
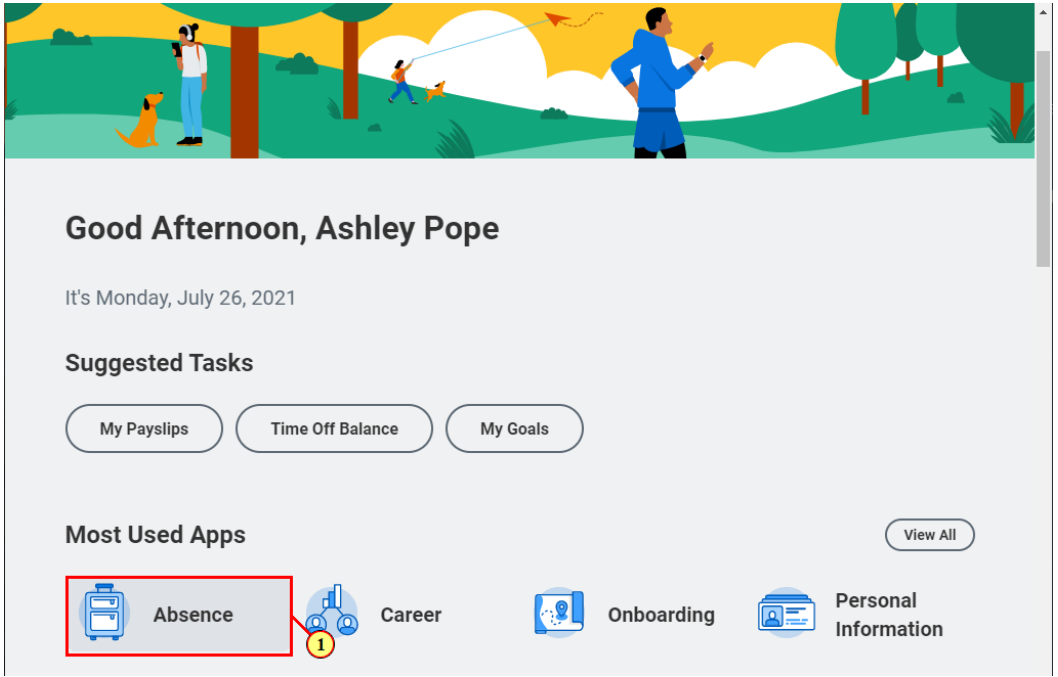
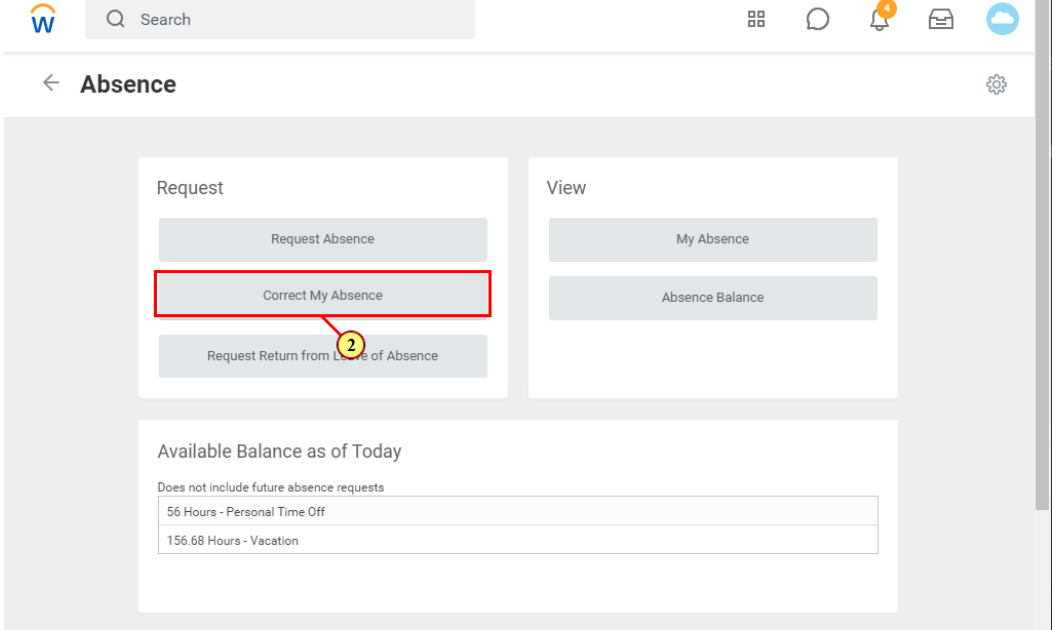

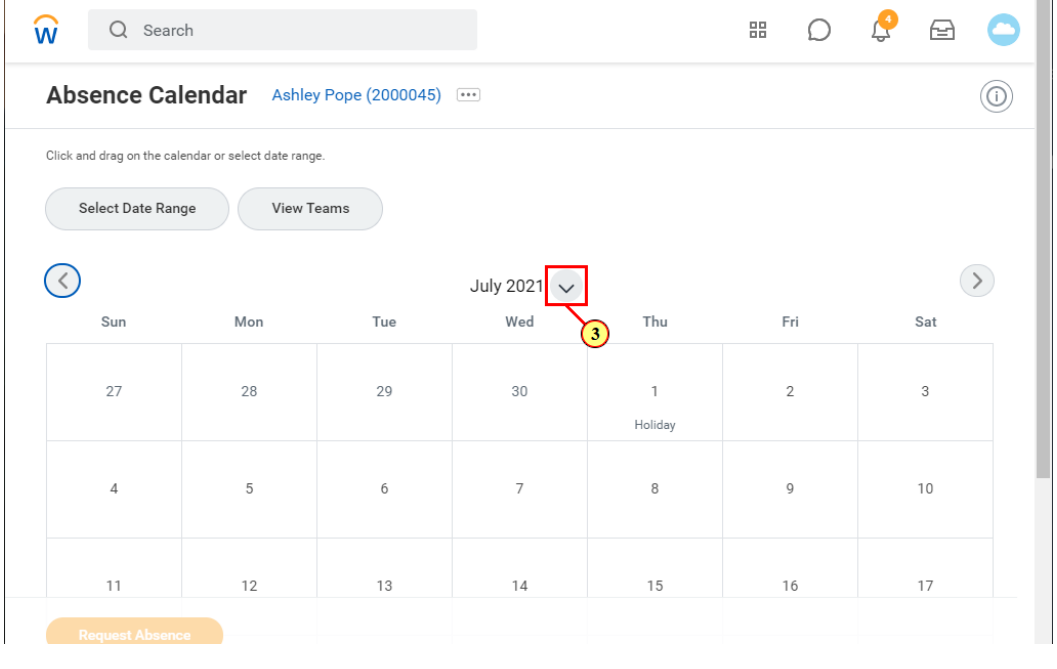
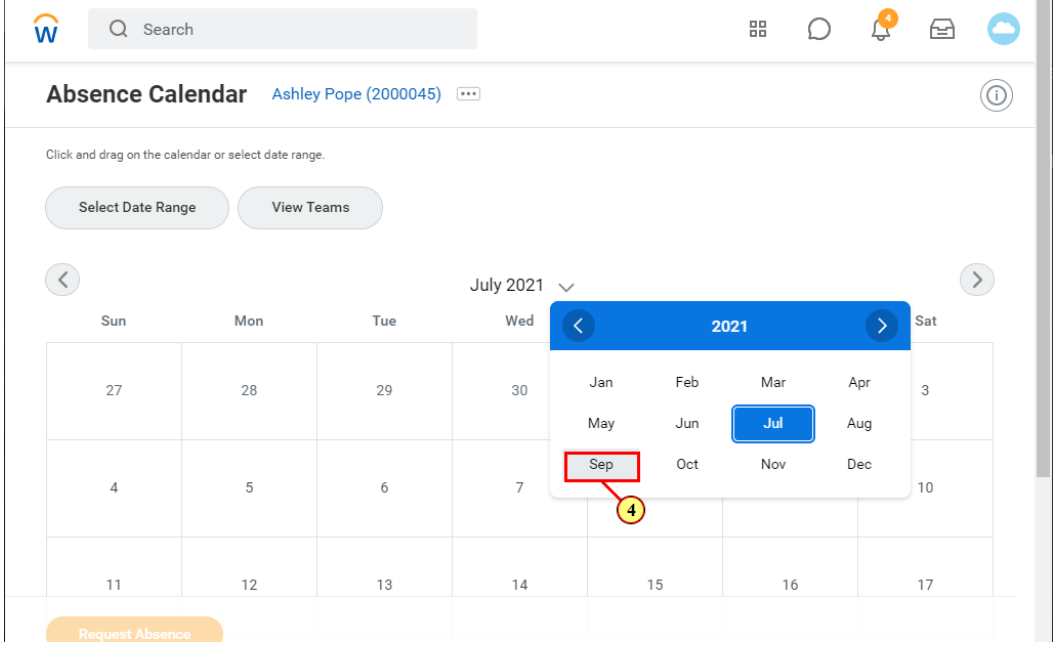


## Procédure étape par étape



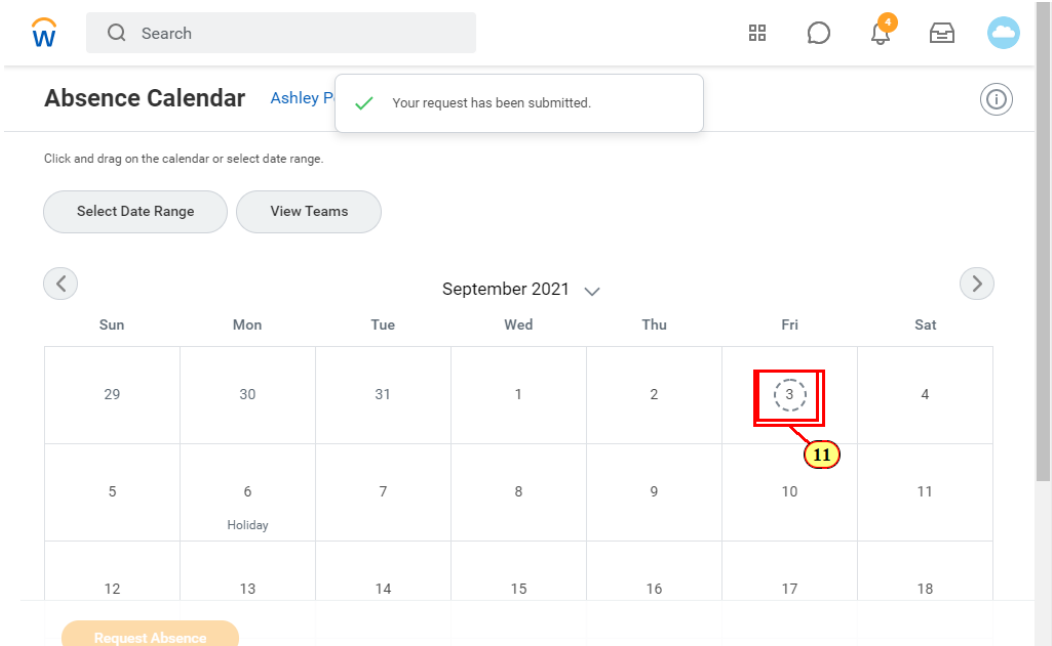
Explication	Capture d'écran
<p></p> <p>Cette simulation affichera les étapes à suivre pour modifier votre demande de congé dans Workday.</p> <p>1. Cliquez sur le classeur <b>Absence</b> (application).</p>	 <p>Good Afternoon, Ashley Pope</p> <p>It's Monday, July 26, 2021</p> <p>Suggested Tasks</p> <p>My Payslips Time Off Balance My Goals</p> <p>Most Used Apps <span>View All</span></p> <p>Absence Career Onboarding Personal Information</p>
<p>2. Cliquez sur <b>Corriger mon absence</b> pour corriger la demande de congé.</p>	 <p>W Search</p> <p>← Absence</p> <p>Request</p> <p>Request Absence</p> <p>Correct My Absence</p> <p>Request Return from Leave of Absence</p> <p>View</p> <p>My Absence</p> <p>Absence Balance</p> <p>Available Balance as of Today</p> <p>Does not include future absence requests</p> <p>56 Hours - Personal Time Off</p> <p>156.68 Hours - Vacation</p>

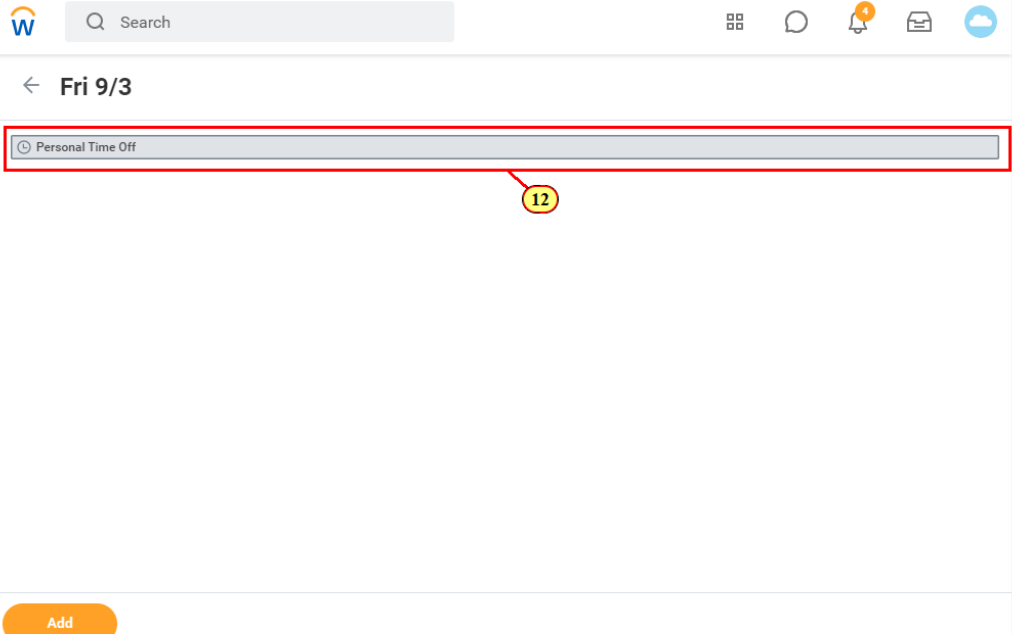
Explication	Capture d'écran
<p>3. Cliquez sur  du mois affiché pour afficher les autres mois dans le <b>calendrier des absences</b>.</p>	 <p>The screenshot shows the 'Absence Calendar' for Ashley Pope (2000045). At the top, there is a search bar and navigation icons. Below, there are buttons for 'Select Date Range' and 'View Teams'. The main area is a calendar grid for July 2021. A dropdown arrow next to 'July 2021' is highlighted with a red box, and a yellow circle with the number 3 points to it. The calendar grid shows dates from 27 to 17, with a 'Holiday' on Thursday, August 1st. A 'Request Absence' button is at the bottom.</p>
