

Managing Time Off for Employees

Action: Manager

- Enter time of absence on behalf of employees
- Correcting time of absence on behalf of employees

Enter time of absence on
behalf of employees

Type *My Team Management* in search

The screenshot shows a web application interface with a search bar at the top right containing the text "My Team Management". A dropdown menu is open below the search bar, displaying a list of search results. The first result, "My Team Management Report", is highlighted with an orange border and a mouse cursor. Other results include "My Team Management for My Team Management Custom Dashboard", "My Team Anniversaries Report", "My Team Birthdays Report", "My Management Chain Report", "My Team Anniversaries with Continuous Service Date Report", and "My Team's Goals Report".

Search results:

- My Team Management Report
- My Team Management for My Team Management Custom Dashboard
- My Team Anniversaries Report
- My Team Birthdays Report
- My Management Chain Report
- My Team Anniversaries with Continuous Service Date Report
- My Team's Goals Report

[VIEW MORE](#)

Select the team member

My Team Management

My Team Management

My Team

- Document Control Specialist
RENAM_New York

View More

View

- Compare Team
- Organization Directory
- My Org Chart
- More (3)

workday

Select *Actions* and *Enter Absence*

The screenshot displays a web application interface. At the top left, there is a 'MENU' button and a logo. A search bar at the top right contains the text 'My Team Management'. The main content area is divided into two sections. On the left, a blue sidebar menu is open, showing a list of options. The 'Actions' option is highlighted with a red box, and a dropdown menu is visible below it. The 'Enter Absence' option in this dropdown is also highlighted with a red box. On the right, a worker profile card is displayed. The card has a title 'Worker' and a 'View Team' button. Below the button, there are sections for 'Contact' (Phone, Work Address) and 'Job' (Organization, Business Title, Manager, Location, Time in Position). The profile card also shows fields for 'Location', 'Manager', 'Supervisory Organization', and 'Employee ID'.

Select month and year, click on day

Absence Calendar



Click and drag on the calendar or select date range.

Select Date Range

Balances

Balance as of

03/22/2024

Per Plan

Floating Holiday
8 Hours

PTO RLHICA
150 Hours

RHLICA Sick Leave
56 Hours

Volunteer-RLHICA
8 Hours

Total

222 Hours

The image shows a web-based absence calendar interface. At the top, there's a header "Absence Calendar" with a menu icon. Below it, a instruction says "Click and drag on the calendar or select date range." There's a "Select Date Range" button. On the left, a "Balances" section shows "Balance as of 03/22/2024" and "Per Plan" details for various leave types: Floating Holiday (8 Hours), PTO RLHICA (150 Hours), RHLICA Sick Leave (56 Hours), and Volunteer-RLHICA (8 Hours). A "Total" of 222 Hours is shown. The main calendar area has a "Today" button and navigation arrows. A modal window is open for "March 2024", showing a grid of months from Jan to Dec, with "Mar" selected. An orange box highlights this modal. An arrow points from the modal to the calendar grid. In the calendar grid, the date "22" is highlighted with a blue circle and a hand cursor, also enclosed in an orange box. The calendar grid shows days from Sunday to Saturday, with some dates already filled in (e.g., 25, 3, 10, 11, 12, 17, 18, 19, 21, 24, 25, 26, 28, 29, 1, 6, 7, 8, 28, 29). A "Request Absence" button is at the bottom left of the calendar area.

