



**SOUTH TEXAS  
COLLEGE**



**Brighter  
workday**

# **ABSENCE**

## ***Training Manual***

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**DECEMBER 1, 2024**

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## INTRODUCTION

As of January 1, 2025, employees must submit all leave requests through the Workday Absence module. Workday Absence will allow you to view leave and entitlement balances, forecast your accruals, and request time away from work, such as vacation and sick-day. Policies, procedures, administrative regulations, eligibility, and accrual rates will remain the same.

### ABSENCE CALENDAR

Employees will submit absence requests via an intuitive calendar and follow a defined path for approval. The Absence Calendar is where you can enter days off and see your time off balances. You can see the time already requested off on the calendar. You can also see if your request has been approved or not. If it had not yet been approved, it will show in gray. If the time has been approved, it will show with a green checkmark. Workday validates the information you enter and will show an error or an alert if something is potentially wrong.

### EMPLOYEE

Employees can easily view balances and upcoming time and submit time-off requests. All entries are viewable in real-time. The absence tasks you will be able to perform will depend on your particular position at South Texas College.

### SUPERVISORS/MANAGERS

Managers always have a clear view of their team's absence, history, upcoming leaves, and balances. Automatic reminders ensure requests are always addressed on time. As a manager, there will be times when you need to enter time for an employee.

### LEAVES OF ABSENCE

Long-term leaves are classified as Leaves of Absence in Workday and the employee's status in Workday profile will indicate "On Leave". These leaves can include family leave, medical leave, FMLA, active military leave and unpaid personal leave.

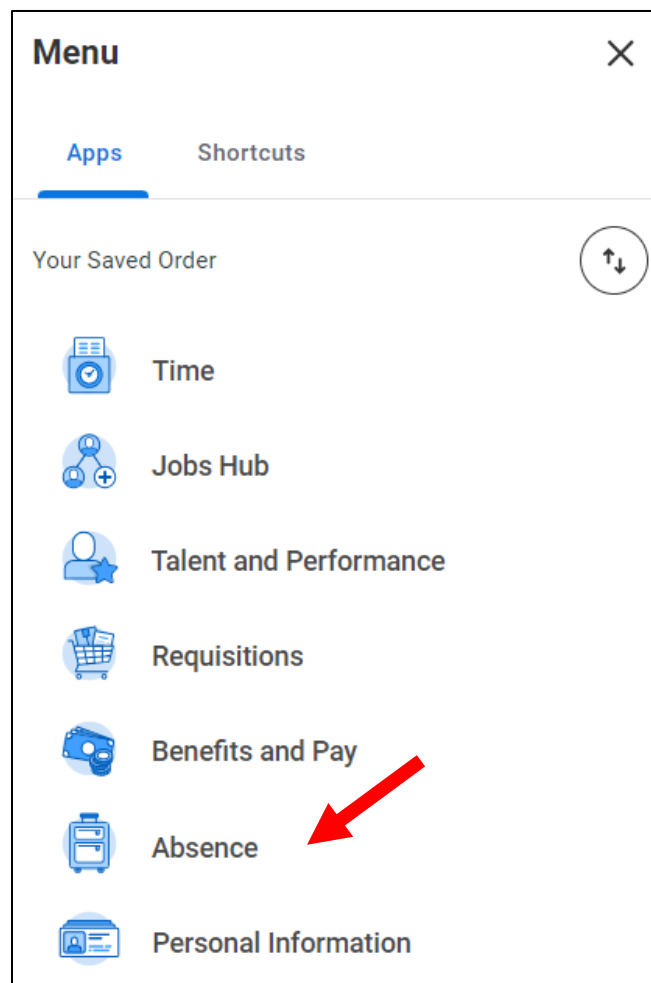
## EMPLOYEE LEAVE

### VIEW TIME OFF REQUESTS AND LEAVE BALANCES

1. Log into System
2. On your employee Dashboard, click on **MENU** on the upper left-hand corner.



3. Select **ABSENCE**



4. Under **View** section, select **My Absence**



5. A report of all submitted time-off request displays

Absence Requests    Absence Balances as of Current Date

Absence Requests 2 items

Date	Day of the Week	Type	Requested	Unit of Time	Status	View More
05/14/2024	Tuesday	Sick Time Off	7.25	Hours	Approved	Q
05/01/2024	Wednesday	Vacation Time Off	9	Hours	Approved	Q

6. Click the **Absence Balances as of Current Date** tab to see your current time-off balance as of today's date.

Sick	Hours	63.75	8	0	71.75	0	0	0	71.75	71.75	10/01/2024 - 10/31/2024 (Monthly)
Vacation	Hours	96	8	0	104	0	0	0	104	104	10/01/2024 - 10/31/2024 (Monthly)
<b>Total:</b>									183.75	183.75	

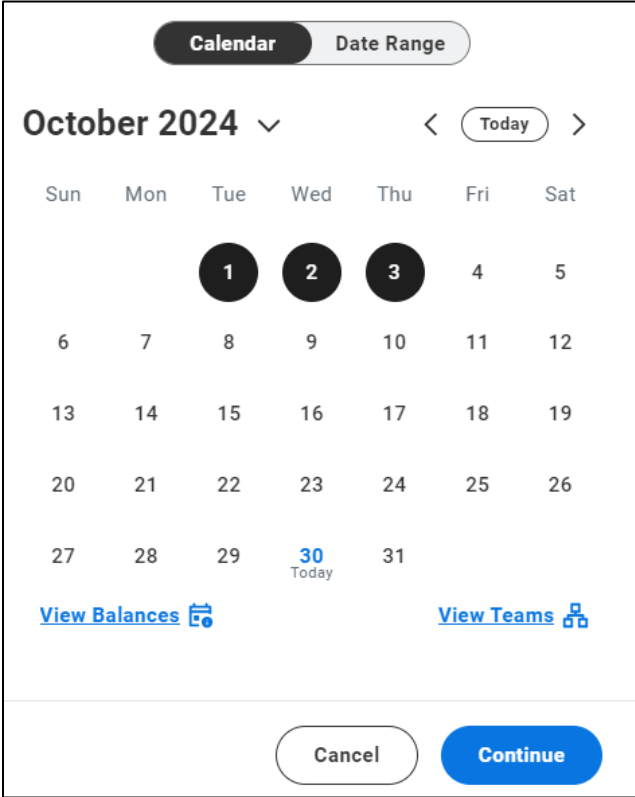
# SUBMIT TIME-OFF AND LEAVE OF ABSENCE REQUESTS

From the Absence Application:

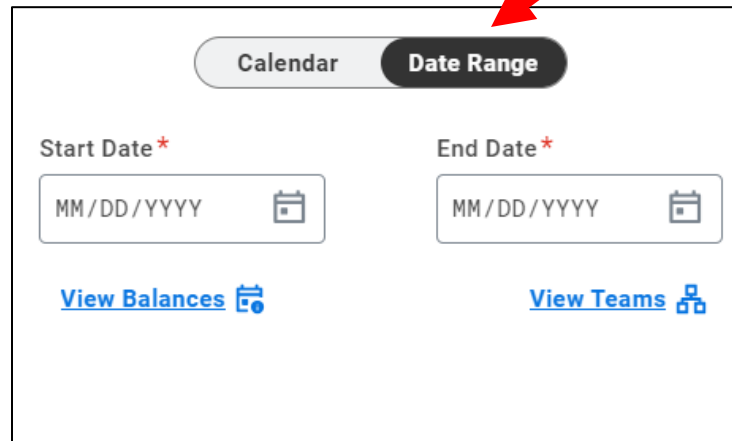
1. Under **Request** section, select **Request Absence**



2. The calendar will appear.
3. Click the day you wish to take off or click and drag to select multiple days. Click a selected day to deselect it.



- (Optional) To enter an extended date range, click the **Date Range** button. This is useful when entering an absence request that might extend into a different month or over a long period.