<p>4. Sélectionnez le mois applicable dans le calendrier. Dans cet exemple, sélectionnez <b>Sept.</b></p>	 <p>This screenshot is similar to the previous one, but the dropdown menu for the month is open, showing the months of 2021: Jan, Feb, Mar, Apr, May, Jun, Jul (highlighted in blue), Aug, Sep (highlighted with a red box), Oct, Nov, Dec. A yellow circle with the number 4 points to the 'Sep' option. The rest of the interface remains the same.</p>


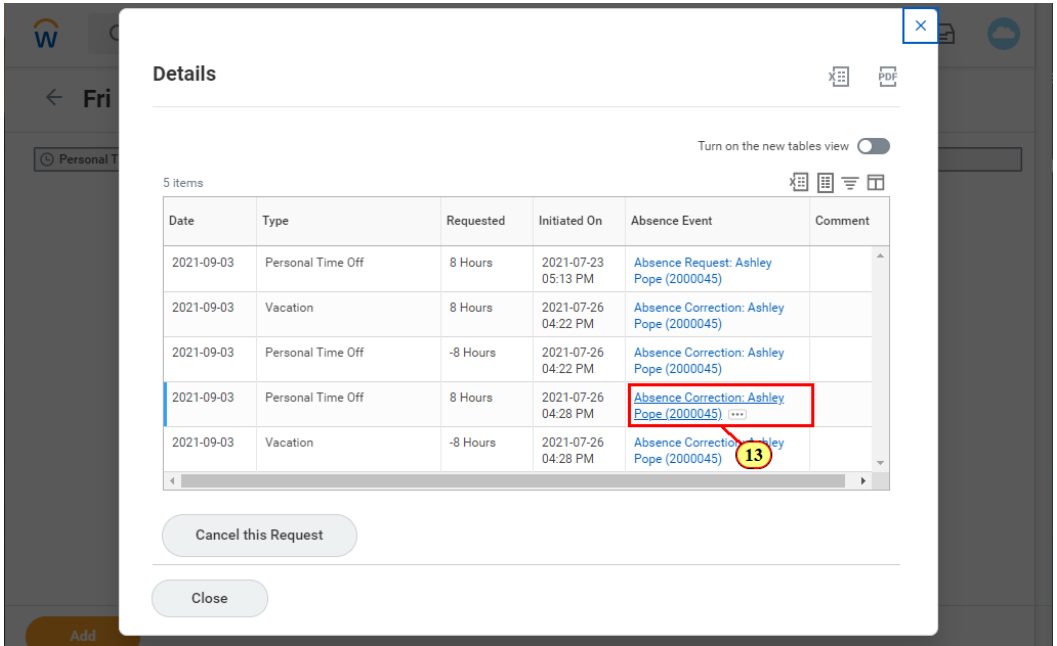
Explication	Capture d'écran
<p>5. Cliquez sur la date <b>de Congés</b> pour afficher et modifier les détails de l'ordre de mission. Dans cet exemple, cliquez sur <b>3</b>.</p>	
<p>6. Cliquez sur la demande <b>de congé</b> pour afficher et modifier les détails.</p>	

Explication	Capture d'écran
<p>7. Cliquez sur l'icône <b>Invite</b> du champ <b>Type</b> pour afficher et sélectionner un autre type de <b>Congés</b>.</p>	
<p>8. Sélectionnez le type de <b>Congés</b> applicable dans la liste. Dans cet exemple, sélectionnez <b>Congés personnels</b>.</p>	


Explication	Capture d'écran
<p>9. Cliquez sur la <b>barre de défilement</b> pour accéder à des détails supplémentaires.</p>	
<p>10. Cliquez sur <b>Soumettre</b> pour soumettre les modifications.</p>	

Explication	Capture d'écran
<p> La correction de votre demande de congés a été envoyée.</p> <p> Comme dans une étape précédente, une demande <b>de congé</b> approuvée s'affiche avec un cercle vert autour dans votre <b>calendrier d'absences</b>. Lorsque vous corrigez la demande, le cercle vert devient un cercle en pointillés gris autour de la date <b>de Congés</b>. Cela indique que votre demande de congé corrigée a été envoyée à votre responsable pour vérification et est en attente d'approbation.