

You are able to change your absence (leave) request after it has been submitted and/or approved. You can make changes to a few hours or whole days.

## Please note:

If you require a change to your approved Leave Without Pay request, you will need to initiate a Service One request for People and Culture to action.

If you require a retrospective change to any leave taken prior to 29th May 2020, please contact payroll on [payroll@flinders.edu.au](mailto:payroll@flinders.edu.au).

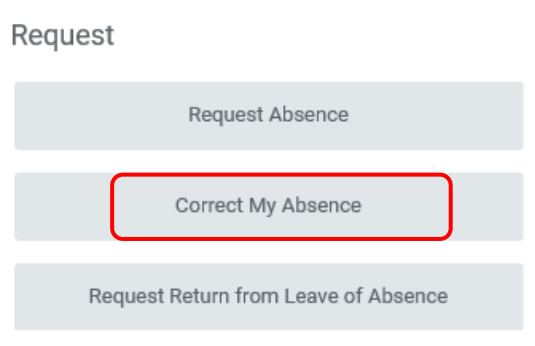
Any changes required to be made for leave booked prior to 29 May 2020 and being taken after 9 June 2020, will need to be amended per day not in a block of dates.

## 1. Changing submitted and approved absence requests

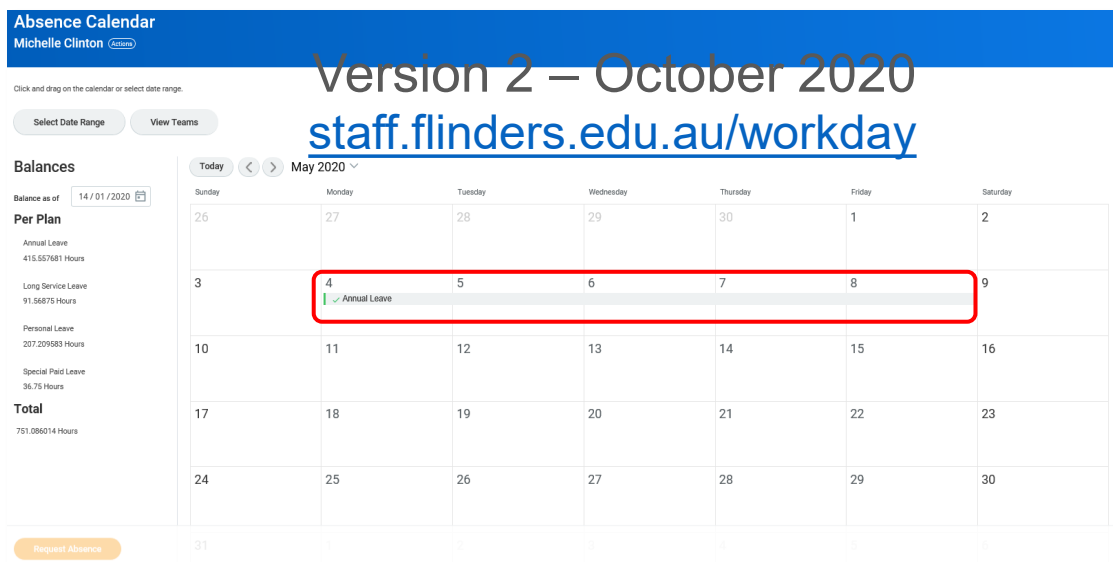
### 1.1 Click the *Absence* application from the Workday home page



## 1.2 Select *Correct My Absence* from under the Request option.




## 1.3 Your absence calendar will appear



## 1.4 Click the date range of approved or pending approval absence you wish to change.

## 1.5 The *Correct Absence* screen will appear.

**Delete Leave** - Select the minus button  (highlighted below) to remove any days you wish to cancel completely.






**Correct Absence**  
Michelle Clinton Actions

Total  
36.75 Hours

Monday, 4 May 2020 - Friday, 8 May 2020

Select All  0 selected

Correct 5 items Filter

Select	Date	Type	Daily Quantity
 <input type="checkbox"/>	Monday, 4 May 2020	Annual Leave	7.35 Hours
 <input type="checkbox"/>	Tuesday, 5 May 2020	Annual Leave	7.35 Hours
 <input type="checkbox"/>	Wednesday, 6 May 2020	Annual Leave	7.35 Hours
 <input type="checkbox"/>	Thursday, 7 May 2020	Annual Leave	7.35 Hours
 <input type="checkbox"/>	Friday, 8 May 2020	Annual Leave	7.35 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

[Details](#)

The date range and total hours will change at the top of the list as you correct your absence.

