

Answer to “I forgot to request time off. I am monthly paid. How is this fixed in Workday”?

Time-off, whether paid or unpaid, can be requested or corrected at any time using the Time Off App from your Workday home page.



Time Off

If you submit or correct time off for days in the past and they are approved by your Manager, Workday’s retro process will go back and recalculate the prior month’s salary and make adjustment, either paying you additional monies due or reducing your current month salary if you were overpaid.

Note that is you submit or correct time off for past dates and the **time off is paid**, the retro review process will happen, but there will be no difference calculated on your pay results.

However, if you must submit **unpaid time off**, the Workday retro process will happen and Workday will make an automatic recoupment of the overpayment from your current month salary (base pay), as long as you have enough base salary to cover the overpayment and taxes due. If this happens, you will see this reflected on your payslip. Here is an example of an employee who submitted unpaid time off for dates in a prior month.

	Gross Pay	Pre Tax Deductions
Current	3,617.21	366.04
YTD	32,321.01	3,198.97

Earnings				
Description	Dates	Hours	Rate	Amount
Longevity Pay	07/01/2023 - 07/31/2023	0	0	140.00
Base Pay	07/01/2023 - 07/31/2023	0	0	4,000.00
Base Pay	06/01/2023 - 06/30/2023	0	0	-522.79
Earnings				3,617.21

June overpayment recoupment

Please work with your [HR Professional](#) if you have questions regarding how to submit or correct time off. In the event you do not have enough base salary to cover an overpayment, your HR Professional will contact you with repayment information.

General Services Complex, Suite 2201
1261 TAMU
College Station, TX 77843-1261

Tel. 979.845-2711 Fax 979.845.4134
payroll@tamu.edu
www.employees.tamu.edu/payroll