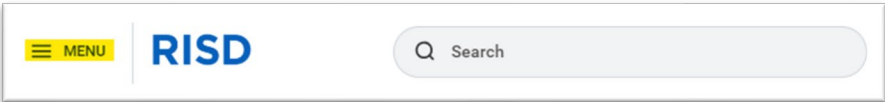


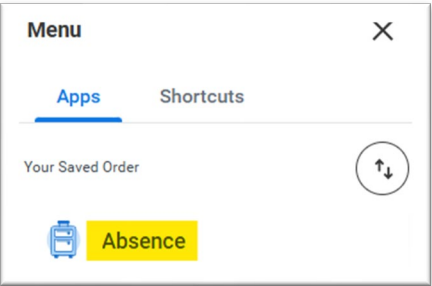
# Manage Absence – Edit or Cancel Requests

Log into Workday

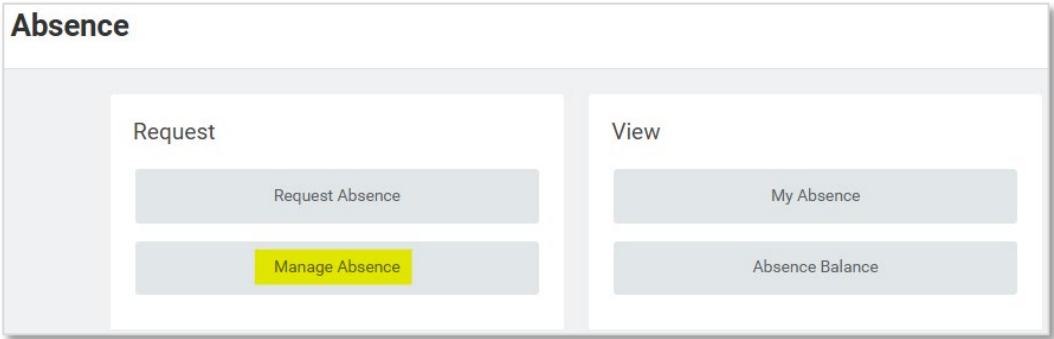
Click **Menu** in the top left



Click **Absence** in Apps



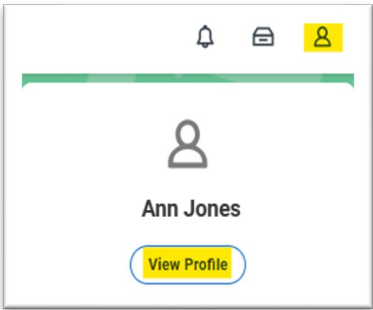
Click **Manage Absence**



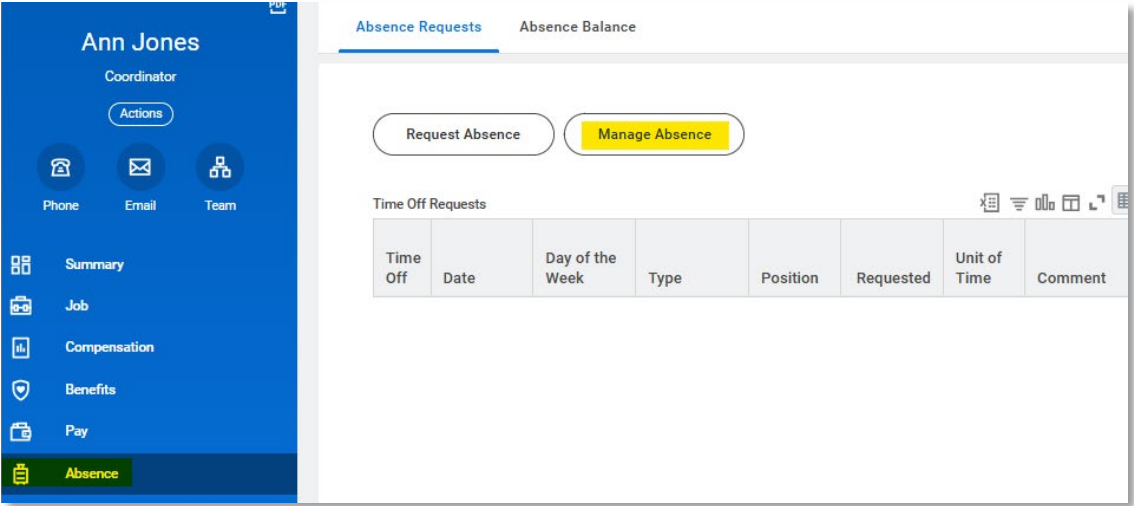
OR

Navigate to your profile

Click your **picture** in top right corner  
Click **View Profile**



Click **Absence** from side menu  
Click **Manage Absence** button



# Manage Absence – Edit or Cancel Requests

## Edit Absence Request

Click on the requested **day(s)** to edit

Use **Today** button to return to current day

Use the **arrows** to scroll through months

Click the **month/year** see all months in year

Manage Absence Ann Jones

Instructional Information

Select the day(s) you are requesting and then click Request Absence  
To view detailed instructions, click [here](#)