</p>	 <p>The screenshot shows the 'Absence Calendar' interface for Ashley P. A notification at the top states 'Your request has been submitted.' Below the calendar, the date '3' (Friday, September 3rd) is highlighted with a dotted circle, indicating a pending request. A yellow callout bubble with the number '11' points to this date. The calendar grid shows dates from 29 to 18, with a 'Holiday' on Monday, September 6th. A 'Request Absence' button is visible at the bottom left of the calendar area.</p>


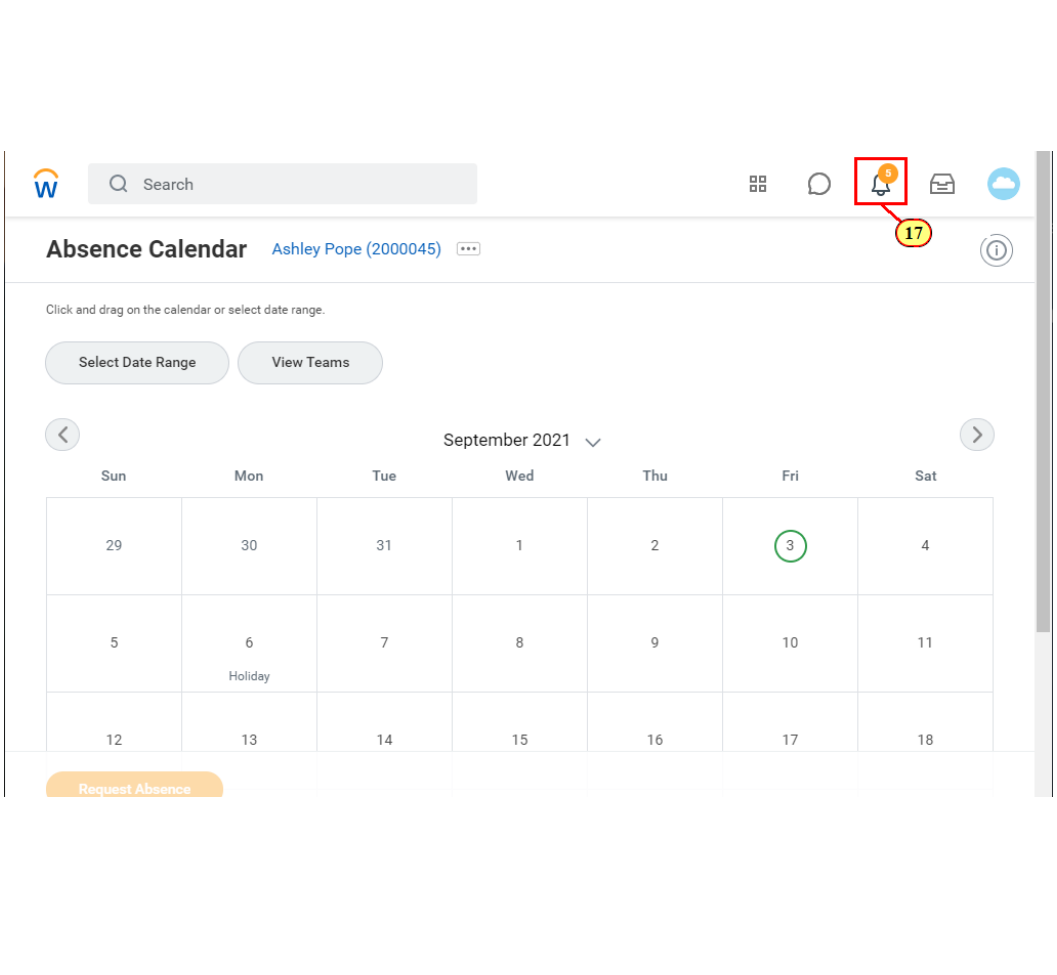
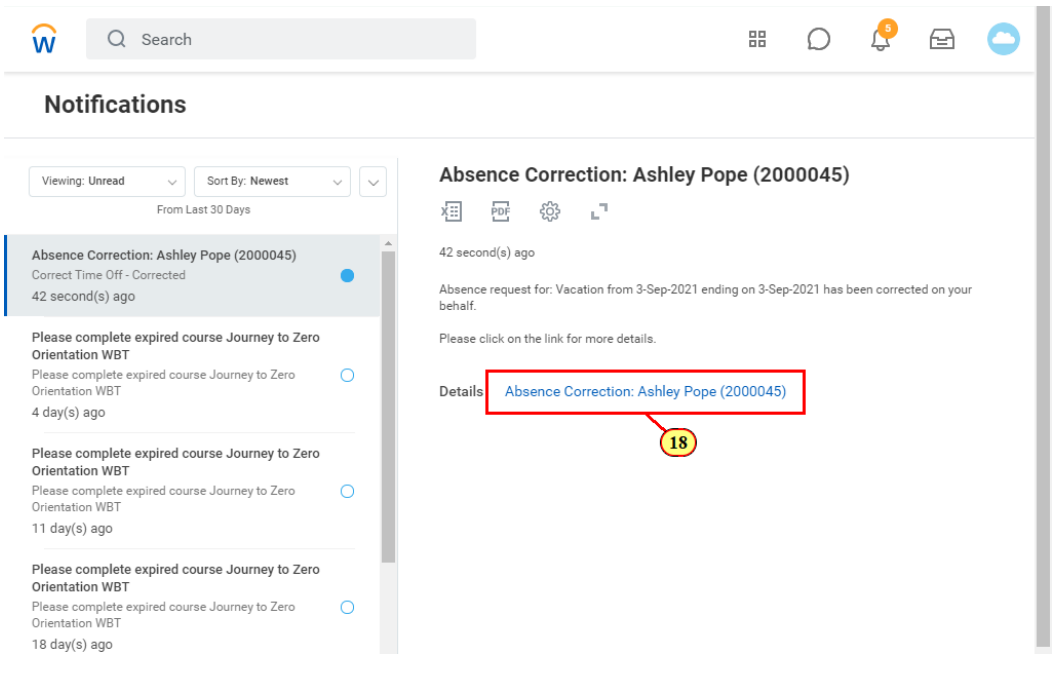
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<p>11. Cliquez sur la date <b>de Congés</b> pour afficher les détails. Dans cet exemple, cliquez sur <b>3</b>.</p>	
<p>12. Cliquez sur la demande de <b>congé</b> pour ouvrir les détails et afficher le statut de la demande.</p>	

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<p></p> <p>L'entrée de demande de <b>congé d'origine pour le 03/09/2020 (indiquée sous la forme Congé annuel)</b> est suivie d'une autre entrée indiquant <b>-8 heures de Congés</b> demandés. Ceci indique que la demande de <b>congé d'origine</b> a été retirée et remplacée par <b>Congés personnels</b>.</p> <p>13. Cliquez sur le lien <b>Événement d'absence</b> pour la demande de <b>congé</b> corrigée.</p>	 <table border="1"> <caption>Table from screenshot: Details</caption> <thead> <tr> <th>Date</th> <th>Type</th> <th>Requested</th> <th>Initiated On</th> <th>Absence Event</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>2021-09-03</td> <td>Personal Time Off</td> <td>8 Hours</td> <td>2021-07-23 05:13 PM</td> <td>Absence Request: