
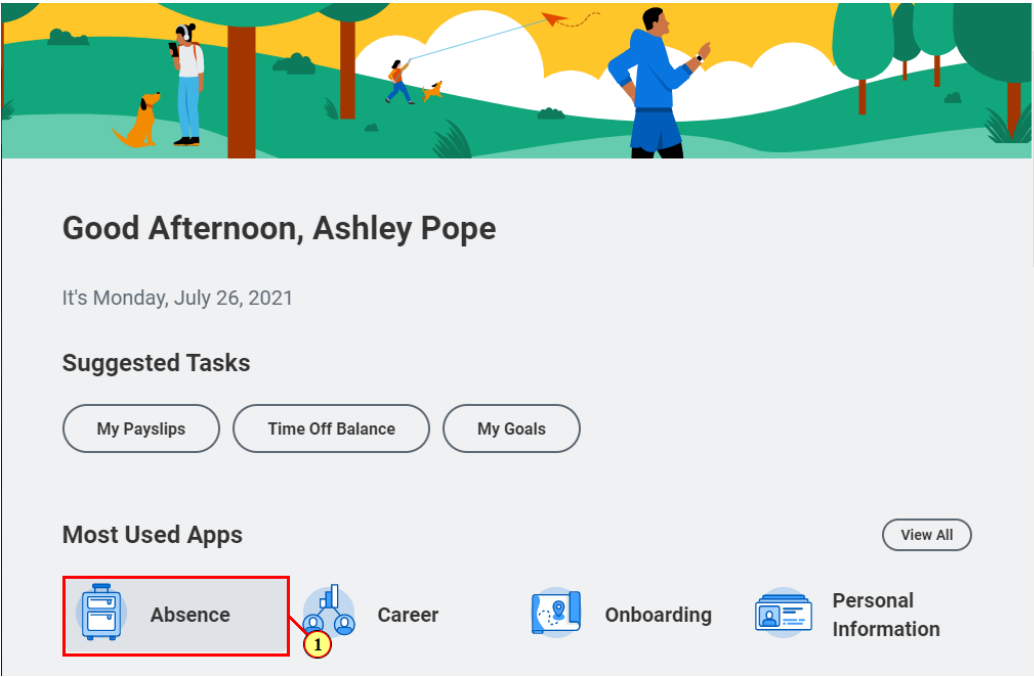
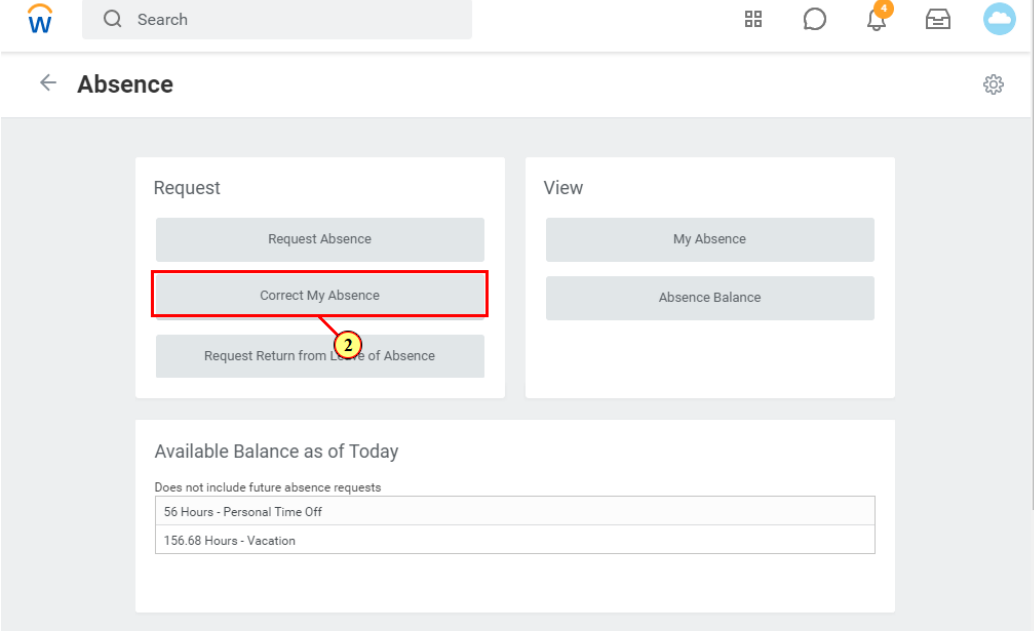

