

# Request and Maintain Time Off using the Workday Mobile App

Last updated August 11, 2023

## Learn how to:

- Request, maintain and/or View Time Off using the Workday Mobile App on your mobile device
- Cancel an In-Progress request for Time Off
- Delete or correct an approved request for Time Off
- Undo a request to cancel an In-Progress task

## Background Information

If your Time Off is maintained in Workday, this article will show you how to use the Workday Mobile App on your tablet or phone to create and manage these requests.

A Time Off request typically is used for shorter duration absences, such as Vacation, Sick, Annual Leave, Floating Holidays or Volunteer Time. For Contingent Worker absence requests, work with your manager to determine where to log any time off requests.

## Getting Started

### Request Time Off

1. To request Time Off, tap the **Absence** icon to go to the Absence Calendar.
2. Tap on a date and a blue circle will display **OR** to select a date range, tap on the first and last dates of the range. To undo or deselect a date, tap again on the date and the blue circle will be removed. Tap **Next**.
3. Add the Time Off type and the quantity will default based on your schedule. If needed, tap on the pencil to edit the duration. The policy minimum or maximum amounts per day may apply and cannot be changed.
4. Add a comment and **Submit**. The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar. An alert or an error may display after you tap Submit if you need to add a document supporting your request. Categorize your attachment as "Time Off".

## **View Time Off**

Time Off requests in any form can be viewed on the Absence Calendar by tapping the **Absence** icon.

- Gray dotted line circle requests are waiting for approval.
- "Holiday" will appear under the dates where there is a company recognized holiday.
- Green circles indicate your approved request.
- Blue circle requests need attention. Navigate to [My Inbox](#) to review and/or revise your absence request.

To view Time Off balances from the Absence Calendar, tap on the icon with three dots at the top right corner and select "Balances" for the current date. To change the viewing date, change the **Balance as of** date. Projected balances will include future pending and approved time off requests for the time period selected.

## **Cancel In-Progress Request Time Off**

1. To cancel a Time Off Request that has not been approved, tap on the **Absence** icon and the date of the request.
2. Tap on the "Submitted" message (**not the Next button**) to go to the details screen.
3. Tap **Delete Request > Comment > Done > Yes Delete**.

## **Delete Approved Time Off**

1. To delete an Approved Time Off request, tap on the **Absence** icon and then select an approved date.
2. Tap on the "Approved" message.
3. Tap **Delete** and the request will route to your manager for approval.

## **Correct Approved Time Off**

1. To correct an Approved Time Off request, tap on the **Absence** icon and then select an approved date.
2. Tap on the "Approved" message. Correct either the type or the duration.
3. Add a comment as to why this is being corrected and then Submit. Corrected request will show "In Progress" and will be routed for approvals.

## **Undo a Correction Request Time Off**

1. If a correction to an approved time off has been submitted, but has not yet been approved, it can be undone or cancelled. Tap on the **Absence** icon and go to the date.
2. Tap on the "Submitted" message and then **Undo Time off Change > Comment > Done > Yes Undo**. The submitted change will be canceled.

## **Key Details**

- Your absence request will need to be approved before any absence time is taken. In most cases, your manager will receive a notification to review your request and they can either approve, send back for more information, or deny the request. Where country local policy applies, some time off types will require Absence Partner or HR Partner approval. You and your manager will both receive an alert in your notifications (bell icon) that the leave has been approved.
- Upon approval from your manager, you will receive an alert in your notifications on your Home Page that the time has been approved.
- Your co-workers do NOT have the ability to see that you are off for any approved future absence and you cannot view your co-worker's approved absences using the Mobile App.
- Managers requesting over 5 consecutive days off should set up delegation of their Workday tasks. For more information, click [Completing Delegation Inbox Tasks](#).

## **For More Help**

If you have a policy-related question regarding your time off or need help with a Leave of Absence request, contact your local Absence Partner. To locate your Absence Partner in Workday, click **Employee Profile (photo/cloud icon) > View Profile button > Contact > Support Roles**.