

STAFF SUPERVISOR: TIME OFF CORRECTIONS - APPROVE AND SUBMIT

Correcting Time Off

Employees have the ability to submit **Time Off Corrections** to you for approval, and as a supervisor you have the ability to make corrections for your employees as well.

Approving Time Off Corrections

1. From your **Workday Inbox**, click on Time Off Correction task.
2. View the changes made to the Time Off request. Use the buttons on the bottom to **Approve, Deny, or Send Back** the correction.

Submitting Time Off Corrections

1. If you would like to submit a **Time Off Correction** for one of your workers, go to **Team Time Off** on **Home** page.
2. Click on **Correct Time Off** and choose the affected employee.
3. Click a time off entry to open the details. Select the days off you want to correct. Correct a previously approved time off entry by entering the correct number of hours per day. Enter "0" to remove approved time off days.
4. Click **Submit** when you are done. Since you entered the correction for the worker, it is automatically approved and no separate review/approve action is generated for your Inbox.

Your worker will not receive an Action Item or Notification of the correction.