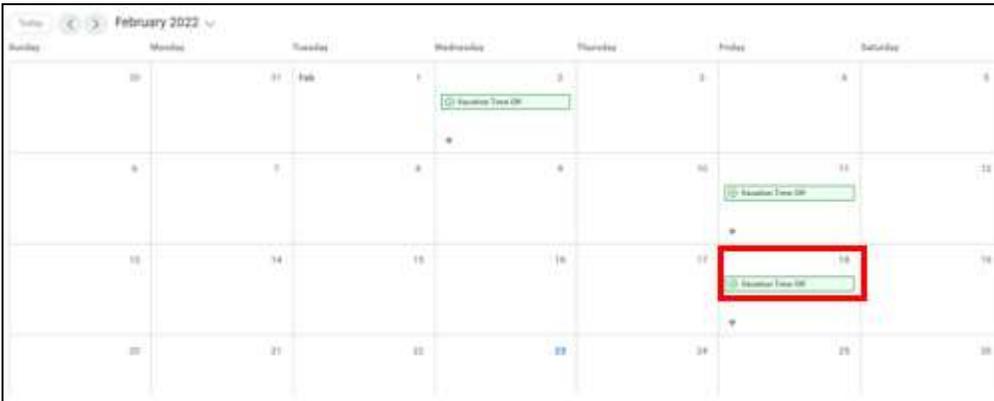Iowa Department of Human Services
Correcting Absent Time

To correct mistakes or amend Absent Time in Workday, start in the **Employee Profile** and select the **Actions** menu. Under **Time and Leave**, select **Correct Absence.**

Click on the request on the date of absence you need to correct.

To change **Type**: Edit blue box below (vacation time off, sick time off, comp time, etc.).

To change **Hours Used**: Edit the red box below.

To finalize, click **Submit** and the correction will go to a manager for approval.