Select add *Request Absence*

50 Hours

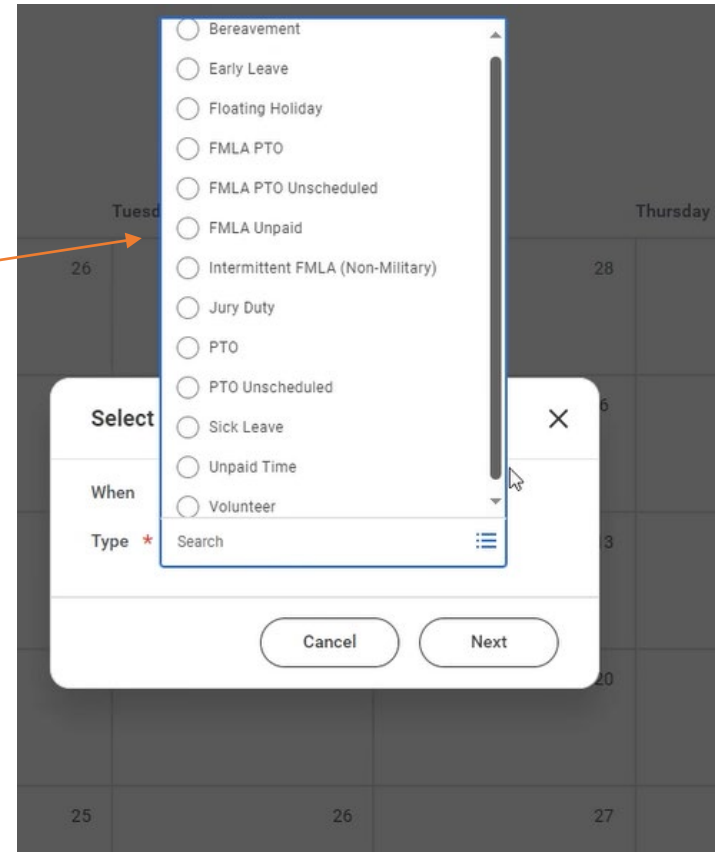
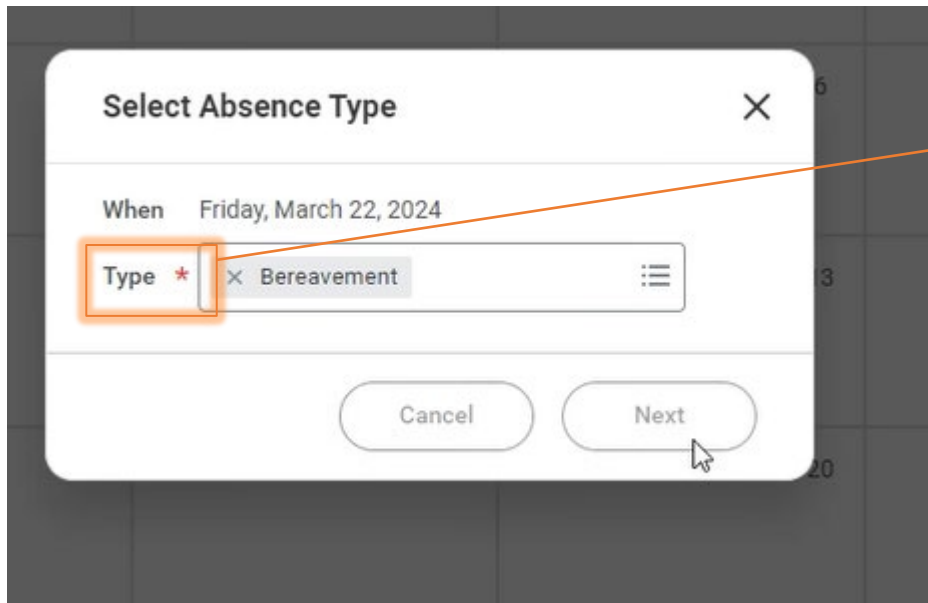
Volunteer-RLHICA
8 Hours

