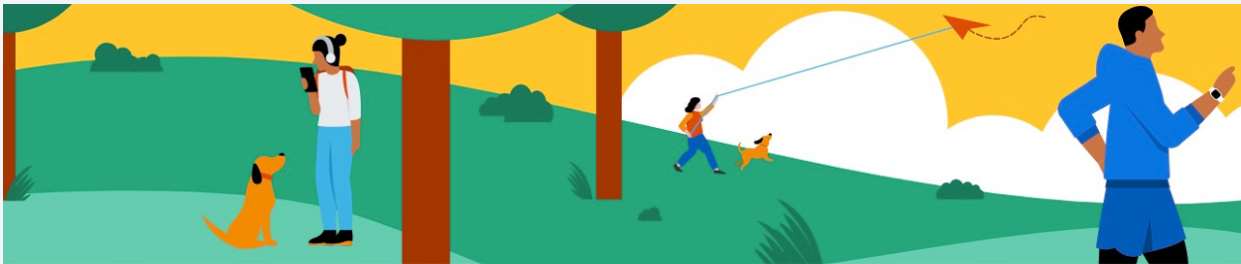


# Approve Absence Request

1

Absence requests from your team will appear on your Workday home screen.



Hello There

It'

Awaiting Your Action

...



[Absence Request: Randy Mandy \(100017\)](#)

My Tasks - 2 minute(s) ago

DUE 04/13/2024

Quick Review

2

When you click on the request, it will navigate you to your tasks. You can also get to this screen by clicking the inbox in the top right corner.

The screenshot shows a web application interface. At the top, there is a green header bar with a close button (X) on the right. Below the header is a dark blue navigation bar. The main content area is divided into two panels. The left panel has a search bar labeled 'Search' and a list of items. The right panel is titled 'Review' and displays details for an 'Absence Request: Randy Mandy (100017)'. The details include 'For: Randy Mandy (100017)', 'Overall Process: Absence Request: Randy Mandy (100017)', and 'Overall Status: In Progress'. A vertical scrollbar on the right side of the right panel is highlighted with an orange circle.

Search

2 Items

ch: All Items

anced Search

quest: Randy Mandy 04/11/2024 ☆

024

/10/2024

onal email address: 01/12/2024 ☆

Created: 04/11/2024 | Due: 04/13/2024 | Effective: 05/10/2024

**Review**

Absence Request: Randy Mandy (100017) ...

For Randy Mandy (100017)

Overall Process Absence Request: Randy Mandy (100017)

Overall Status In Progress

3

Scroll down to view the details of your employee's absence request.

This screenshot is identical to the one above, but the page is scrolled down. The 'Details to Review' section is now visible at the bottom of the right panel. The vertical scrollbar on the right side of the right panel is highlighted with an orange circle.

Search

2 Items

ch: All Items

anced Search

quest: Randy Mandy 04/11/2024 ☆

024

/10/2024

onal email address: 01/12/2024 ☆

**Review**

Absence Request: Randy Mandy (100017) ...

For Randy Mandy (100017)

Overall Process Absence Request: Randy Mandy (100017)

Overall Status In Progress

Due Date 04/13/2024

**Details to Review**

4

From here, you can either send back or approve the request.

Search



2 Items

ch: All Items



[Advanced Search](#)

quest: Randy Mandy

04/11/2024



.024

/10/2024

onal email address:

01/12/2024



) (██████)

/30/2023

First Day of Time Off 05/10/2024

Last Day of Time Off 05/15/2024

Total 48 hours - PTO

Request Details 6 items



Date	Day of the Week	Type	Requested	Unit of Time
05/10/2024	Friday	PTO	8	Hours
05/11/2024	Saturday	PTO	8	Hours



Send Back

Approve