**1.6 Edit Quantity of Hours taken** - To change the quantity of hours being claimed on any given day/s, select the tick box  on the appropriate date/s, you can then update the “Quantity per day” field in decimal e.g. 2.25 = 2hrs and 15mins, 2.5 = 2hrs and 30 mins, 2.75 = 2hrs and 45mins.

1.7 Add any relevant *comment/s* required and attach any supporting documents if required. Click *Submit*.

enter your comment

**Attachments**

Drop files here

or

Select files

Submit Cancel

1.8 Once submitted, your change request will be sent to your supervisor for approval. Your Absence Calendar will update to show your requested changes.

**Absence Calendar**  
Michelle Clinton (Action)

Click and drag on the calendar or select date range.

Select Date Range View Teams

**Balances**

Balance as of 14 / 01 / 2020

**Per Plan**

- Annual Leave 415,557,681 Hours
- Long Service Leave 91,568,75 Hours
- Personal Leave 207,209,583 Hours
- Special Paid Leave 36,75 Hours
- Total** 751,086,014 Hours

Today < > May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 Annual Leave	5	6 Annual Leave	7 Annual Leave	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Request Absence

1.9 Once your request has been approved, you will receive a notification in Workday. If your approval has not been granted or further information is required, you will receive an action to complete in your Workday inbox.

1.10 To view your approval notification, click on the notification in the top right-hand corner of the system.



Your absence correction request will appear in the list to the right and the details to the left as shown below.

**Notifications**

Viewing: All | Sort By: Newest

From Last 30 Days

**Absence Correction: Michelle Clinton**

Correct Time Off - Successfully Completed

22 second(s) ago

**Absence Correction: Michelle Clinton**

22 second(s) ago

Your absence request for: Annual Leave 06/05/2020 - -7.35 Hours (Michelle Clinton) has been Successfully Completed by Christie O'Brien with comments: [not available]

[Details](#) [Absence Correction: Michelle Clinton](#)

1.11 Once approval of your Absence change has been completed, your Absence Calendar will be updated to show the changes.

**Absence Calendar**

Michelle Clinton [Active](#)

Click and drag on the calendar or select date range.

Select Date Range | View Teams

**Balances**

Balance as of 14/01/2020

**Per Plan**

- Annual Leave 415.557681 Hours
- Long Service Leave 91.56875 Hours
- Personal Leave 207.209583 Hours
- Special Paid Leave 36.75 Hours

**Total**

Today < > May 2020

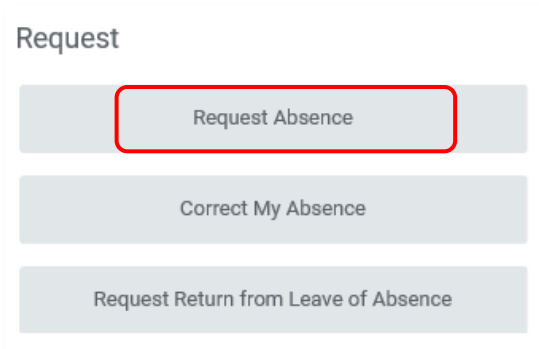
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 ✓ Annual Leave	5	6	7 ✓ Annual Leave	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

## 2. Cancelling an unapproved absence request

2.1 Click the *Absence* application from the Workday home page



2.2 Select *Request Absence* from under the Request option.



Your *Absence Calendar* will appear, note that the leave requested is all grey (there is no approved green tick on the request).

**Absence Calendar**  
Michelle Clinton [Actions](#)

Click and drag on the calendar or select date range.

