Correct or Cancel Absence

All corrections to Workday time entries (including absence corrections) must be made within 90-days of the timesheet close. The process you follow differs dependent upon whether the absence request has been approved.

Cancel Absence – Submitted/Unapproved

If your absence request has not yet been approved, you can cancel it. If you would like to change the details of the absence request, you can then submit a new request for approval.

1. To get started, first navigate to the Absence application on the Workday homepage.

2. From the Request column, click Absence Request.

3. From the Absence Calendar, click directly on the request you would like to cancel. Unapproved time will show in gray without a green checkmark.

4. Click Cancel This Request.
Absence: Correct or Cancel Absence

5. Use the **Comment** field to enter and relevant supporting information. You will receive an error if you do not provide a comment.

```
No longer going on trip
```

6. Click **Submit**. You will receive a pop-up notifying you that the process has been cancelled.

```
Event Canceled  Absence Request

Process Canceled
> Details and Process

Done
```

7. Click **Done**. You can now submit another absence request with updated details if you choose.

Correct or Cancel Absence – Approved

If your absence request has already been approved by your manager, you can cancel or correct/change it.

1. To get started, first navigate to the **Absence** application on the Workday homepage.

2. From the Request column, click **Correct My Absence**.

3. From the calendar, click the absence you would like to correct.
4. Select the days you would like to alter.

5. Here you can adjust the absence Type and/or the Quantity per Day. Note that in the case of requesting PTO on a weekend day, the Quantity per Day will default to 0 hours. As such, you will need to adjust the quantity to reflect the number of hours you would like to take off.

6. To delete the absence, click or decrease daily quality to 0.

7. Use the Comment field to enter and relevant supporting information. You will receive an error if you do not provide a comment.

8. Click Submit.

9. You will now see your canceled/corrected absence on your Absence Calendar. Note that if the absence has already been approved by your manager, it will be re-submitted for approval and therefore will not be removed from your calendar until they have approved.