## CORRECT TIME OFF



<u>Note</u>: Time off corrections may be made by the employee or manager. You can correct submitted Time-Off only if it is approved by your manager. You cannot correct unapproved Time-Off.

From the Time Worklet:

1. Select the Correct Time Off task.

Enter Time	View
This Week (0 I lours)	My Time Off
Last Week (35 Hours)	1 Ime Off Balance
Select Week	
Correct Time 011	

**2.** A calendar of your time off will be displayed. Select the day to correct.

alances	Today 🔇 S February 2020 V							
Nance as of 02 / 11 / 2020 🗐	Sunday	Monday	Tuesday	Wednesday	Thursday	Fildsy	Saturday	
59.68908 Hours	26	27	28	29		31	1	
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acadon			and the second second second			• 0+704800.000		
	23	24	25	26	27	28	29	

Utilize the	View	Month	$\sim$
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to select Month



- **4.** Enter the correction to reported time off. Add comments as necessary.
- 5. Click Submit

