

Manage Absence on behalf of worker – Edit or Cancel Requests

Log into Workday

Navigate to the employees' profile

Type employees' name in search bar

Click **Employee Name**

RISD

ann jones

Simplified Search is Enabled

Ann Jones
Employee

Click **Absence** from side menu

Click **Manage Absence** button

Ann Jones
Coordinator

Actions

Phone Email Team

Summary Job Compensation Benefits Pay Absence

Absence Requests Absence Balance

Request Absence Manage Absence

Time Off Requests

Time Off	Date	Day of the Week	Type	Position	Requested	Unit of Time	Comment
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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](#)

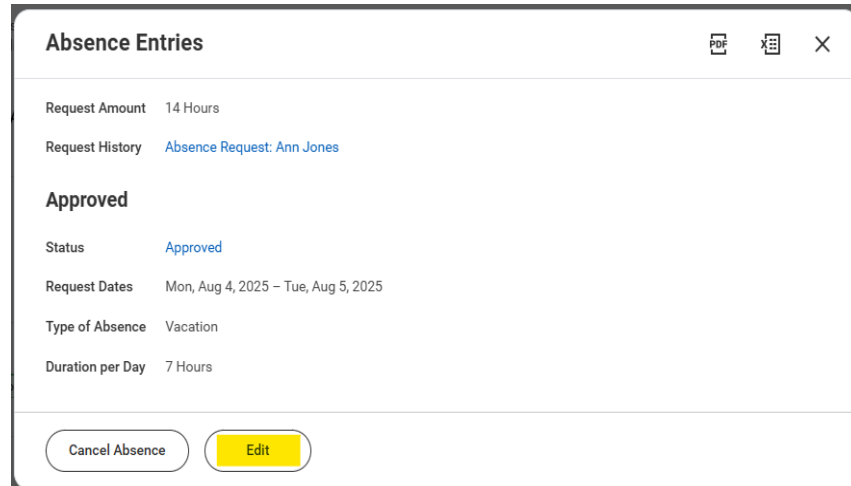
Today < > August 2025 Actions

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

Manage Absence on behalf of worker – Edit or Cancel Requests

Edit Absence Request continued

Click **Edit**



Absence Entries

Request Amount 14 Hours

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

Approved

Status [Approved](#)

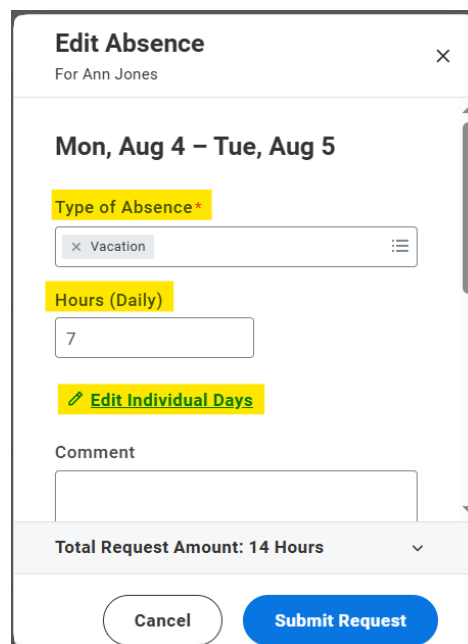
Request Dates Mon, Aug 4, 2025 – Tue, Aug 5, 2025

Type of Absence Vacation

Duration per Day 7 Hours

[Cancel Absence](#) [Edit](#)

Edit **Type of Absence** and/or
Edit **Hours** Requested



Edit Absence
For Ann Jones

Mon, Aug 4 – Tue, Aug 5

Type of Absence*

[x](#) Vacation

Hours (Daily)

7

[Edit Individual Days](#)

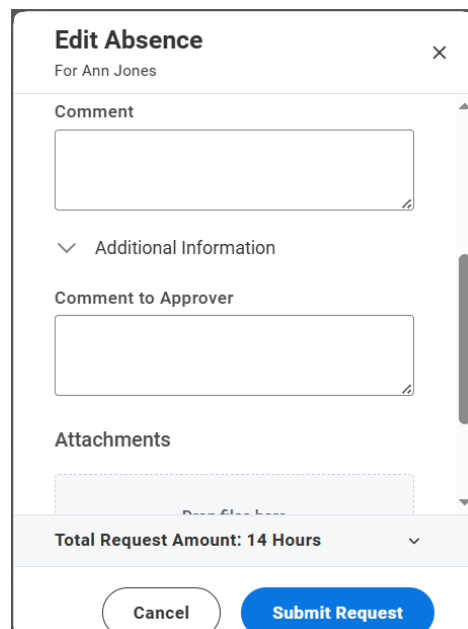
Comment

Total Request Amount: 14 Hours

[Cancel](#) [Submit Request](#)

Add **Comments** or **Attachment**, if applicable
Click **Submit Request** to complete edits

No approvals are necessary when a manager edits an absence request on behalf of their employee.



Edit Absence
For Ann Jones

Comment

Additional Information

Comment to Approver

Attachments

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 on behalf of worker – 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

Edit Absence
For Ann Jones

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*
x Vacation

Hours (Daily)
7

Comment

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

Delete

Cancel Submit Request

Click the **Submit Request** to complete edits.

No approvals are necessary when a manager edits an absence request on behalf on their employee.

Manage Absence on behalf of worker – 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 X ✕

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 complete cancellation

No approvals are necessary when a manager cancels an absence request on behalf on their employee.

This will cancel the entire absence request.

Cancel Absence ✕

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