Ashley Pope (2000045)</td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Vacation</td> <td>8 Hours</td> <td>2021-07-26 04:22 PM</td> <td>Absence Correction: Ashley Pope (2000045)</td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Personal Time Off</td> <td>-8 Hours</td> <td>2021-07-26 04:22 PM</td> <td>Absence Correction: Ashley Pope (2000045)</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>2021-09-03</td> <td>Personal Time Off</td> <td>8 Hours</td> <td>2021-07-26 04:28 PM</td> <td>Absence Correction: Ashley Pope (2000045) <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">13</span></td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Vacation</td> <td>-8 Hours</td> <td>2021-07-26 04:28 PM</td> <td>Absence Correction: Ashley Pope (2000045)</td> <td></td> </tr> </tbody> </table>	Date	Type	Requested	Initiated On	Absence Event	Comment	2021-09-03	Personal Time Off	8 Hours	2021-07-23 05:13 PM	Absence Request: Ashley Pope (2000045)		2021-09-03	Vacation	8 Hours	2021-07-26 04:22 PM	Absence Correction: Ashley Pope (2000045)		2021-09-03	Personal Time Off	-8 Hours	2021-07-26 04:22 PM	Absence Correction: Ashley Pope (2000045)		2021-09-03	Personal Time Off	8 Hours	2021-07-26 04:28 PM	Absence Correction: Ashley Pope (2000045) <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">13</span>		2021-09-03	Vacation	-8 Hours	2021-07-26 04:28 PM	Absence Correction: Ashley Pope (2000045)	
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<p>14. Cliquez sur l'onglet <b>Processus</b> pour afficher le statut de la demande de <b>congé</b> corrigée.