Today < > August 2025 Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Aug 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Vacation

Click **Edit**

Absence Entries

Request Amount 14 Hours

Request History [Absence Request: Ann Jones](#)

Approved

Status [Approved](#)

Request Dates Mon, Aug 4, 2025 – Tue, Aug 5, 2025

Type of Absence Vacation

Duration per Day 7 Hours

Cancel Absence Edit

Edit **Type of Absence** and/or  
Edit **Hours** Requested  
Add **Comments** or **Attachment**, if applicable  
Click **Submit Request** to route edit(s) to manager

Edit Absence

Mon, Aug 4 – Tue, Aug 5

Type of Absence \*

x Vacation

Hours (Daily)

7

Edit Individual Days

Comment

Total Request Amount: 14 Hours

Cancel Submit Request

Edit Absence

Comment

Additional Information

Comment to Approver

Attachments

Drop files here

Total Request Amount: 14 Hours

Cancel Submit Request

Click the **Edit Individual Days** link in the Edit Absence pop-up to edit individual days (see next page)

## Manage Absence – Edit or Cancel Requests

### Edit Individual Days of an Absence Request

Click the day(s) that you would like to edit individually

Edit Type of Absence

Edit Hours Requested

Delete Day

The screenshot shows the 'Edit Absence' screen in a mobile app. At the top, there's a back arrow and the title 'Edit Absence'. Below this, it says 'Total Request Amount: 14 Hours'. A list of days is shown: 'Mon, Aug 4' (Vacation • 7 Hours (Daily)) and 'Tue, Aug 5' (Vacation • 7 Hours (Daily)). The 'Mon, Aug 4' item is highlighted with a blue bar and a right arrow. Below the list is a section 'Additional Information' with a checkmark icon and a 'Comment to Approver' text box. On the right side, a detailed view for 'Mon, Aug 4' is shown, including 'Type of Absence' (Vacation), 'Hours (Daily)' (7), and a 'Comment' text box. At the bottom right of this detail view is a 'Delete' button with a trash icon. At the very bottom of the screen are two buttons: 'Cancel' and 'Submit Request'. Four callout boxes with orange arrows point to specific elements: 'Click the day(s) that you would like to edit individually' points to the 'Mon, Aug 4' list item; 'Edit Type of Absence' points to the 'Type of Absence' dropdown in the detail view; 'Edit Hours Requested' points to the 'Hours (Daily)' input field; and 'Delete Day' points to the 'Delete' button.

← Edit Absence ×

Total Request Amount: 14 Hours

Mon, Aug 4  
Vacation • 7 Hours (Daily) >

Tue, Aug 5  
Vacation • 7 Hours (Daily) >

✓ Additional Information

Comment to Approver

Mon, Aug 4

Type of Absence\*  
× Vacation

Hours (Daily)  
7

Comment

Available Balance: 6.875 Hours  
Includes your accrued time off and future requests until 08/05/2025.

Cancel Submit Request

Delete

Click the **Submit Request** to route edit(s) to manager.

# Manage Absence – Edit or Cancel Requests

## Cancel entire Absence Request

Click on the requested **day(s)** to cancel

Use **Today** button to return to current day  
Use the **arrows** to scroll through months  
Click the **month/year** see all months in year

Manage Absence

Ann Jones

...

▼

Instructional Information

Select the day(s) you are requesting and then click Request Absence  
To view detailed instructions, click [here](#)

Today

<

>

August 2025

▼

Actions

▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Aug 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Click **Cancel Absence**

Absence Entries

PDF

Calendar

Close

Request Amount

14 Hours

Request History

Absence Request: Ann Jones

Approved

Status

Approved

Request Dates

Mon, Aug 4, 2025 – Tue, Aug 5, 2025

Type of Absence

Vacation

Cancel Absence

Edit

Add **Comments** or **Attachment**, if applicable  
Click **OK** to route cancellation to manager

*This will cancel the entire absence request.*

Cancel Absence

Close

This action cancels the entire absence request.

Request Dates

Mon, Aug 4 – Tue, Aug 5

Comment

Comment to Approver

Attachments

Drop files here

or

Select files

Cancel

OK