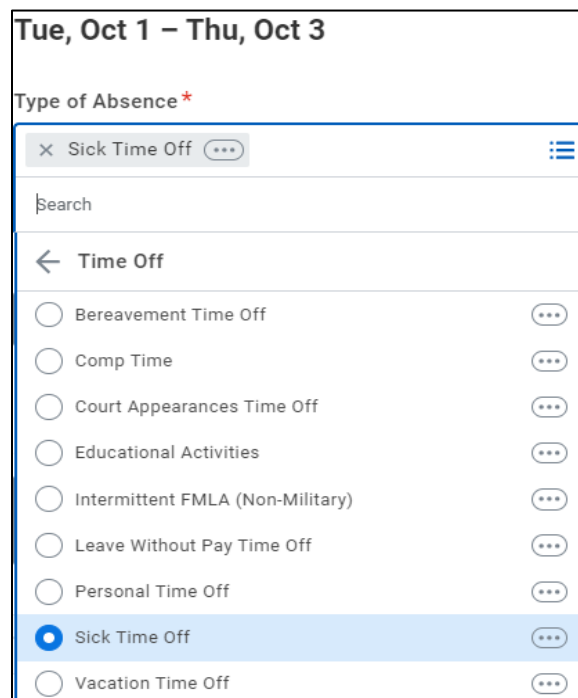
Calendar **Date Range**

Start Date \* End Date \*

MM/DD/YYYY MM/DD/YYYY

[View Balances](#) [View Teams](#)

- Click **Continue**. The dates you have requested display to help confirm your request.
- Select the **Type** of absence requested. Your options will include time off, leaves and other absence types.
- Select corresponding time off plan.



Tue, Oct 1 - Thu, Oct 3

Type of Absence \*

× Sick Time Off

Search

← Time Off

- Bereavement Time Off
- Comp Time
- Court Appearances Time Off
- Educational Activities
- Intermittent FMLA (Non-Military)
- Leave Without Pay Time Off
- Personal Time Off
- Sick Time Off
- Vacation Time Off

8. The **Hours (Daily)** may default to a set amount for your daily scheduled hours.

**Tue, Oct 1 – Thu, Oct 3**

Type of Absence\*  
x Sick Time Off ...

Hours (Daily)  
9

[Edit Individual Days](#)

Comment  
Sick

Additional Information

Total Request Amount: 27 Hours

Cancel Submit Request

9. (Optional) To change the **Hours (Daily)** amount, click **Edit Individual Days**. Enter the desired amount and any needed comments per day. Click **Submit Request**.

Total Request Amount: 22 Hours

**Tue, Oct 1** [Remove Day](#)  
Sick Time Off • 4 Hours (Daily)

**Wed, Oct 2**  
Sick Time Off • 9 Hours (Daily)

**Thu, Oct 3**  
Sick Time Off • 9 Hours (Daily)

Additional Information

Comment to Approver

Attachments

**Tue, Oct 1**

Type of Absence\*  
x Sick Time Off ...

Hours (Daily)  
4

Comment  
Sick

Available Balance: 71.75 Hours  
Includes your accrued time off and future requests until 10/03/2024.

Remaining Balance: 49.75 Hours  
Amount you will have on 10/03/2024 after submitting the request.

Cancel Submit Request



10. Under **Additional Information**, attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select Files**.

∨ Additional Information

Comment to Approver

Attachments

Drop files here

or

Select files

Total Request Amount: 27 Hours ∨

Cancel

Submit Request

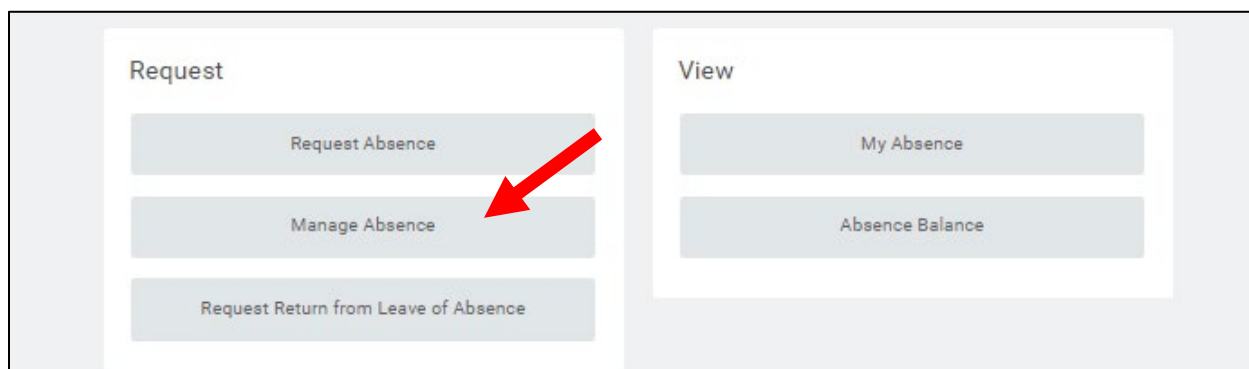
11. Click **Submit Request**. You can view the status of your request at any time by returning to the My Absence report.

## CANCEL A SUBMITTED TIME-OFF REQUEST

You can cancel submitted, but not yet approved, time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Manage Absence** to access the absence calendar



2. Click the time-off entry on the calendar

	Tuesday	Wednesday	Thursday	Fri
30		1	2	3
	Sick Time Off			
	▼	▼	▼	
7		8	9	10

3. Click **Cancel Absence**

### Absence Entries

Request Amount 27 Hours

Request History [Absence Request:](#)

#### In Progress

Status [Submitted](#)

Request Dates Tue, Oct 1, 2024 – Thu, Oct 3, 2024

Type of Absence [Sick Time Off](#)

Duration per Day 9 Hours

Awaiting Action By

Comment SICK

[Cancel Absence](#)

4. Enter a comment. Workday requires a comment for cancelations.
5. Click **OK**. The process does not require further approval.

### Cancel Absence

This action cancels the entire absence request.

Request Dates Tue, Oct 1 – Thu, Oct 3

Comment \*

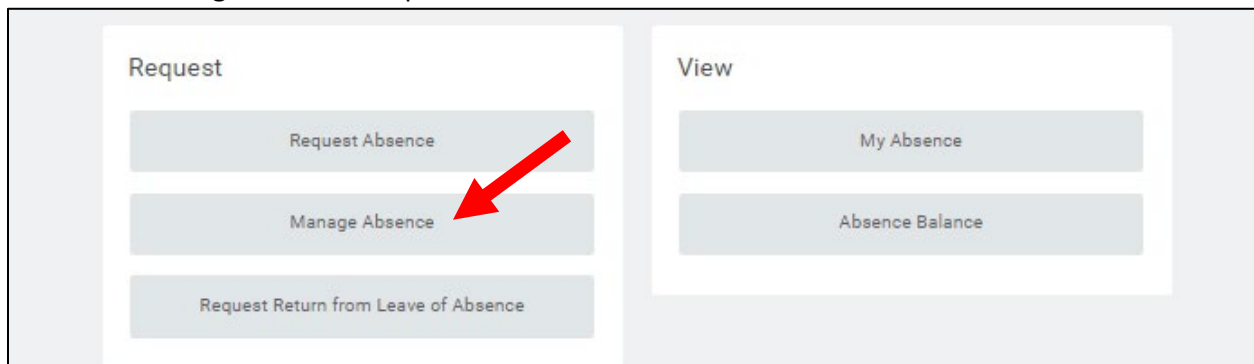
[Cancel](#) [OK](#)

## CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

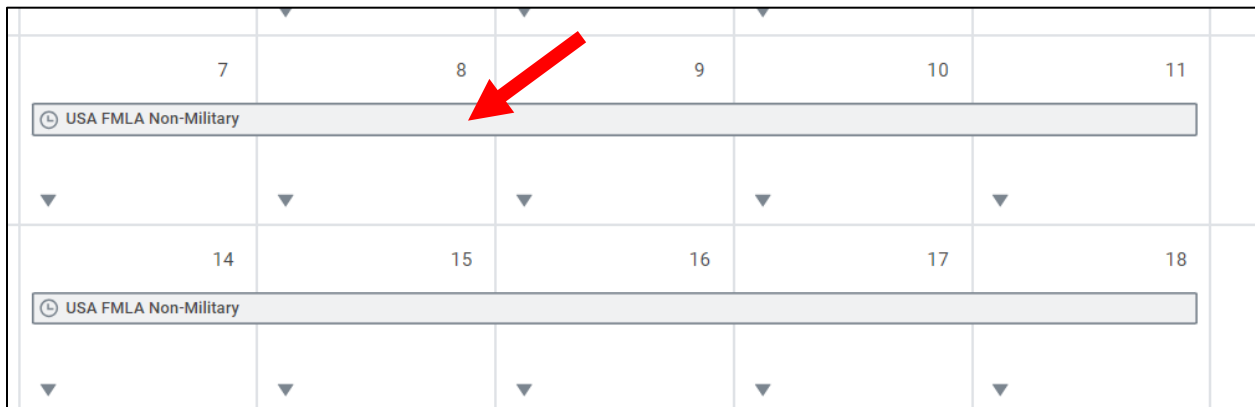
You can cancel submitted, but not yet approved, leave of absence requests. Once approved, you must correct the request to cancel it

From the Absence application:

1. Click **Manage Absence** to open the absence calendar



2. Click the leave of absence entry on the calendar



The screenshot shows a calendar grid with two rows of dates. The first row contains dates 7, 8, 9, 10, and 11. The second row contains dates 14, 15, 16, 17, and 18. Below the dates, there are two horizontal bars representing leave of absence entries. The first bar spans from day 7 to day 11 and is labeled 'USA FMLA Non-Military'. The second bar spans from day 14 to day 18 and is also labeled 'USA FMLA Non-Military'. A red arrow points to the entry on day 8.

7	8	9	10	11
USA FMLA Non-Military				
14	15	16	17	18
USA FMLA Non-Military				

3. Click **Cancel Absence**

**Absence Entries** PDF X [Close]

Status In Progress

Request Dates Mon, Oct 7 - Fri, Oct 18

Type of Absence [USA FMLA Non-Military](#)

Last Day of Work 10/04/2024

Reason Employee Health Condition

Request Amount 80 Hours

Awaiting Action By

Request History [Absence Request:](#)

**Cancel Absence**

4. Enter a comment. Workday requires a comment for cancelations.

**Cancel Absence** [Close]

This action cancels the entire absence request.

Comment \*

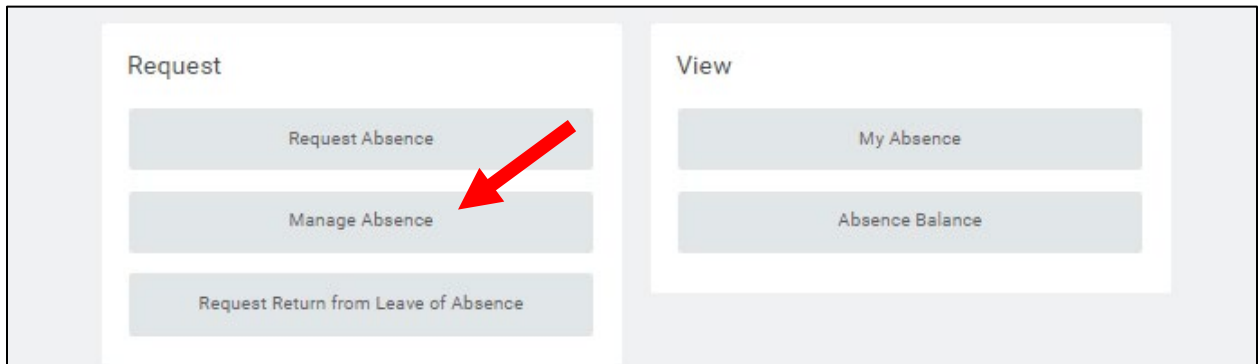
**Cancel** **OK**

5. Click **OK**. The process does not require further approval.

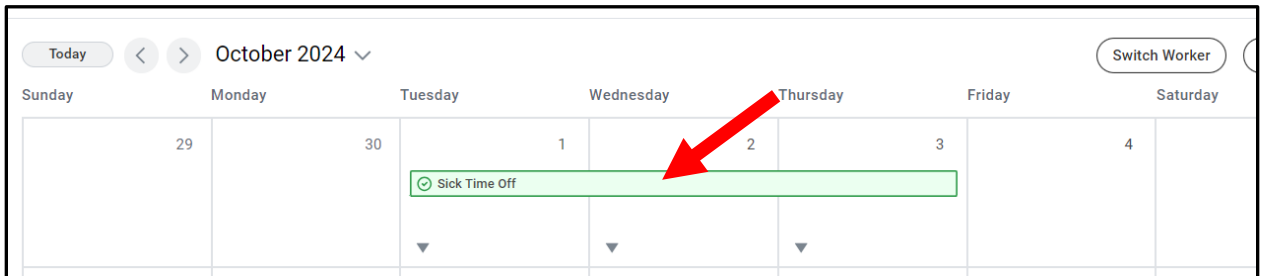
## MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME-OFF REQUESTS

From the Absence application:

1. Click **Manage Absence** to access the calendar.



2. Click the time-off entry on the calendar.



3. Click **Edit**.

### Absence Entries

---

Request Amount 27 Hours

Request History [Absence Request:](#)

### Approved

Status [Approved](#)

Request Dates Tue, Oct 1, 2024 – Thu, Oct 3, 2024


Type of Absence [Sick Time Off](#)

Duration per Day 9 Hours

Comment SICK

---

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



4. Select the field you want to correct: **Type of Absence, Hours (Daily),** or **Edit individual Days.**
5. After adjustment is made, click **Submit Request.**

**Edit Absence**

Total Request Amount: 23 Hours

- Tue, Oct 1  
Sick Time Off • 9 Hours (Daily)
- Wed, Oct 2  
Sick Time Off • 9 Hours (Daily)
- Thu, Oct 3**  
Sick Time Off • 5 Hours (Daily)

Additional Information

Comment to Approver

Attachments

**Thu, Oct 3** [Remove Day](#)

Type of Absence\*  
x Sick Time Off

Hours (Daily)  
5

Comment  
SICK

Available Balance: 44.75 Hours  
Includes your accrued time off and future requests until 10/03/2024.

Remaining Balance: 48.75 Hours  
Amount you will have on 10/03/2024 after submitting the request.

