

Workday

Job Aid: Manage Absence



Desktop version:

In order to cancel or edit an absence for Paid Time Off, Bereavement, Jury Duty or a leave of absence, navigate to the Menu in Workday and go to Personal > Manage Absence and the Absence calendar will display.

- Navigate to the approved request in green to cancel or edit.
- If you want to remove the entire absence entry, then choose **Cancel Absence**.
- If you want to remove one day from a multi-day absence, choose **Edit**. Next, click **Edit Individual Days**.
- Select the date on the left-hand side to remove and **Delete** on the right and then **Submit Request**.

Note: If you requested an absence and it has not been approved yet, it will be in submitted status and display in grey. At this point, you have the option to **Cancel Absence** when clicking on the absence entry from the calendar.

Workday App version:

- Navigate to Absence App
- Click on the approved day encircled in green and then on the block showing e.g. PTO **Approved**.
- If you want to remove the entire absence entry, then choose **Cancel Absence**.
- If you want to remove one day from a multi-day absence, choose **Edit**. Next, choose **Details Per Day**.
- Select the date that you want to remove and then **Delete** and confirm the deletion by clicking **Yes**.

For time off/leave questions, please contact benefits@guestservices.com.