Select Date Range View Teams

**Balances**  
Balance as of 14 / 01 / 2020

**Per Plan**

- Annual Leave 415,557681 Hours
- Long Service Leave 91,56875 Hours
- Personal Leave 207,209583 Hours
- Special Paid Leave 36,75 Hours

**Total**  
751,086014 Hours

Today < > March 2020

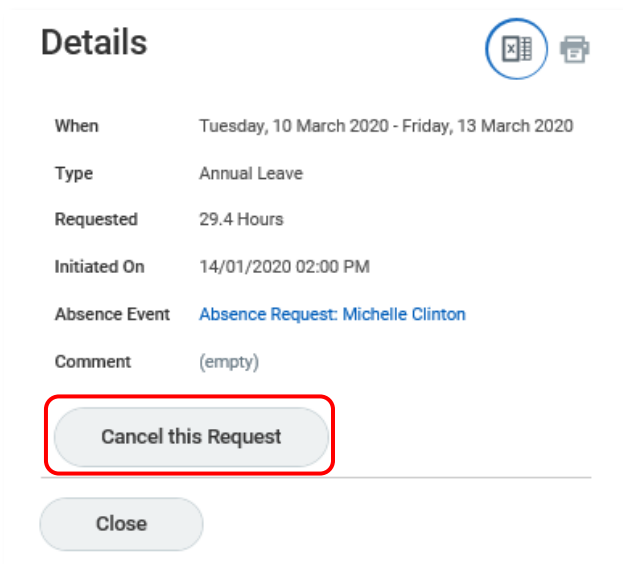
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Adelaide Cup	10 Annual Leave	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Request Absence

2.3 Click the date range of approved or pending approval absence you wish to cancel.

Note – If you want to edit the hours of an unapproved Leave Request you will need to cancel the request and resubmit it.

The details of you request will appear.



**Details**

When Tuesday, 10 March 2020 - Friday, 13 March 2020

Type Annual Leave

Requested 29.4 Hours

Initiated On 14/01/2020 02:00 PM

Absence Event [Absence Request: Michelle Clinton](#)

Comment (empty)

**Cancel this Request**

Close

You have the option to *Cancel this Request* or *Close* to proceed with your request.

2.4 Select *Cancel this Request*

The *Cancel Business Process* absence request window will appear.

**Cancel Business Process**  
Absence Request: Michelle Clinton Actions

For: Michelle Clinton  
Overall Process: Absence Request: Michelle Clinton  
Overall Status: In Progress  
Due Date: 15/01/2020



**Details**

Request Details 4 items

Date	Day of the Week	Type	Requested	Unit of Time
10/03/2020	Tuesday	Annual Leave	7.35	Hours
11/03/2020	Wednesday	Annual Leave	7.35	Hours
12/03/2020	Thursday	Annual Leave	7.35	Hours
13/03/2020	Friday	Annual Leave	7.35	Hours

2.5 Enter a *comment* for reasoning.

**Process History**

-  - Due 15/01/2020  
Request Time Off - Step Completed
-  - Due 15/01/2020  
Approval by Manager - Awaiting Action

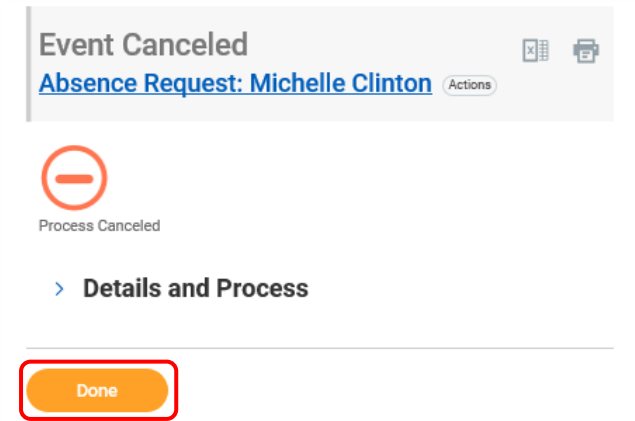
**Attachments**

2.6 Click *Submit*.



The *Event Cancelled* window will appear.

## 2.7 Click *Done*.



If you were to go back into your *Absence Calendar*, your leave will no longer show.

