

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

My Team on 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 😑 😰							
Isolule Workers Natured from Lazer 100 Isolule Prediag Events 100							
14m							
Worker	Last Day of Work	First Day	Estimated Last Day	Actual Last Day	Supervisory Organization	Location	Manager(s)
Captain America (Dr. Lasve)	07/09/2023	67/10/2023	07/14/2023		GAPLHR Total Revents & HRIS (4003A1) (Exgene Rabhmanov)	San Francisco	Eugene Raktymanov
Capitain America (Dr. Losve)	67/62/2023	67/90/2825	67/67/2023		GAPI HB Total Revents & HBIS (4003A1) (Exgene Rabhmanov)	0 San Francisco	Eugene Raktmanov
Capitale America (De Leave)	67/17/2023	67/18/2025	07/25/2023		GAPI HB Total Rewards & HBIS (4003A1) (Dugme Rabhmanov)	0 San Francisco	Eugene Rakhmanov
Marcie Furlong (On Loave)	67/12/2023	67/13/2829	08/30/2023		GAPI HR Total Revents & HRIS (4003A1) (Dugme Rabhmanov)	0 Princeton	Eugene Rakhmanov
Regina Wheeler (Dr.Leave)	07/09/2023	67/10/2625	0%/01/2023		GAPI HB Total Rewards & HBIS (4003A1) (Dugme Rabhmanor)	0 Pirotan	Eugene Rahmanov
Roy Manoeu (Dr.Leare)	07/10/2023	01/11/2023	0%/21/3023		GAPLHR Total Rewards & HRD (4003A1) (Sabrine Donier)	© Pinoma	Satrina Durlen



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.

Review Absence			☆ @ .
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 🗐		
Type	K OAPI Leaves > Jury Duty :::: Leave		
 Supporting Data 			
Supporting Data 1 Item			本田 5 田
Description		Value as of First Day of Leave	
Units Requested for Current Leave			1
enter your comment			
enter your comment			
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9			
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9			
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3. Click **Approve**, **Send Back**, or **Deny.** All options will notify the employee of your action.



	Approval by HR Par	tner- Not Require	d				
Ar	oprove	Send Back	$) \subset$	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.