

WORKDAY APPROVE TIME OFF (MANAGERS)

This user guide will assist you with approving time off in Workday.

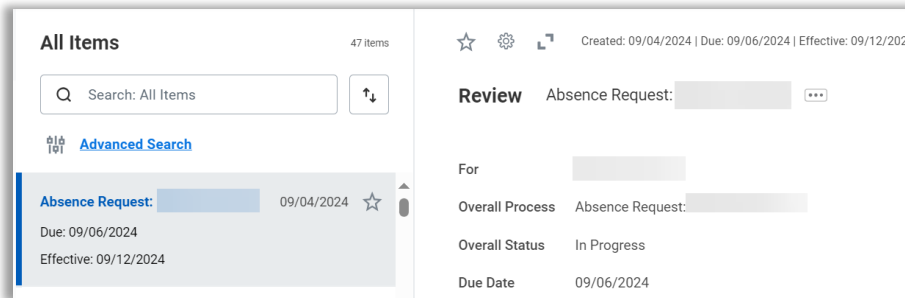
APPROVE TIME OFF

You will be able to approve time off requested by your direct reports through your **My Tasks**.

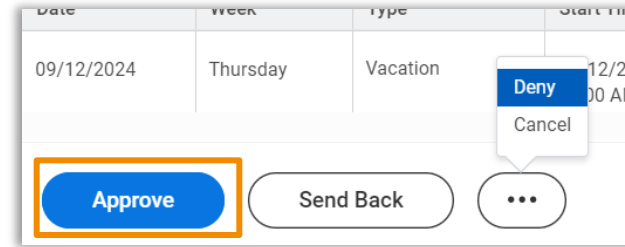
1. Click on **My Tasks** in Workday.



2. Open the **Absence Request: Review** task.



3. Review the request. Click **Approve**.



4. If you **Send Back** the request, add a comment so your direct report will know how to correct it.
5. **Deny** will stop the business process completely; **Cancel** will close it and you will have to revisit it later.