</p>	<p>For: Ashley Pope (2000045)  Overall Process: Absence Correction: Ashley Pope (2000045)  Overall Status: In Progress  Calendars In Use: Consecutive Days (No Calendars Selected)</p> <p>Details: <b>Process</b></p> <p>Time Off Correction 2 items</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Day of the Week</th> <th>Type</th> <th>Previously Requested</th> <th>Correction to Requested</th> <th>Unit of Time</th> </tr> </thead> <tbody> <tr> <td>2021-09-03</td> <td>Friday</td> <td>Personal Time Off</td> <td>0</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-09-03</td> <td>Friday</td> <td>Vacation</td> <td>8</td> <td>0</td> <td>Hours</td> </tr> </tbody> </table> <p>Close</p>	Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	2021-09-03	Friday	Personal Time Off	0	8	Hours	2021-09-03	Friday	Vacation	8	0	Hours
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<p> Vous pouvez voir que la demande de <b>congé</b> corrigée est en collaboration avec votre responsable pour vérification.</p>	<p>For: Ashley Pope (2000045)  Overall Process: Absence Correction: Ashley Pope (2000045)  Overall Status: In Progress  Calendars In Use: Consecutive Days (No Calendars Selected)</p> <p>Details: <b>Process</b></p> <p>Process History 2 items</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Step</th> <th>Status</th> <th>Completed On</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Correct Time Off</td> <td>Correct Time Off</td> <td>Step Completed</td> <td>2021-07-26 04:28:56 PM</td> <td></td> </tr> <tr> <td>Correct Time Off</td> <td>Approval by Manager</td> <td>Awaiting Action</td> <td></td> <td>2021-07-</td> </tr> </tbody> </table> <p>Close</p>	Process	Step	Status	Completed On	Due Date	Correct Time Off	Correct Time Off	Step Completed	2021-07-26 04:28:56 PM		Correct Time Off	Approval by Manager	Awaiting Action		2021-07-			
