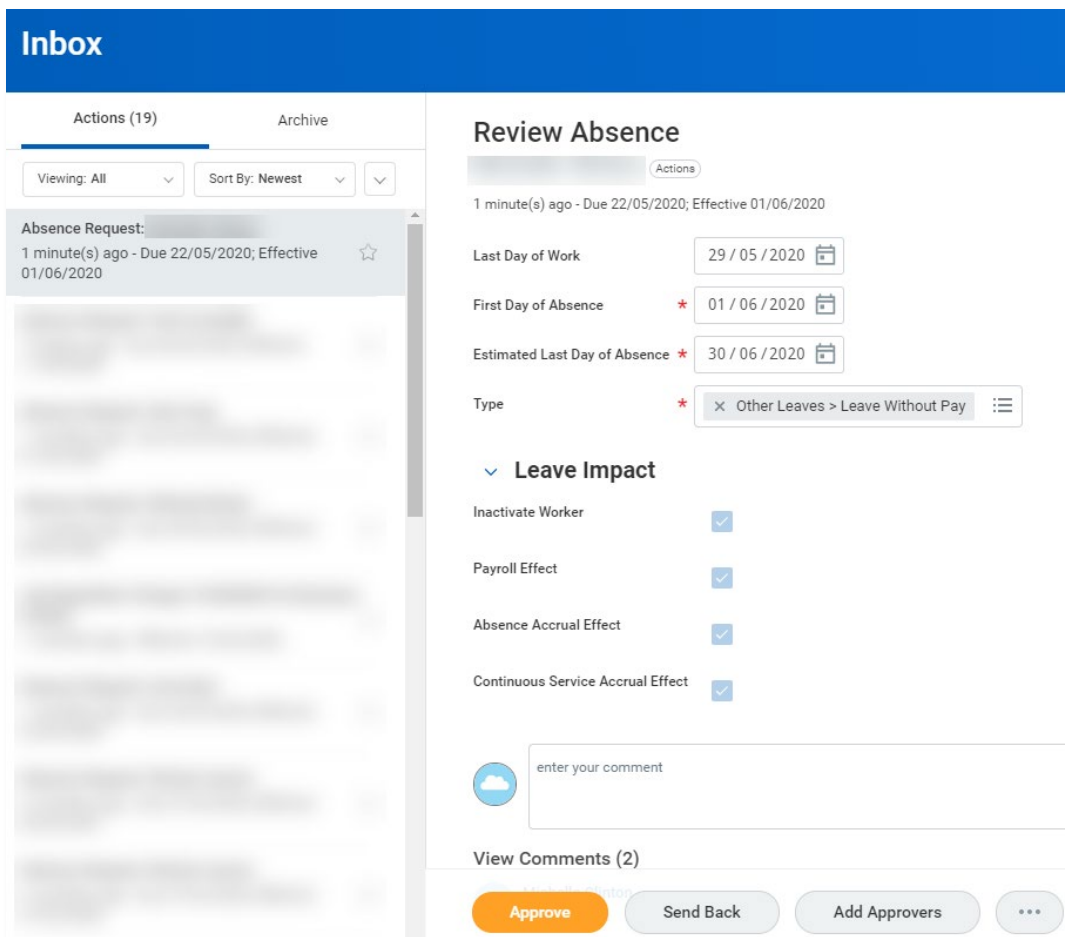


In the instance an employee of Flinders University requests Leave Without Pay (LWOP) for more than 20 days, the Director, People & Culture will receive an inbox action to approve the request.

1. Open your Workday inbox



2. Select the *Absence Request: Employee Name* inbox action from the list on the left of the screen and complete the review.

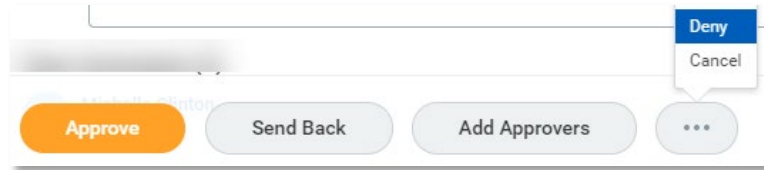


The screenshot shows the 'Review Absence' workflow in Workday. On the left, the 'Inbox' contains an 'Absence Request' item. The main area is titled 'Review Absence' and includes the following details:

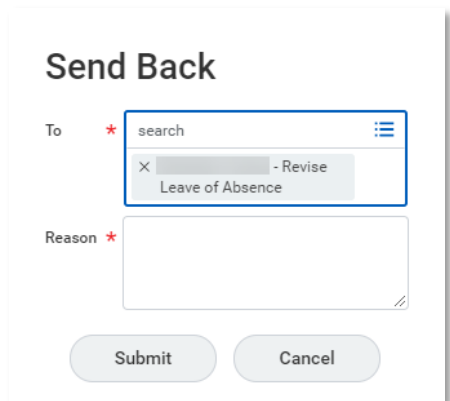
- Last Day of Work:** 29 / 05 / 2020
- First Day of Absence:** * 01 / 06 / 2020
- Estimated Last Day of Absence:** * 30 / 06 / 2020
- Type:** * Other Leaves > Leave Without Pay
- Leave Impact:**
 - Inactivate Worker:
 - Payroll Effect:
 - Absence Accrual Effect:
 - Continuous Service Accrual Effect:

At the bottom, there is a text input field for 'enter your comment', a 'View Comments (2)' link, and three buttons: 'Approve' (orange), 'Send Back', and 'Add Approvers' (grey), along with a three-dot menu icon.

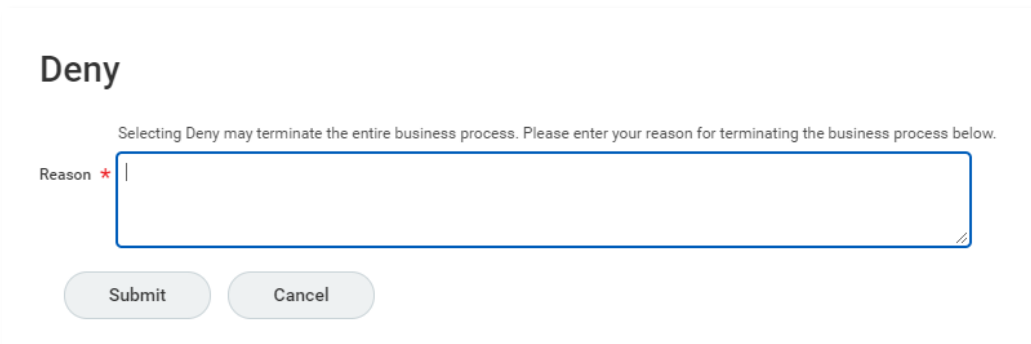
3. Upon your decision, either select *Approve*, *Send Back* or *Deny*.



If your decision is to Send Back, you will see a *Send Back* pop up window prefilled with the initiator's information and a *Reason box*. Fill in the *Reason box* with the additional information you require and/or any questions you have for the original initiator. When ready, click *Submit*, or *Cancel* to go back to the change request details.



If your decision is to Deny the request, the Deny pop up window will appear. You must add your Reason for denying the request. The Business Process will then cease and the original initiator will receive notification.



If your decision is to approve a request, a *Success! Event approved* screen will appear in the details area. This ends your part in the process.

The *Up Next* task is for P&C Employment Services to complete the rest of the process steps.