Total
222 Hours

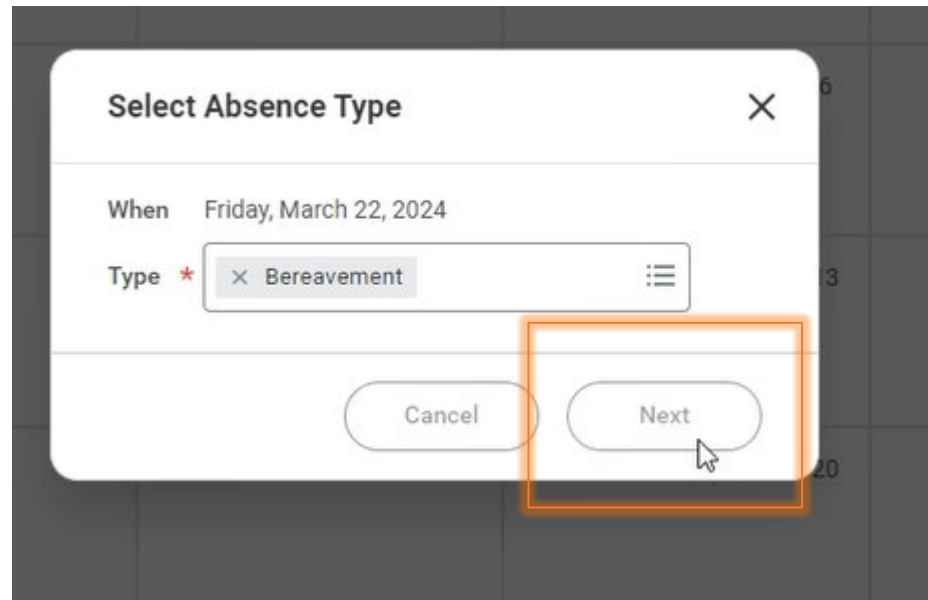
1 Day - Request Absence

The image shows a screenshot of a web form. At the top, there is a label '50 Hours' followed by two horizontal lines. Below that is the text 'Volunteer-RLHICA' and '8 Hours', also followed by two horizontal lines. Further down, the word 'Total' is displayed in bold, with '222 Hours' underneath it. To the right of this text is a table with four empty rows. At the bottom of the form, a blue button with the text '1 Day - Request Absence' is highlighted with an orange border. A mouse cursor is pointing at the button.

Select *Type*



Once selected, click *Next*



Select Absence Type

When Friday, March 22, 2024

Type *

Cancel Next

Edit quantity or date range

Enter Absence

Total 8 hours - Bereavement

Request 1 item

*From	*To	*Type	Quantity per Day	Total
03/22/2024	03/22/2024	x Bereavement	8 hours	8 hours

Edit dates

Edit hour quantity

Edit Quantity per Day

Edit Quantity per Day

Edit Quantity per Day

Update All Quantities

1 item

Date	Quantity per Day	Comments
Fri, Mar 22, 2024	8	

Done **Cancel**

8 hours - Bereavement Total

Click *Submit*



View you should see once submitted

4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
1	2	3	4	5

Edit/correct days of absence

You will be able to correct or delete time on behalf of your employees.

Select the time you are looking to edit

Today < > March 2024 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	25	26	27	28	29	Mar 1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	Approved Bereavement Wednesday, March 20, 2024 to Friday, March 22, 2024		22
			Bereavement			

Click the symbol to remove time




Correct Absence Close

Total
24 Hours

Wednesday, March 20, 2024 - Friday, March 22, 2024

Select All 0 selected

Correct 3 items ☰ 📅

	Date	Type	Daily Quantity	Select
	Wednesday, March 20, 2024	Bereavement	8 Hours	<input type="checkbox"/>
	Thursday, March 21, 2024	Bereavement	8 Hours	<input type="checkbox"/>
	Friday, March 22, 2024	Bereavement	8 Hours	<input type="checkbox"/>

Type

Select
check
the
box To
edit

Correct Absence ✕

Total
16 Hours

Thursday, March 21, 2024 - Friday, March 22, 2024

Select All 1 selected

Correct 2 items ☰ 📅

	Date	Type	Daily Quantity	Select
⊖	Thursday, March 21, 2024	Bereavement	8 Hours	<input checked="" type="checkbox"/>
⊖	Friday, March 22, 2024	Bereavement	8 Hours	<input type="checkbox"/>

Type *

Quantity per Day

Unit of Time

Comment

> Details

Click *Submit*

enter your comment

Note: You may have this alert pop up. This is for awareness only. Press *Submit* again.

Quantity per Day

Alert:
You have entered a quantity of time off that is less than the standard minimum. Please be advised that only Managers or HR can enter time off for less than the standard minimum.

Alert:
You have entered a quantity of time off that is not in a standard increment. Please be advised that only Managers or HR can enter time off in a non-standard increment.

Unit of Time Hours

