

Manage Your Team's Time Off

Last updated April 3, 2020

As a manager, you may need to view and manage time off requests for your direct reports. These functions are accessible through the **Team Time Off** worklet.

Request or Correct Time Off for a Worker

- You can request time off on behalf of your direct report(s) with the [Request Time Off](#) task.
- Use the [Correct My Time Off](#) task to modify a worker's time off request you previously approved.

1) On the first screen for either task, select your direct report from the **Worker** dropdown.

2) Type to search or click **My Team** to see a list of your direct reports.

3) Once you've made your selection, click **OK**.

4) From here, each process follows the same steps you take when entering or correcting time off for yourself. Consult the guides below as needed:

- **To request time off on a worker's behalf**, follow from **Step 2** of the [Submit Time Off Request](#) guide
- **To correct a worker's time off request you previously approved**, follow from **Step 2** of the [Modify Approved Time Off Request](#) guide

Other Resources for Managing Your Workers' Time Off

The **Team Time Off** worklet has many available resources at your disposal.

Foremost among these resources is the **Time Off & Leave Calendar** report, a comprehensive calendar that includes requested time off and leave dates for all of your direct reports.

You can also access leave-related reports and tasks from the **Team Time Off** worklet.

View Coworkers' Time Off

Managers supervise a team of direct reports, but they are also members of teams, along with their own managers and coworkers. To view time off details in this capacity, reference the [View Your Team's Time Off](#) guide.