

How to: Correct Your Time Off in Workday



CORRECT TIME OFF



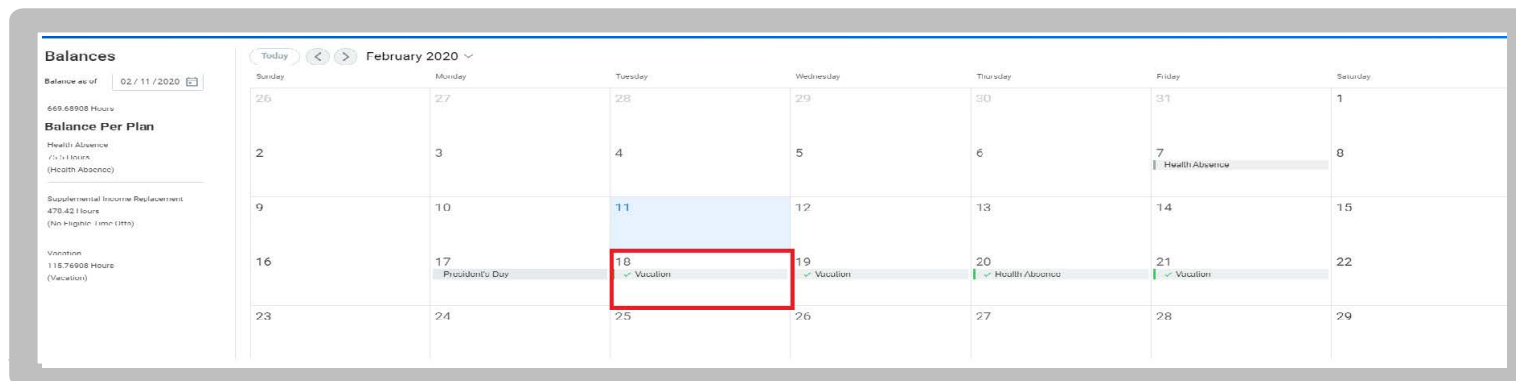
Note: Time off corrections may be made by the employee or manager. You can correct submitted Time-Off only if it is approved by your manager. You cannot correct unapproved Time-Off.

From the Time Worklet:

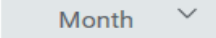
1. Select the **Correct Time Off** task.



2. A calendar of your time off will be displayed. Select the day to correct.

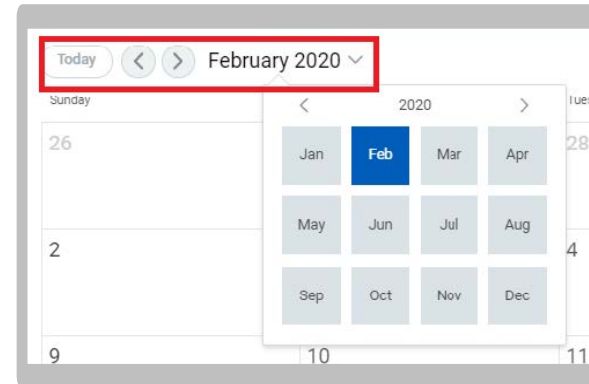


3. Utilize the   arrows to select a date in the past or future.


Utilize the **View**  to select Month

4. Enter the correction to reported time off. Add comments as necessary.

5. Click **Submit**



Correct Time Off

 Actions

Total
7 Hours

Tuesday, February 18, 2020

Select All 1 selected

Correct 1 item Filter Table

Select	Date	Type	Daily Quantity
<input checked="" type="checkbox"/>	Tuesday, February 18, 2020	Vacation	7 Hours

Type: Vacation

Daily Quantity:

Unit of Time: Hours

Comment:

> Details