Cancel **Submit Request**

6. Your request is now pending review from your supervisor.

Tuesday	Wednesday	Thursday	Friday
30	1	2	3
▼	▼	▼	



**Note:** You can view the status of your request at any time by returning to the **My Absence** report.

**My Absence**


Organization [South Texas College](#)

Manager(s)

[Absence Requests](#) [Absence Balances as of Current Date](#)

Absence Requests 12 Items 🔍 📄 🗑️

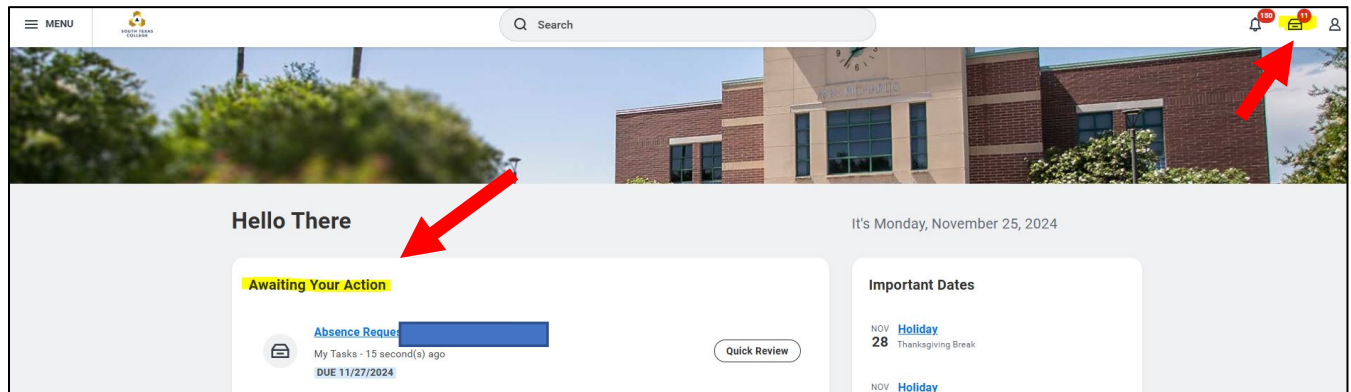
Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status
10/09/2024	Thursday	Vacation Time Off	4	Hours	Vacation	Canceled
10/03/2024	Thursday	Sick Time Off	9	Hours	SICK	Canceled
10/03/2024	Thursday	Sick Time Off	9	Hours	SICK	Approved
10/03/2024	Thursday	Sick Time Off	-4	Hours	SICK	Submitted



## SUPERVISOR – MANAGE TEAM’S ABSENCES

### APPROVE, DENY AND SEND BACK ABSENCE REQUESTS

1. Navigate to your Inbox. You are able to view your Inbox on your Employee Dashboard Homepage or by selecting the Inbox icon on the top right corner:

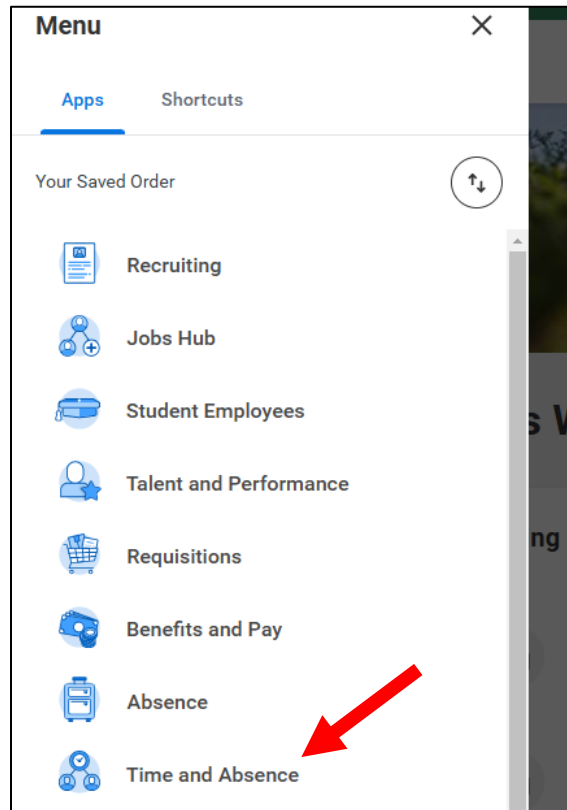


2. Click the **Absence Request** Inbox item.
3. You may verify an Employee’s Current Time Off Balances by selecting **View Balances**.
4. Click **Approve, Send Back, or Deny**.
5. Action has been completed and notification is sent to employee.

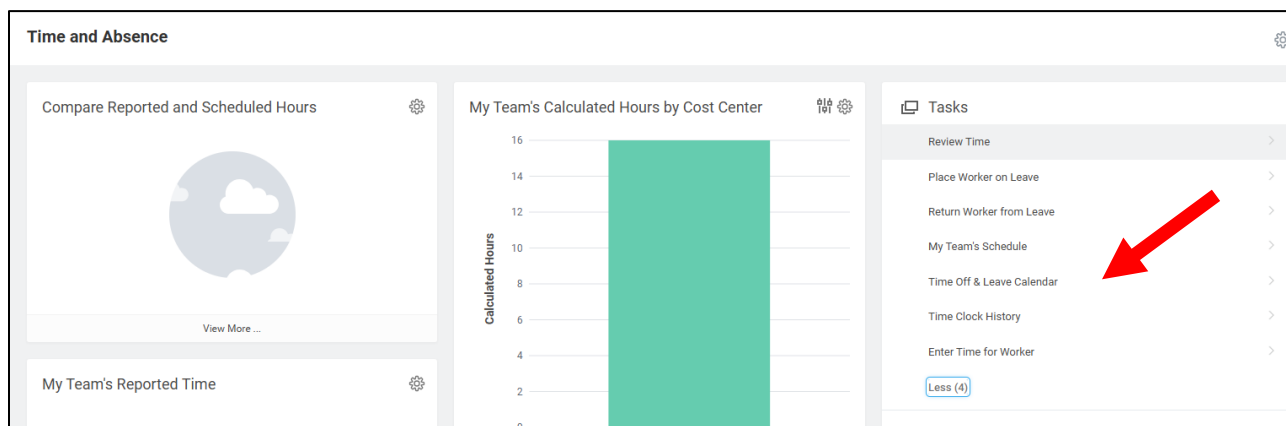
## VIEW TEAM ABSENCES

Managers can view all of their team members' absences at a glance on the unified absence calendar.

1. Navigate to the **Time and Absence** widget by selecting the **Menu** on the top left corner.

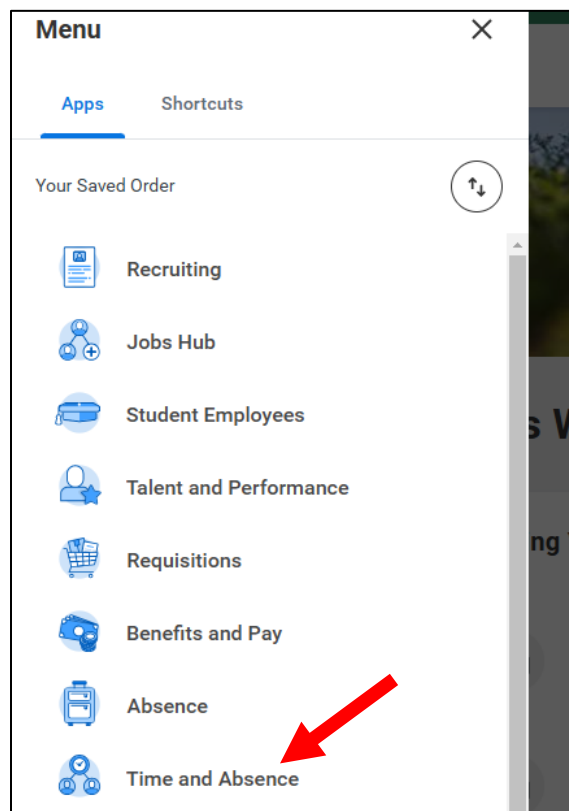


2. You will be directed to the Time and Absence dashboard. The dashboard gives managers quick access to several reports and tasks for managing team absences.
3. To view a unified calendar with your team member's absence request, select **Time Off & Leave Calendar** on the right-hand side.