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<p>15. Cliquez sur <b>Fermer</b> pour revenir à la page <b>Détails</b>.</p>	<p>For <a href="#">Ashley Pope (2000045)</a></p> <p>Overall Process <a href="#">Absence Correction: Ashley Pope (2000045)</a></p> <p>Overall Status In Progress</p> <p>Calendars In Use Consecutive Days (No Calendars Selected)</p> <p>Details <b>Process</b></p> <p>Turn on the new tables view <input type="checkbox"/></p> <p>Process History 2 items</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Step</th> <th>Status</th> <th>Completed On</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Correct Time Off</td> <td>Correct Time Off</td> <td>Step Completed</td> <td>2021-07-26 04:28:56 PM</td> <td></td> </tr> <tr> <td>Correct Time Off</td> <td>Approval by Manager</td> <td>Awaiting Action</td> <td></td> <td>2021-07-</td> </tr> </tbody> </table> <p><b>Close</b> 15</p>	Process	Step	Status	Completed On	Due Date	Correct Time Off	Correct Time Off	Step Completed	2021-07-26 04:28:56 PM		Correct Time Off	Approval by Manager	Awaiting Action		2021-07-																					
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<p>16. Cliquez sur <b>Fermer</b> pour revenir au <b>calendrier d'absences</b>.</p>	<p><b>Details</b></p> <p>Turn on the new tables view <input type="checkbox"/></p> <p>5 items</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Requested</th> <th>Initiated On</th> <th>Absence Event</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>2021-09-03</td> <td>Personal Time Off</td> <td>8 Hours</td> <td>2021-07-23 05:13 PM</td> <td><a href="#">Absence Request: Ashley Pope (2000045)</a></td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Vacation</td> <td>8 Hours</td> <td>2021-07-26 04:22 PM</td> <td><a href="#">Absence