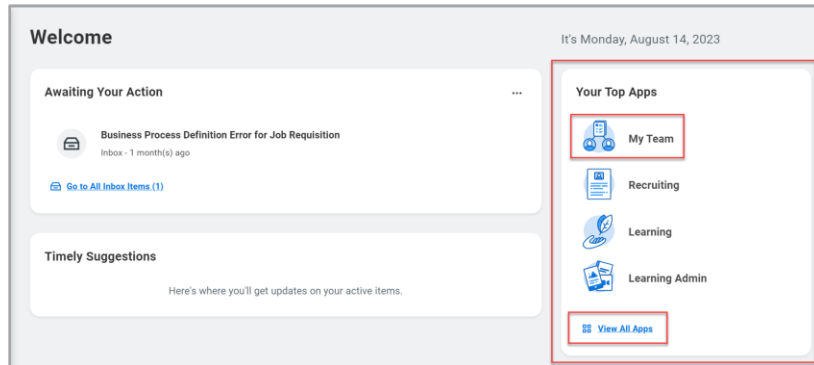


View and Approve My Team's Leaves

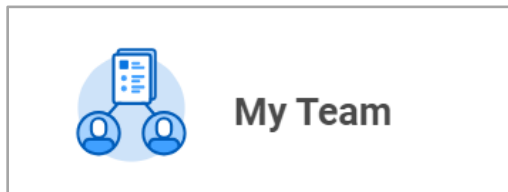
How to View Employee Leaves in Workday

From the homepage:

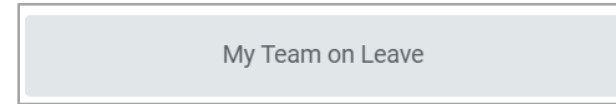
1. Access the My Team Application



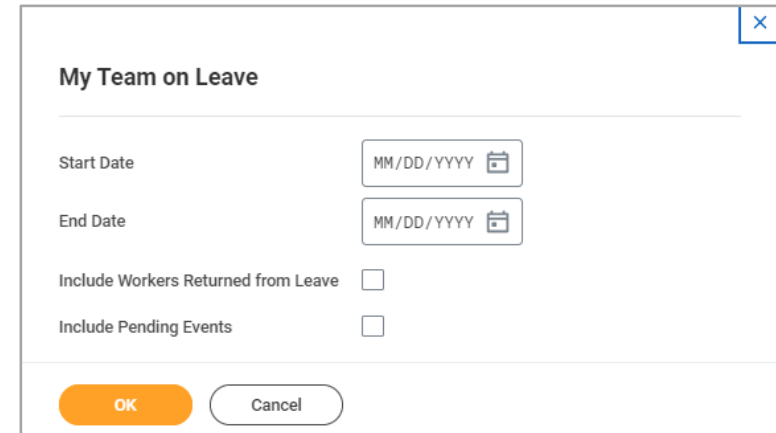
Note: if **My Team** is not in your top 4 apps you can click on **View All Apps** to access it



2. Select the My Team on Leave Report under View

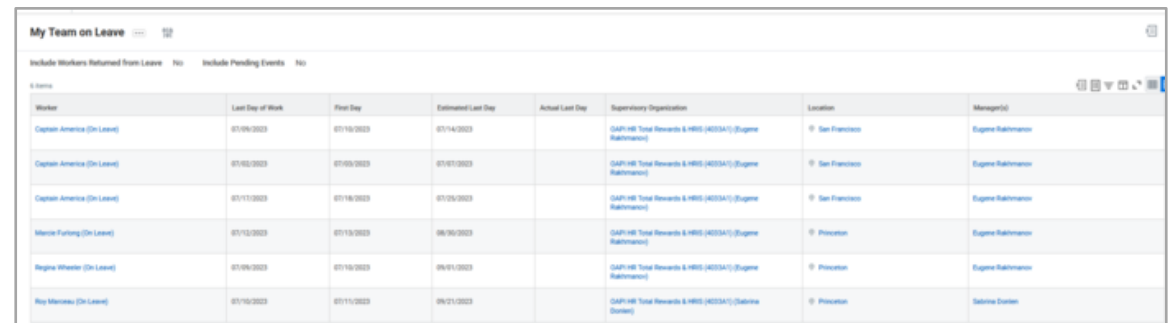


You will have the option to enter in dates and/or select markers for the report such as pending events and workers returned from leave



