



Correct Time Off Instructions to Correct Time Off in Workday

When a time off request has already been approved, the employee or Absence Partner will need to correct the time off if the number of hours or type of leave needs to be revised.

Correcting Time Off

Pull up the employee in Workday

Go to:

Actions

Time and Leave

Correct Time Off

Click on the appropriate approved "time off" on the calendar that needs to be changed

Make the appropriate change on the 'correct time off' screen (i.e. change the number of hours or type of leave)

Enter a comment

Hit 'submit'

Hit 'done'

Note: if they had a change of plans or wasn't off that day you would change the number of hours to '0' and the hours will be added back to their available leave balance.