

Approve Time Off for Direct Reports

Last updated April 3, 2020

After one of your direct reports submits a time off request, you should receive a task in your Workday inbox prompting you to **Approve** or **Deny** the request.

Exempt (salaried) employee requests for unpaid time off, including bereavement leave beyond five days, will first route to HR for approval.

Steps

- 1) In the upper right corner of your screen, click the **tray icon** to get to your inbox.
- 2) Click to select the **Time Off Request** action item in the sidebar list (make sure the **Actions** tab is selected).

3) Review details of the time off request, including the date(s), type of time off, and total requested time.

- Click **View Balances** to see a detailed summary of the worker's current time off balance(s).
- Click the arrow next to **Previous Time Off Requests** to review any prior time off requests submitted by the worker.

4) Click **Approve**, **Deny**, or **Send Back** as appropriate.

- If you **Deny** or **Send Back** the request to the employee, please provide a brief **Reason** in the popup field, then click **Submit** to proceed.

Time Off Resources for Managers

You may want to view your entire team's time off schedule before approving individual time off requests. Read [Manage Your Team's Time Off](#) for how to find this and other time off resources for managers.