Correction: Ashley Pope (2000045)</a></td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Personal Time Off</td> <td>-8 Hours</td> <td>2021-07-26 04:22 PM</td> <td><a href="#">Absence Correction: Ashley Pope (2000045)</a></td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Personal Time Off</td> <td>8 Hours</td> <td>2021-07-26 04:28 PM</td> <td><a href="#">Absence Correction: Ashley Pope (2000045)</a></td> <td></td> </tr> <tr> <td>2021-09-03</td> <td>Vacation</td> <td>-8 Hours</td> <td>2021-07-26 04:28 PM</td> <td><a href="#">Absence Correction: Ashley Pope (2000045)</a></td> <td></td> </tr> </tbody> </table> <p>Cancel this Request</p> <p><b>Close</b> 16</p>	Date	Type	Requested	Initiated On	Absence Event	Comment	2021-09-03	Personal Time Off	8 Hours	2021-07-23 05:13 PM	<a href="#">Absence Request: Ashley Pope (2000045)</a>		2021-09-03	Vacation	8 Hours	2021-07-26 04:22 PM	<a href="#">Absence Correction: Ashley Pope (2000045)</a>		2021-09-03	Personal Time Off	-8 Hours	2021-07-26 04:22 PM	<a href="#">Absence Correction: Ashley Pope (2000045)</a>		2021-09-03	Personal Time Off	8 Hours	2021-07-26 04:28 PM	<a href="#">Absence Correction: Ashley Pope (2000045)</a>		2021-09-03	Vacation	-8 Hours	2021-07-26 04:28 PM	<a href="#">Absence Correction: Ashley Pope (2000045)</a>	
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<p></p> <p>Une fois que votre responsable a approuvé votre demande de <b>congé</b> corrigée, vous recevrez une notification dans Jour ouvrable.</p> <p>17. Cliquez sur <b>Notifications</b> pour afficher les notifications.</p>	 <p>The screenshot shows the 'Absence Calendar' for Ashley Pope (2000045). At the top right, there is a notification bell icon with a red box around it and a yellow badge containing the number '17'. Below the calendar, there is a 'Request Absence' button.</p>
