

APPROVING TIME OFF REQUESTS

MANAGER

These instructions are to help you navigate the time off (vacation, sick, or personal) approval task.

Please keep in mind that time off requests should be submitted by employees and approved by the supervisor designated in the Workday system. Note, time card approval and time off requests are two separate processes in the Workday system. Therefore, approving a time card will not automatically address the time off request.

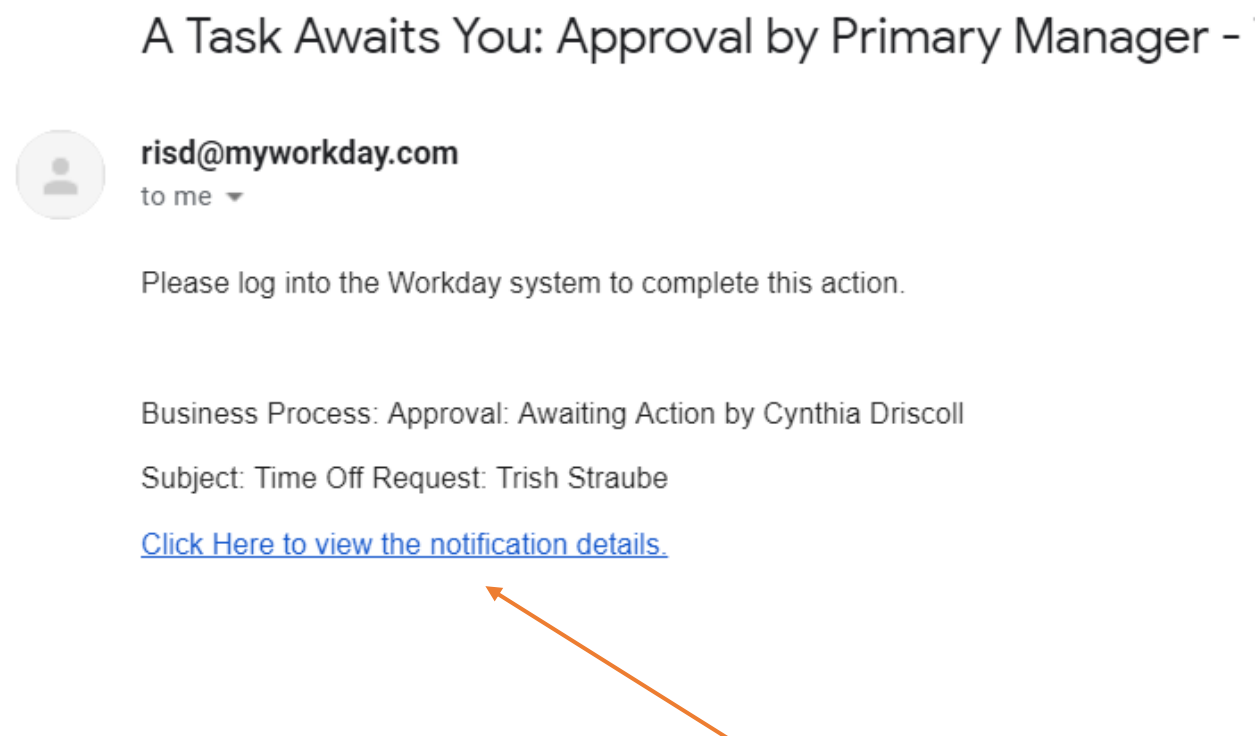
There are two ways to approve time off requests.

1. From your RISD e-mail:

You will receive an email from the Workday System:



Open the email and you will find:



APPROVING TIME OFF REQUESTS

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When you click on the link it will take you directly to Workday and your task. You may be prompted to login to Workday if you have not already.

You will then be directed to the time approval page for your employee.

Click on the review button to open the request.

RISD Search

View Business Process from Notification

Time Off Request: Trish Straube [Actions](#)

For: Trish Straube

Overall Process: Time Off Request: Trish Straube

Overall Status: In Progress

Due Date: 06/08/2019

Calendars In Use: Consecutive Days (No Calendars Selected)

My Actions Details Process

My Actions 1 item

Awaiting Me	Due Date	Business Process
Review	06/08/2019	Time Off Request: Trish Straube

You now have the ability to view their balances, send back the request with a comment, add an approver or just approve the time off request.

Viewing Balances: Allows you to review the details of the employee's time off request, to see time off balances, including but not limited to beginning year balances, carryover balances, accruals to date, and time off paid year to date as displayed in screen shot below.

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Time Off Balance as of Current Date

Balances Tracked in Hours 3 items

Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Hours	0	0	0	9	10.5	0	2	0	8.5	8.5	06/01/2019 - 06/30/2019 (Monthly)
Hours	0	0	0	13	3.25	0	0	0	3.25	3.25	06/16/2019 - 07/15/2019 (Monthly - Absence)
Hours	77.72	0	28.28	37.5	68.5	0	0	0	68.5	68.5	06/22/2019 - 07/05/2019 (Bi-weekly)
Total:									80.25	80.25	

Approve time off request: Allows you to approve the employees time requested, adjusts balances accordingly and notifies payroll of appropriate pay element classification.