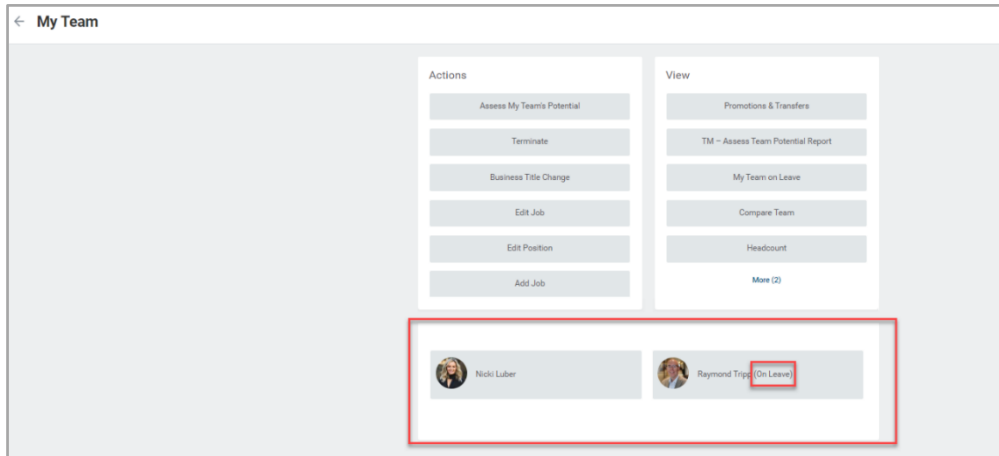
The 'My Team on Leave' configuration dialog box. It has a title bar with a close button. The main area contains fields for 'Start Date' and 'End Date', both with 'MM/DD/YYYY' placeholders and calendar icons. Below these are two checkboxes: 'Include Workers Returned from Leave' and 'Include Pending Events'. At the bottom are 'OK' and 'Cancel' buttons.

3. Click OK to view results



My Team on Leave							
Include Workers Returned from Leave		No		Include Pending Events		No	
Worker	Last Day of Work	First Day	Estimated Last Day	Actual Last Day	Supervisory Organization	Location	Manager(s)
Captain America (On Leave)	07/09/2023	07/10/2023	07/14/2023		QAPI-HR Total Rewards & HRIS (4023341) (Eugene Rabinovitch)	San Francisco	Eugene Rabinovitch
Captain America (On Leave)	07/09/2023	07/09/2023	07/07/2023		QAPI-HR Total Rewards & HRIS (4023341) (Eugene Rabinovitch)	San Francisco	Eugene Rabinovitch
Captain America (On Leave)	07/11/2023	07/16/2023	07/09/2023		QAPI-HR Total Rewards & HRIS (4023341) (Eugene Rabinovitch)	San Francisco	Eugene Rabinovitch
Marcus Furlong (On Leave)	07/12/2023	07/19/2023	06/30/2023		QAPI-HR Total Rewards & HRIS (4023341) (Eugene Rabinovitch)	Providence	Eugene Rabinovitch
Regina Wheeler (On Leave)	07/09/2023	07/10/2023	06/01/2023		QAPI-HR Total Rewards & HRIS (4023341) (Eugene Rabinovitch)	Providence	Eugene Rabinovitch
Roy Marceau (On Leave)	07/10/2023	07/11/2023	06/21/2023		QAPI-HR Total Rewards & HRIS (4023341) (Sabrina Dorian)	Providence	Sabrina Dorian

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)”.

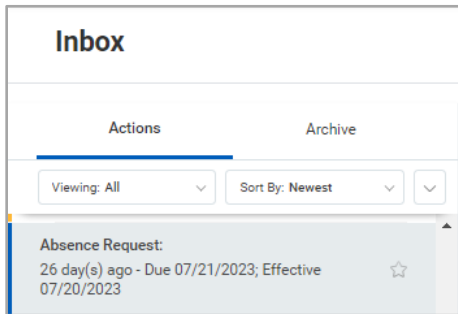


How to Approve a Personal Leave in Workday

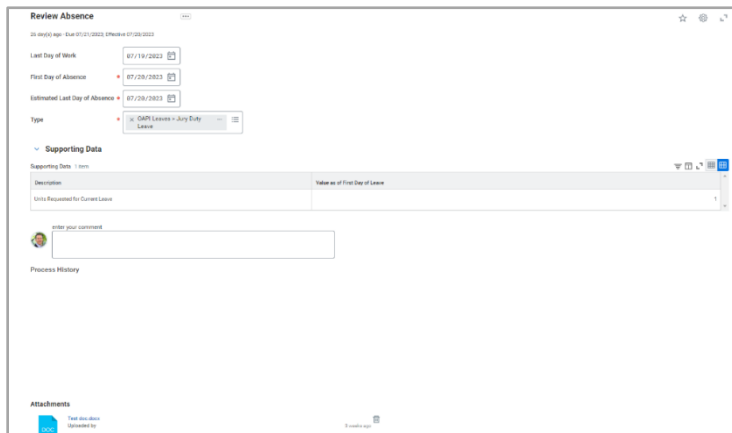
Note: Once an Employee submits a personal leave request, the Manager receives an Inbox task to **Approve, Send Back, or Deny**.

From the Inbox:

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



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



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



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.