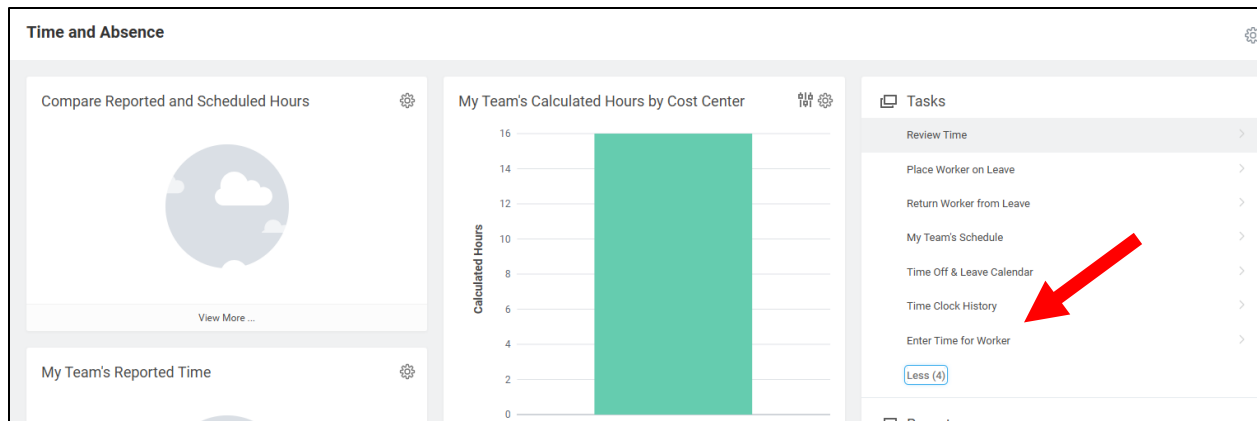


## ENTER TEAM ABSENCES

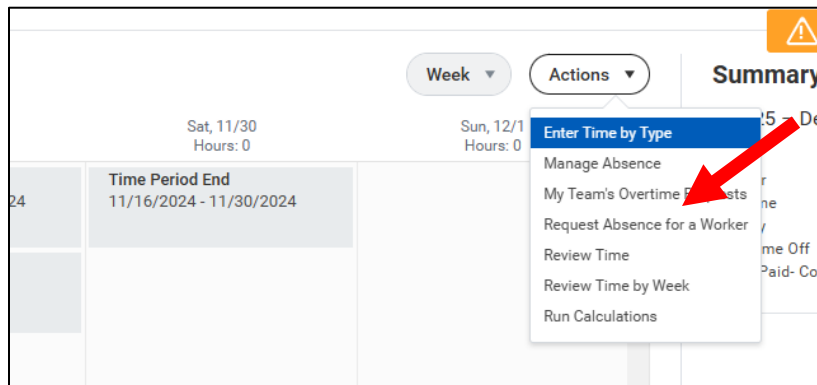
1. Navigate to the **Time and Absence** widget by selecting the Menu on the top left corner.



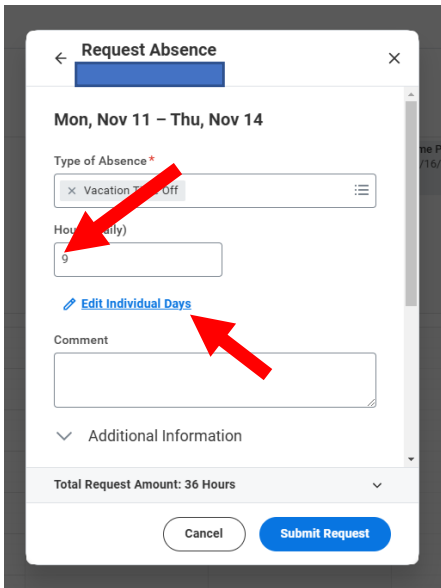
2. You will be directed to the Time and Absence dashboard.
3. Navigate to **Enter Time for Worker**.



4. Select the Worker you would like to enter time for.
5. Click the **Action** button in the top right corner and select **Request Absence for a Worker**.



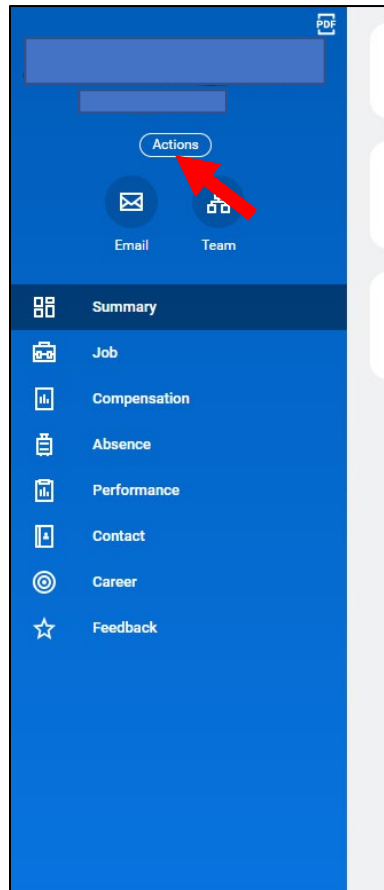
6. A calendar will pop up to select the days of the time off you are wanting to request. Click on one or more days for the employee's absence or click and drag to select multiple days. Click on a selected day to deselect it.
7. Click the **Select Date Range** button to enter an extended date range.
8. Click on **Continue**.
9. Select the **Type of Absence** for the time off request.
10. Hours requested will default to employee's work schedule. You are able to adjust the hours for the request as well as edit individual hours per day if multiple days were selected.



11. Select **Submit Request**.

*Absences may also be submitted by navigating directly to the employee's profile.*

1. Enter Employee's name on top search bar.
2. Select the Actions button under their name on the left-hand side.



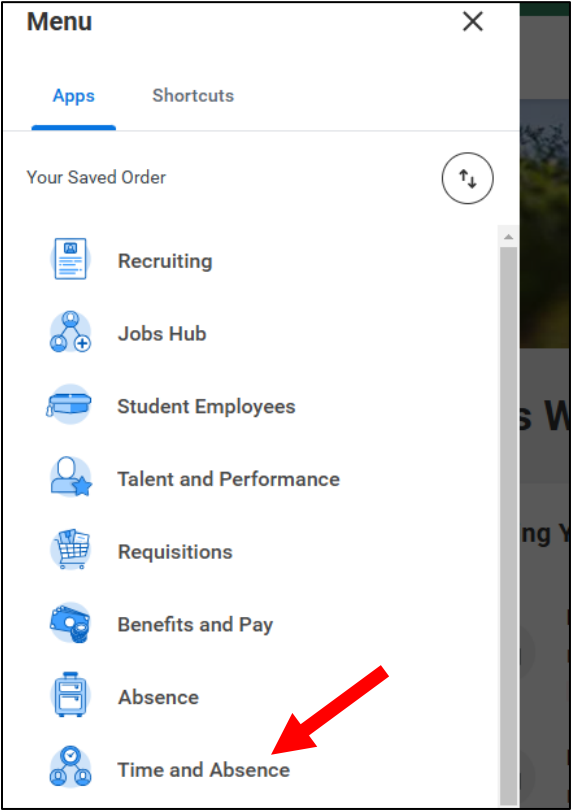
3. Select **Time and Absence - > Request Absence for Worker**.



4. A calendar will pop up to select the days of the time off you are wanting to request. Click on one or more days for the employee's absence or click and drag to select multiple days. Click on a selected day to deselect it.
5. Click the **Select Date Range** button to enter an extended date range.
6. Click on **Continue**.
7. Select the **Type of Absence** for the time off request.
8. Hours requested will default to employee's work schedule. You are able to adjust the hours for the request as well as edit individual hours per day if multiple days were selected.
9. Select **Submit Request**.

