HOW TO...

CORRECT YOUR ABSENCE



Locate the Absence Worklet on your homepage, either on desktop or mobile.



workday

3 Select the absence you want to correct.

27 28 29



Select the period you want to correct. You can correct:

- Type
- · Number of hours
- Reason

(correct 2 items =					
		Select	Date		Туре	Daily Quantity
urs	Θ	 	Donnerstag, 27. September 2018		US Paid Time Off (PTO)	8 Hours
	Θ		Freitag, 28. September 2018		US Paid Time Off (PTO)	8 Hours
-	Type * X US Paid Time Off (PTO)					
	Quantity per D	ay 8		-		
, i	Unit of Time	Hours				
1	Reason	* × s	ickness 🗄	•		
(Comment	No va	acation because I was sick	•		

Done!

Leave a comment to explain the reason for correcting.

When you are done, click submit

Your request for correction will be processed.



LIBERTY GLOBAL