Worklets for Managers

**My Team Worklet**

View your direct reports within this worklet by clicking on the employees name or his/her related actions icon.

Use this worklet to find your team members Emergency Contacts and view and print an org chart.

**Headcount Worklet**

The Headcount Worklet allows managers to have a quick view of their employees within organization/departments.

**Team Time Off Worklet**

The Team Time Off Worklet allows managers to take action and view time off related information on their employees.

Time Off Requests always require approval. The approval of time off requests is routed to the manager via the Inbox. To view these tasks, click your name and the **Inbox** icon.

**Approve, Deny, and Send Time Off Requests Back**

1. Click the **Inbox** icon.
2. Click the **Time Off Request**. You may click the **Arrow** to view the employee’s Time Off Balance as of Current Date or Previous Time Off Requests.
3. Click **Approve**, **Send Back**, **Deny**, or **Cancel** with comments, if needed.
Worklets for Managers

View Employee’s Upcoming Time Off

Click the **Team Time Off** Worklet

1. Click **All Time Off** under View.
2. In the Organizations field, click the prompt icon and click **My Organizations**.
3. Click on your selection.
4. Optional: You may check the box(es) to **Include Subordinate Organizations** and/or **Include Managers**.
5. Optional: You may select a specific date range.
6. Click **OK** to view the report. You may export the report to excel by clicking the excel symbol located on the top right.

Additional Time Off Views and Reports

In the **Team Time Off** Worklet, under view, select the following:

- **Time Off and Leave Calendar**: View upcoming Time Off for your team by dates.
- **Approved Time Off**: Similar to the Team Time Off report, this only shows the approved time.
- **Time Off Details** and **Time off Summary**: View time off for a time period and supervisory org.

Enter Time Off for a Direct Report (salaried exempt employee)

From the **Team Time Off** Worklet:

1. Click **Enter Time Off** under Actions.
2. Select the **Prompt** icon to find the employee, or type the employee’s name, or click **My Team**.
3. Click **OK**.
4. Select the day(s) for the time off.
5. Click **Request Time Off** to continue, or **Cancel** to deselect days.
6. Enter the **Type** of time off requested.
7. Enter the **Daily Quantity** (number of hours). If recording less than a full daily quantity, it is recommended that you add a comment for future reference.
8. Click **Submit** to save. This process is Successfully Completed, as you are the approving manager. 

Click on the Workday Logo to return to the home page.
Worklets for Managers

Correct Time Off for a Direct Report

Click the Team Time Off Worklet:

1. Click **Correct Time Off**. This option only works after a time off request has been submitted and approved.
2. Select the **Prompt** icon to find the employee, or type the employee’s name, or click My Team.
3. Click **OK**.
4. Correct a previously approved time off entry by entering the correct number of hours per day. Enter “0” to remove approved time off days.
5. Enter a comment if needed.

![Correct Time Off Table]

6. Click **Submit**. This process is Successfully Completed, as you are the approving manager.

7. Click **Done** to return to the homepage.

Your Workday Inbox

Best practice is to frequent your Workday Inbox to approve all actions awaiting your response.

Options in your Inbox

**View option:** The View option allows you to sort your action items based on filters you create.

**More Option:** The drop down option on the far right allows you to **Bulk Approve** action items. Managers may want to use the view option to filter so that they can bulk approve specific actions.

Following bulk approvals managers should click **Refresh** under the drop down option.

Please visit the my.snhu Workday support page to download the **delegation** approval form at my.snhu.edu/staff/workday/td3