


ABSENCE MANAGEMENT FOR MANAGERS

THIS GUIDE IS FOR: MANAGERS

ACCESS THE TEAM ABSENCE APPLICATION

Beginning on the Workday@OK homepage, select **View All Apps** → **Team Absence**. From this application, managers may view **My Team's Upcoming Time Off** and access the report, **My Team's Time Off Balances**.

ENTER EMPLOYEE ABSENCE

1. Beginning on the Workday@OK homepage, select  **View All Apps** → **My Team Management**.
2. Under **My Team**, hover over the name of the employee for whom you would like to enter an absence. Select the **More Actions symbol (...)**.
3. Under **Actions**, select **Time and Leave** → **Enter Absence**.
4. Using the calendar, select the date(s) they are requesting time off. Workday@OK will count the number of days and display them.
5. Select **Request Absence**.
6. In the pop-up menu, select **Absence Type** considering the below options:
 - a. **Paid Time Offs**: Select this time if their absence is eligible to be paid (e.g., annual, sick, comp).
 - b. **Unpaid Time Offs**: Select this time if their absence is not eligible to be paid (e.g., leave without pays).
 - c. **Leave of Absence**: Select this option if they are requesting a leave of absence. Please review the user guide on leave of absences for additional guidance.
7. Workday@OK will display a confirmation page. Confirm the dates, type and hours requested. If changes to the number of hours per day are needed, select **Edit Quantity per Day**.
8. Attach required documents in the **Attachments** section (if necessary). You may also enter a comment (if necessary).
9. Select **Submit**. The absence request will automatically be approved.

CORRECT/CANCEL TIME OFF ON BEHALF OF EMPLOYEE

1. Beginning on the Workday@OK homepage, select **View All Apps** → **Team Management**.
2. Under **My Team**, select the **More Actions symbol (...)** next to the **Name** of the employee for whom you would like to enter an absence.
3. Under **Actions**, select **Time and Leave** → **Correct Absence**.
4. Select the absence request you want to correct. Workday@OK will display a pop-up menu with the following options:
 - a. Select or remove a row (or specified date) within the **Correct table**. You may also select all rows using the **Select All** checkbox.
 - b. To cancel a leave request, remove the row by selecting the (-) icon.
 - c. Adjust the **Absence Type**. Note: You may only select a new subcategory of the original **Absence Type** (e.g., Paid Time Offs, Unpaid Time Offs or Leave of Absence).
 - d. Adjust the number of hours per day in the **Quantity per Day** field.
 - e. Add a comment to the correction (if needed).
5. Select **Submit**. The correct absence request will automatically be approved.




RETURN EMPLOYEE FROM LEAVE

When an employee is ready to return from leave, the process may be initiated by the employee, their manager or Human Resources.

1. Beginning on the Workday@OK homepage, select **View All Apps → My Team Management**.
2. Under **My Team**, select the **More Actions symbol (...)** next to the **Name** of the employee for whom you would like to enter an absence.
3. Select **Actions → Time and Leave → Return Worker from Leave**.
4. Select **OK**.
5. Populate the **First Day Back at Work** and the **Actual Last Day of Absence**.
6. Attach any relevant **Supporting Documents** (if necessary).
7. Select **Submit**. The request will be routed to HR for review and approval.

REVIEW AND APPROVE TEAM ABSENCE REQUESTS

When a worker has requested time off, the request will route directly to their manager for approval.

1. Beginning on the Workday@OK homepage, select the  **inbox** icon.
2. Locate the **Absence Request**.
3. Review the details of the request. Note: You may select **View Balances** to view the worker's **Time Off Balance as of Current Date**.
4. Select the appropriate response, considering the below options:
 - a. **Approve**: Approve and complete the request.
 - b. **Send Back**: Route the request back to the worker. Note: You will be required to enter a reason.
 - c. **Deny**: Deny the absence request. Note: You will be required to enter a reason.
 - d. **Cancel**: Exit the request. You will need to return to the request and enter a decision later.