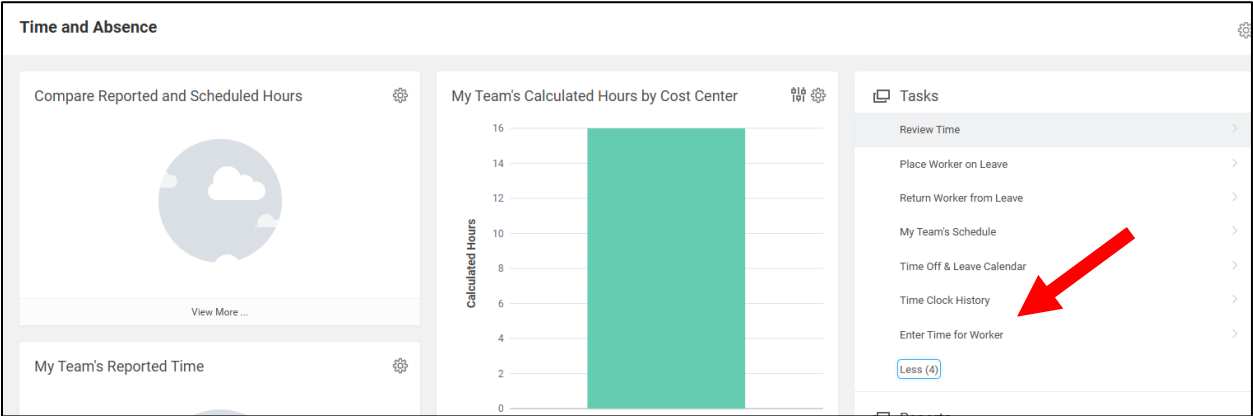
# CORRECT TEAM ABSENCES

1. Navigate to the **Time and Absence** widget by selecting the Menu on the top left corner.



2. You will be directed to the Time and Absence dashboard.

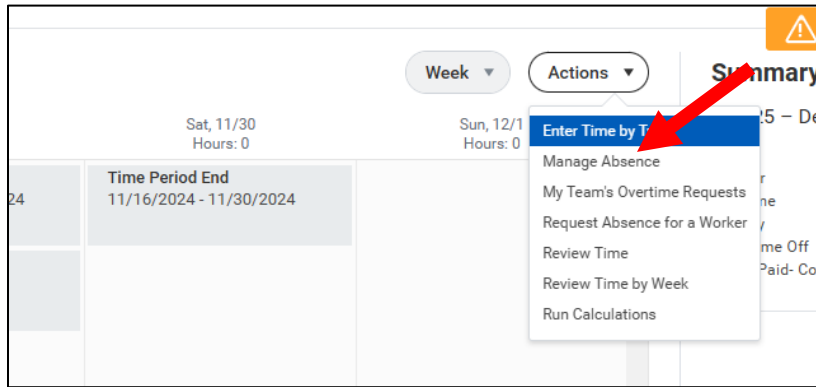
3. Navigate to **Enter Time for Worker**.



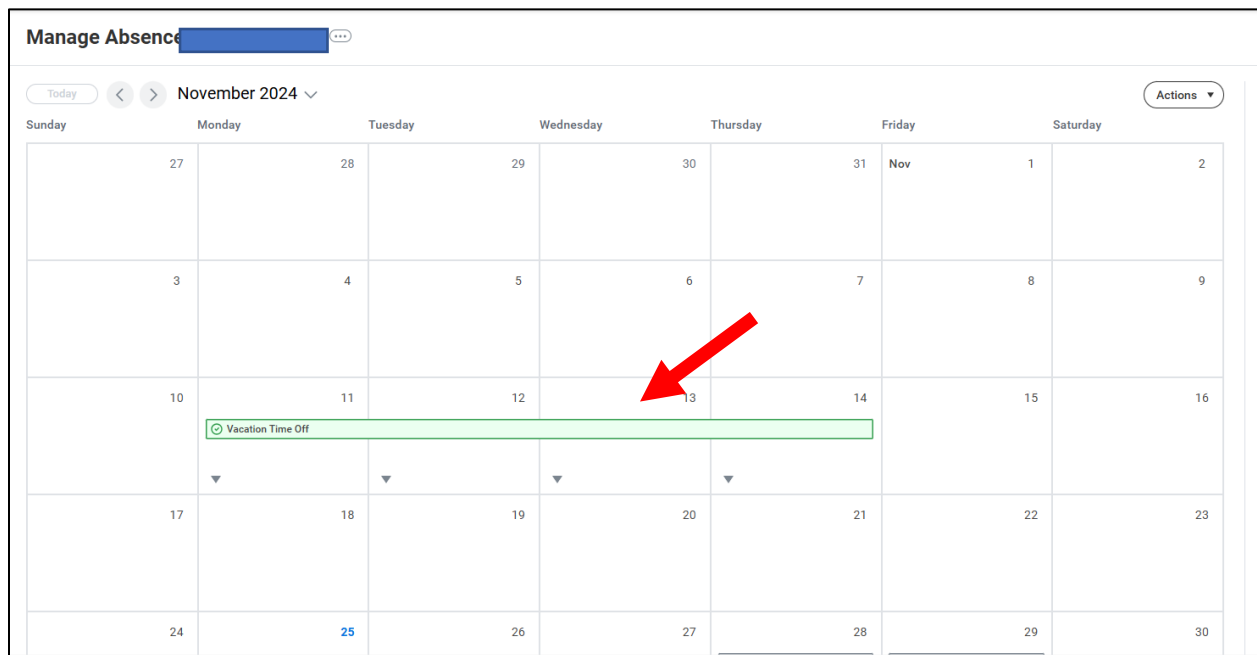
4. Select the Worker you would like to correct time off for.