<p>18. Cliquez sur le lien <b>Correction d'absence : Ashley Pope (2000045)</b> pour afficher les détails.</p>	 <p>The screenshot shows the 'Notifications' section. The top notification is 'Absence Correction: Ashley Pope (2000045)'. The details for this notification are expanded, showing a link 'Absence Correction: Ashley Pope (2000045)' which is highlighted with a red box and a yellow badge with the number '18'.</p>

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<p>La correction de la demande de <b>congé</b> a bien été effectuée.</p> <p>Vous avez terminé avec succès les étapes pour corriger votre demande de congé dans Jour ouvré.</p>	<p><b>View Event</b> Absence Correction: Ashley Pope (2000045)</p> <p>For <a href="#">Ashley Pope (2000045)</a></p> <p>Overall Process <a href="#">Absence Correction: Ashley Pope (2000045)</a></p> <p>Overall Status <b>Successfully Completed</b></p> <p>Calendars In Use Consecutive Days (No Calendars Selected)</p> <p>Details Process</p> <p>Time Off Correction 2 items</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Day of the Week</th> <th>Type</th> <th>Previously Requested</th> <th>Correction to Requested</th> <th>Unit of Time</th> </tr> </thead> <tbody> <tr> <td>2021-09-03</td> <td>Friday</td> <td>Personal Time Off</td> <td>0</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-09-03</td> <td>Friday</td> <td>Vacation</td> <td>8</td> <td>0</td> <td>Hours</td> </tr> </tbody> </table>	Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	2021-09-03	Friday	Personal Time Off	0	8	Hours	2021-09-03	Friday	Vacation	8	0	Hours
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