Send back with a comment: Allows you to send a question or comment back to the employee, prior to approving or denying the time, to allow for clarification.

Add an approver: Certain divisional areas may choose to use this system feature to review time off requests centrally in order to ensure appropriate coverage across multiple departmental areas within that same division. Selecting this option requires that the additional approver named acts on the requests prior to move the item forward in the process.

Review

Time Off Request: Trish Straube [Actions](#)

For Trish Straube

Overall Process Time Off Request: Trish Straube

Overall Status In Progress

Due Date 06/08/2019

Details to Review

First Day of Time Off 06/07/2019

Last Day of Time Off 06/07/2019

Total 7 hours - Vacation

Request Details 1 item

Date	Day of the Week	Type	Requested	Unit of Time
06/07/2019	Friday	Vacation	7	Hours

[View Balances](#)

> Previous Time Off Requests

[Approve](#) [Send Back](#) [Add Approvers](#) [...](#)

Two additional options are seen by clicking on ...

... allows you to select to either deny or cancel.

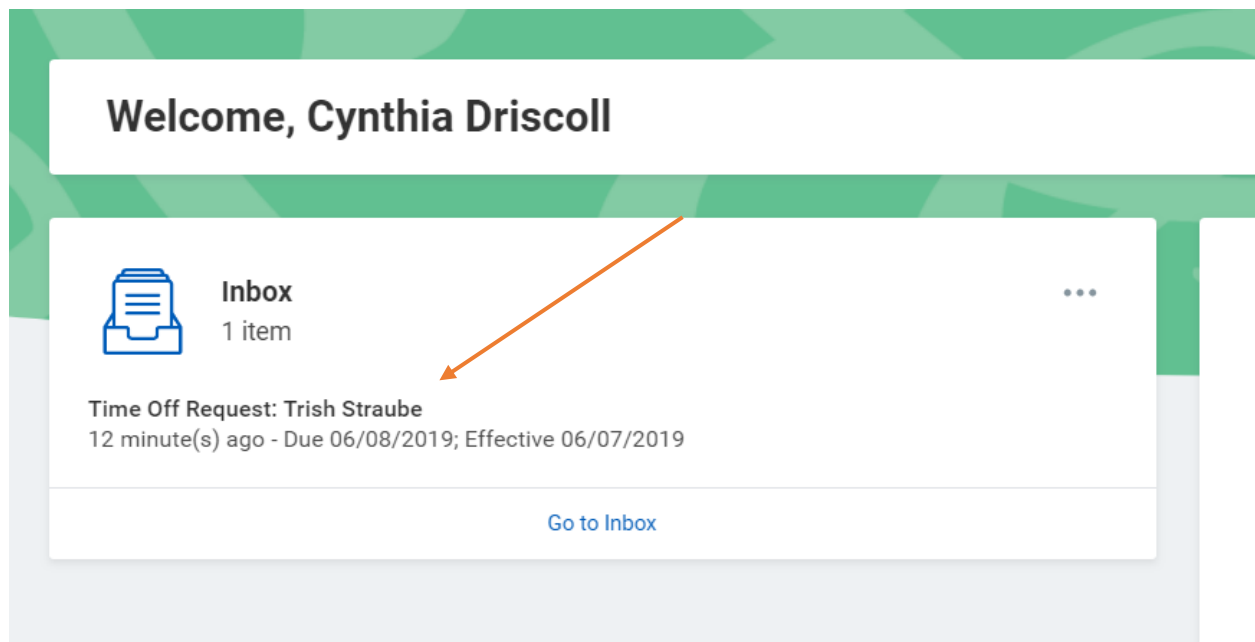
- **Deny:** Declines the employee's request for time off and terminates that business process. Meaning the employee may not go back and adjust that particular request. You will be prompted to enter your reason for terminating the business process below
- **Cancel:** Allows the manager to cancel out of the page; does not terminate the business process or employee's request.

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From your Workday inbox:

If you do not use email notifications, when you log into workday you will have an inbox notification of your employee's request.



When you click on the inbox item, it will bring you to the same page noted above. Follow the same instructions for approval.

Inbox

Actions (1)

Archive

Viewing: All

Sort By: Newest

Time Off Request: Trish Straube

27 minute(s) ago - Due 06/08/2019; Effective 06/07/2019

Review

Time Off Request: Trish Straube

Actions

27 minute(s) ago - Due 06/08/2019; Effective 06/07/2019

For

Trish Straube

Overall Process

Time Off Request: Trish Straube

Overall Status

In Progress

Due Date

06/08/2019

Details to Review

First Day of Time Off

06/07/2019

Last Day of Time Off

06/07/2019

Total

7 hours - Vacation

Request Details

1 item

Date	Day of the Week	Type
06/07/2019	Friday	Vacation

View Balances

Approve

Send Back

Add Approvers

...