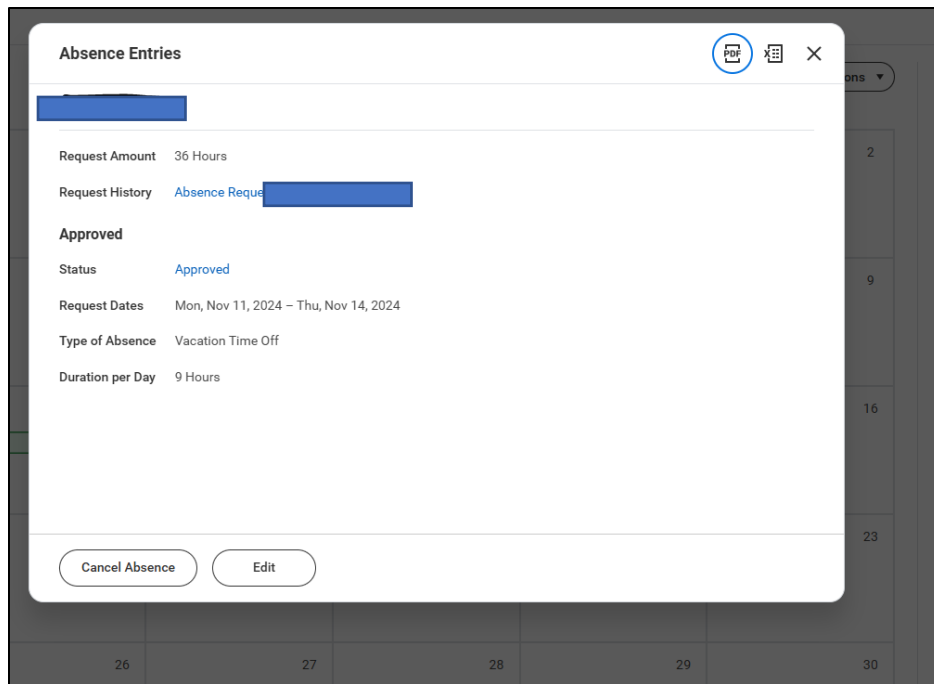


5. Click the **Action** button in the top right corner and select **Manage Absence**.

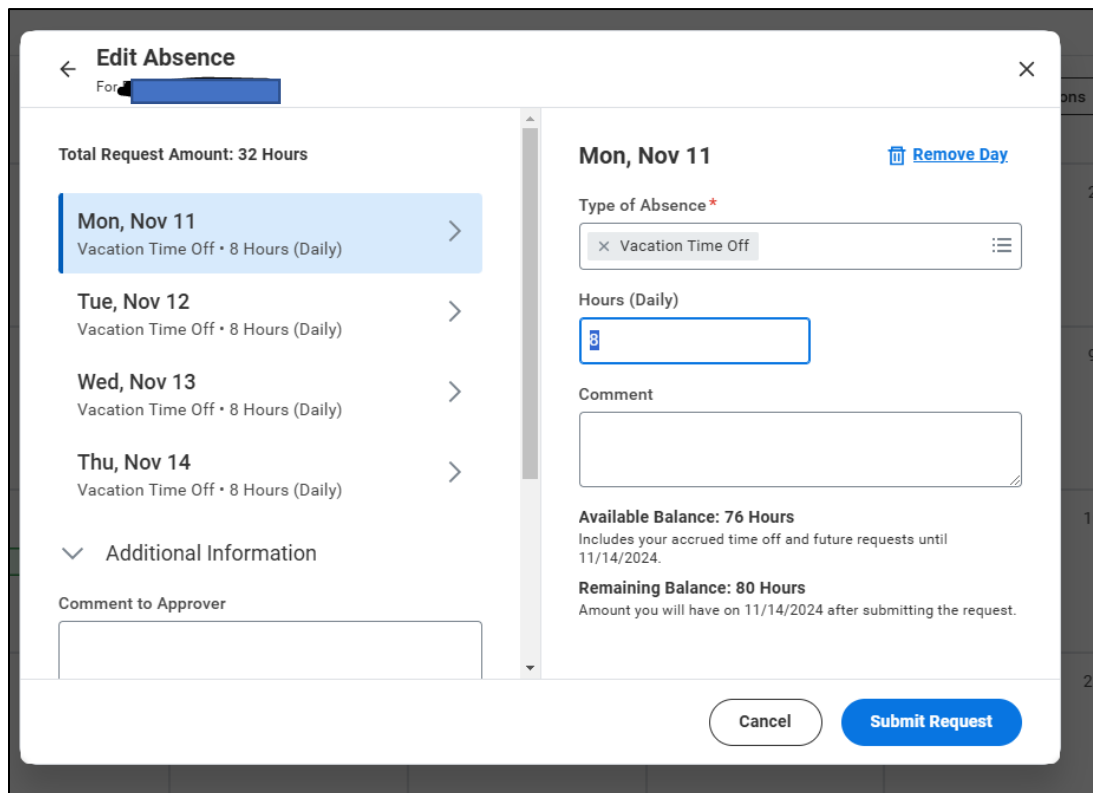


6. You will be direct to the employee's absence calendar. Select the Absence request on the calendar for the time off you would like to correct.





7. Select **Edit**.
8. Complete adjustments for the absence you would like to correct.

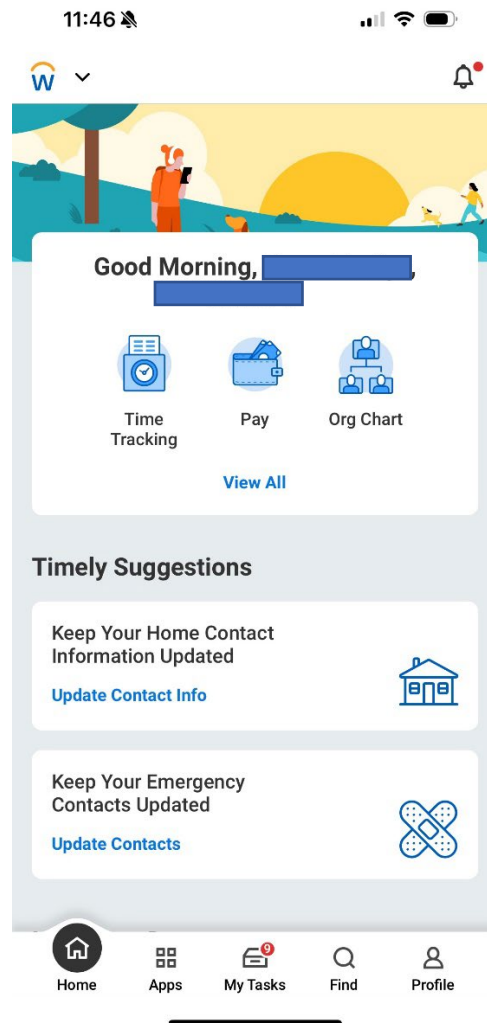


9. Select **Submit Request**.

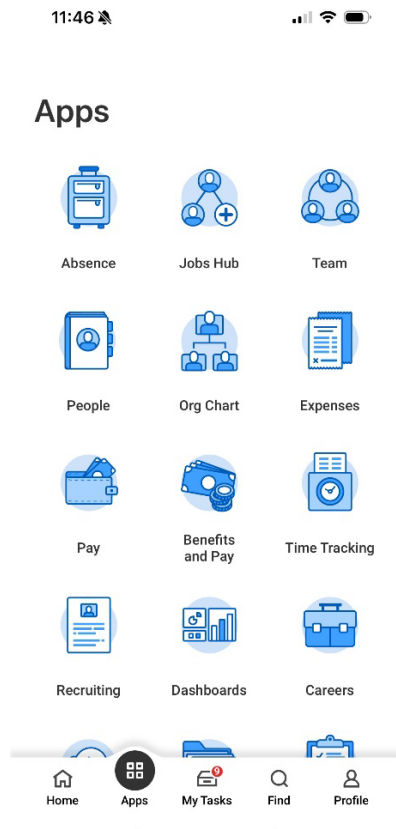
## MOBILE APPLICATION

### REQUEST AN ABSENCE

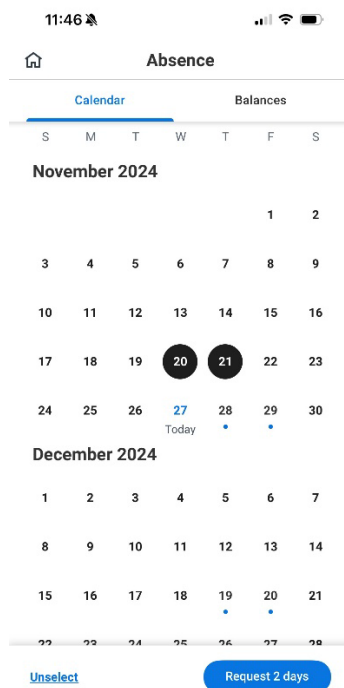
1. Open the Workday Mobile App.



2. Select the **APPS** icon located on the bottom of the homepage.

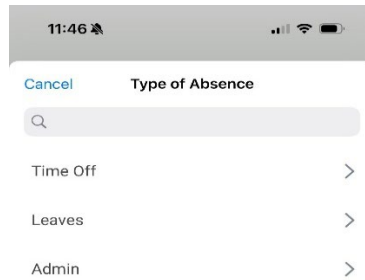


3. Select the ABSENCE icon.
4. You will be directed to the absence calendar.
5. Select the day(s) for the time off you would you like to request by pressing the date on the calendar.

