

How to View Employee Leaves in Workday

From the homepage:

1. Access the My Team Application

Nelcome	It's Monday, August 14, 2023
Awaiting Your Action Business Process Definition Error for Job Requisition Labor 1 month(s) ago Ge to All Inbox Items (1)	Your Top Apps
Timely Suggestions Here's where you'll get updates on your active items.	Learning Admin

Note: if **My Team** is not in your top 4 apps you can click on **View All Apps** to access it



2. Select the My Team on Leave Report under View

My Team on Leave

You will have the option to enter in dates and/or select markers for the report such as pending events and workers returned from leave

·	
Start Date	MM/DD/YYYY
End Date	MM/DD/YYYY
Include Workers Returned from Leav	e 🗌
Include Pending Events	

3. Click OK to view results

My Team on Leave 🖮 😰								
Include Workers Returned from Lazer Yo Include Pending Events 10								
Woker	Last Day of Work	First Day	Estimated Last Day	Actual Last Day	Supervisory Organization	Location	Manager(s)	
Captain America (Dn Leave)	67/09/2023	67/10/2023	07/14/2023		GAPI HR Total Revents & HRIS (4003A1) (Expres Rahtmanov)	0 San Francisco	Eugene Rakhmanov	
Capitain America (Dr. Leave)	67/62/2023	67/93/2623	67/67/2023		GAPI HR Total Revents & HRIS (4003A1) (Expres Rahtmanov)	See Francisco	Eugene Rakhmanov	
Capitain America (Dr. Leave)	67/17/2023	67/18/2023	67/25/2023		GAPI HE Total Revents & HEIS (4003A1) (Expres Rahmanov)	0 San Francisco	Eugene Rahmanov	
Marcle Furlong (Dn Lewe)	67/13/3023	67/13/2623	08/36/2023		GAPI HE Total Revents & HEIS (4003A1) (Expres Rahtmanov)	0 Princeton	Eugene Rakhmanov	
Regina Wheeler (Dr.Leave)	07/09/2023	67/10/2023	0%/01/2023		GAPI HR Total Revents & HRIS (4003A1) (Expres Rahmanov)	0 Princeton	Eugene Rakhmanov	
Roy Manceu (Dr Leeve)	07/10/2023	61/11/2023	0%/21/3023		CAPIHR Total Revents & HRS (400341) (Satrine Donier)	0 Princeton	Sabrine Dunien	



Additionally, you can see a list of direct reports from the **My Team** application. Those who are on leave will be indicated with text next to their name that states "(On Leave)".



My Team		
	Actions	View
	Assess My Team's Potential	Promotions & Transfers
	Terminate	TM – Assess Team Potential Report
	Business Title Change	My Team on Leave
	Edit Job	Compare Team
	Edit Position	Headcount
	Add Job	More (2)
r		
	Nicki Luber	Raymond Tripe (On Leave)

How to Approve a Personal Leave in Workday

Note: Once an Employee submits a personal leave request, the Manager receives an Inbox task to **Approve, Send Back, or Deny**.

From the Inbox:

Otsuka

1. Click on the **Absence Request** approval.

Inbox	
Actions	Archive
Viewing: All 🗸	Sort By: Newest
Absence Request: 26 day(s) ago - Due 07/21/20 07/20/2023	023; Effective

2. Review details of the absence request and view any attachments.

terren susence			☆ @ .
5 div(s) ago - Eue 07/21/2323; Effec	stive 07/23/2023		
ast Day of Work	87/19/2023		
irst Day of Absence	• 07/20/2023		
istimated Last Day of Absence	• 07/20/2023 🗐		
lype	K OAPI Leaves > Jury Duty :::: Leave		
 Supporting Data 			
Apporting Data 1 term			★ □ 0 ==
Description		Yalue as of First Day of Leave	
Units Requested for Current Leave			1
enter your comment			
reter your comment			
Process History			
inter your convenent			
Process History			
enter your convenent //roccess History			
enter your currented			

3. Click **Approve**, **Send Back**, or **Deny.** All options will notify the employee of your action.



Ap	proval by HR Par	tner- Not Require	ed				
Арр	rove	Send Back	$\supset \subset$	Deny)(Cancel	\supset

Approve – this will route the transaction to the HR Operations Team for processing.

Send Back – use this to send the request back to the employee for more information (e.g. missing attachment, looking for more clarity, etc.) enter what you need and any questions in the comments.

Deny – use this option to deny the transaction. Enter your reason for denying in the comments section and discuss with your employee.