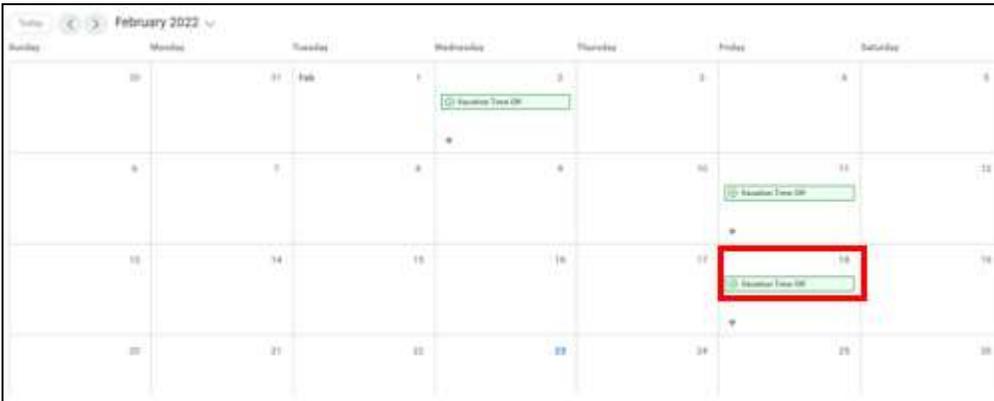


Iowa Department of Human Services Correcting Absent Time

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.

A screenshot of the 'Correct' form in Workday. The form shows a table with one row: Friday, February 18, 2022, Vacation Time Off, 8 Hours. Below the table, the 'Type' dropdown menu is open and highlighted with a blue box, showing 'Vacation Time Off'. The 'Quantity per Day' field is highlighted with a red box and contains the value '8'. Other fields include 'Start Time', 'End Time', 'Unit of Time' (Hours), and 'Comment'.

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