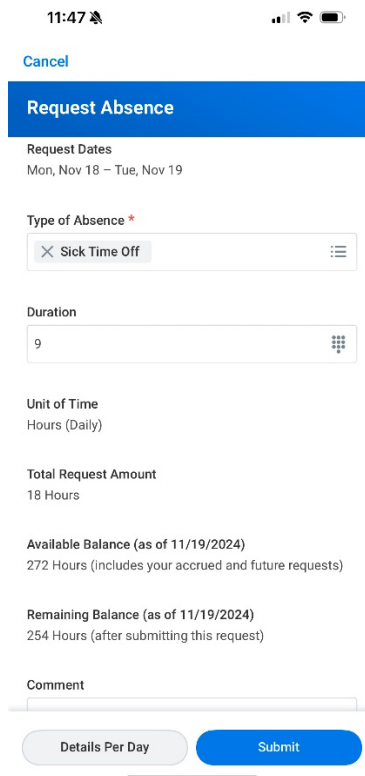


6. Select the Request button on the bottom right of the screen.

7. Select the Time Off type or Leave type you will be requesting.



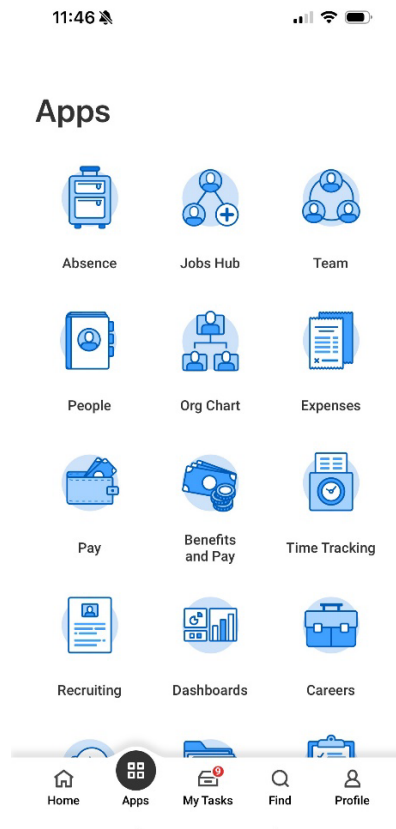
8. Select the number of hours for the time off request.



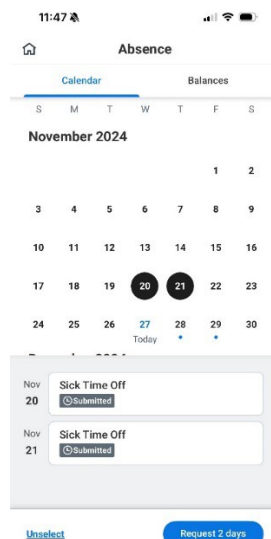
9. Select submit on bottom of screen. Your absence has been successfully submitted.

## CANCELING ABSENCE REQUEST

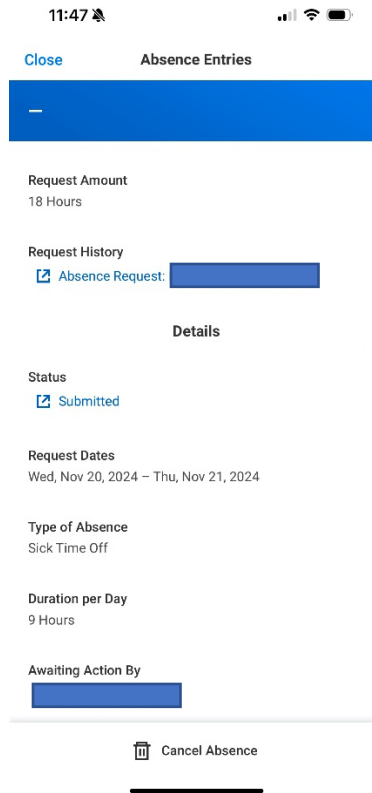
1. Open Workday Mobile App.
2. Select the APPS icon located on the bottom of the page.



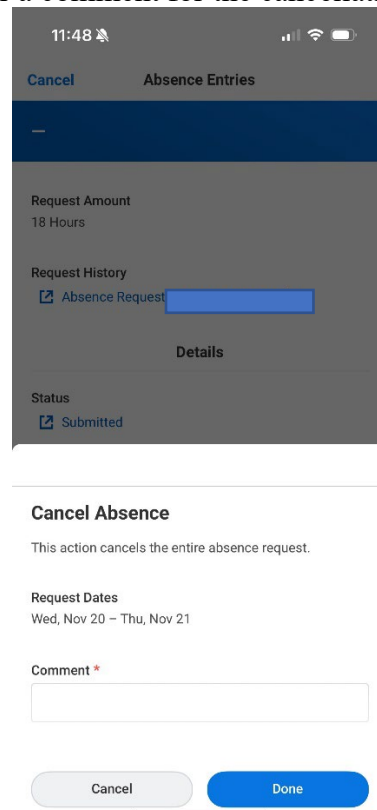
3. Select the Absence icon.
4. You will be directed to your Absence Calendar. Select the time off requests you would like to cancel.



5. Select cancel absence on bottom of screen.



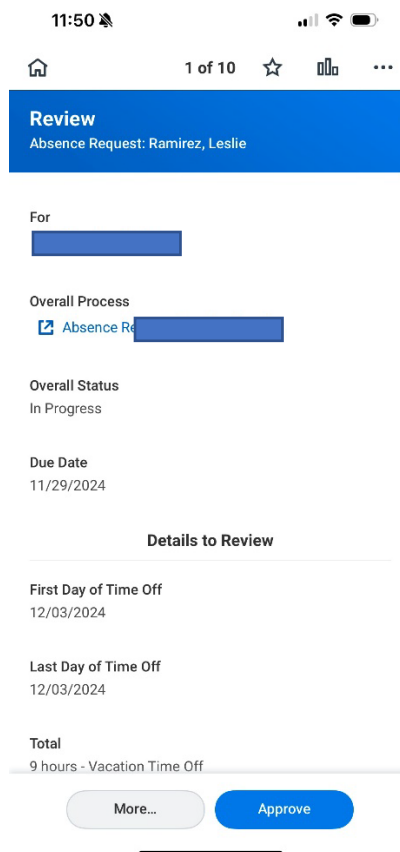
6. You will be prompted to enter a comment for the cancellation. Once entered select done.



7. Your request has been successfully canceled.

## APPROVE/DENY/SEND BACK ABSENCE REQUEST FOR EMPLOYEE

1. Open Workday mobile app.
2. Select My Tasks located on the bottom center of the homepage.
3. Select the task for the Absence Request you would like to review.
4. Select Approve on bottom of screen or More to deny or send back.



The screenshot shows the Workday mobile app interface. At the top, the time is 11:50. Below the status bar, there are navigation icons: a home icon, '1 of 10', a star icon, a list icon, and a three-dot menu icon. The main content area has a blue header with the text 'Review' and 'Absence Request: Ramirez, Leslie'. Below this, there are several sections: 'For' with a redacted name, 'Overall Process' with a link to 'Absence Request', 'Overall Status' showing 'In Progress', and 'Due Date' showing '11/29/2024'. A section titled 'Details to Review' contains 'First Day of Time Off' (12/03/2024), 'Last Day of Time Off' (12/03/2024), and 'Total' (9 hours - Vacation Time Off). At the bottom, there are two buttons: 'More...' and 'Approve'.

5. You have successfully approved/denied/sent back absence.



## KEY HIGHLIGHTS

With Workday, the term Leave will be replaced with **Absence**. There are two types of Absences:

- **Time Off:** short-term time away from work with a clear start date, end date, and quantity of hours.
- **Leave of Absence:** extended time away from work with a clear start date and an expected end date.

## OVERVIEW

- Employees will use an Absence Calendar to request an absence.
- Managers will use Workday to approve absence requests.
- The Absence Calendar will let workers view their absences in one place and give managers/supervisors a consolidated view of their teams' absences.
- It is expected that **ALL** absences will be requested in Workday.

**Increased Access & Mobile:** Employees can access their absence balances and submit an absence request at any time from a computer or through the mobile app.

**Forecasted/Retroactive Balances:** Employees can designate a “balance as of” date to view forecasted or retroactive absence balances.

**Streamlining Communication:** Absence requests are automatically routed for processing. Once approved, absences are applied to the Absence Calendar and timesheets. Notifications are generated during the absence request process.

**Empowering Managers:** Managers have access to a consolidated calendar view of their teams' absences and can enter absences on behalf of their workers.

**Time Calendar versus Absence Calendar:** In Workday, there is a Time Calendar and an Absence Calendar. The Time Calendar is where you can enter hours worked and the Absence Calendar is where you can enter time for hours not worked. Sometimes they are connected – for example, you can see approved time off on the Time Calendar.