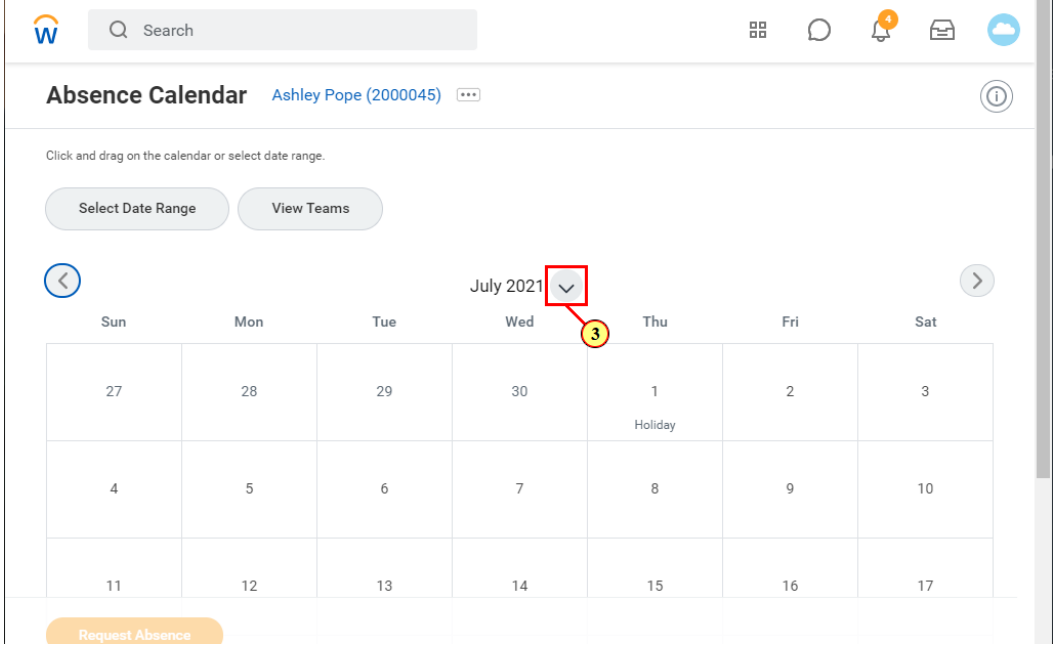
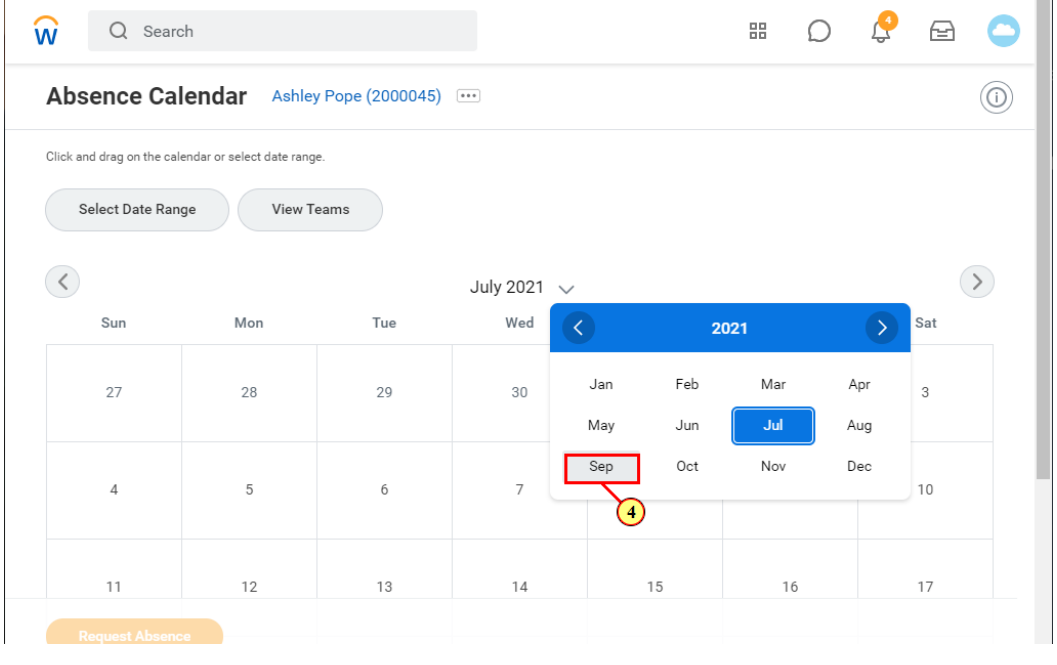


## Procédure étape par étape



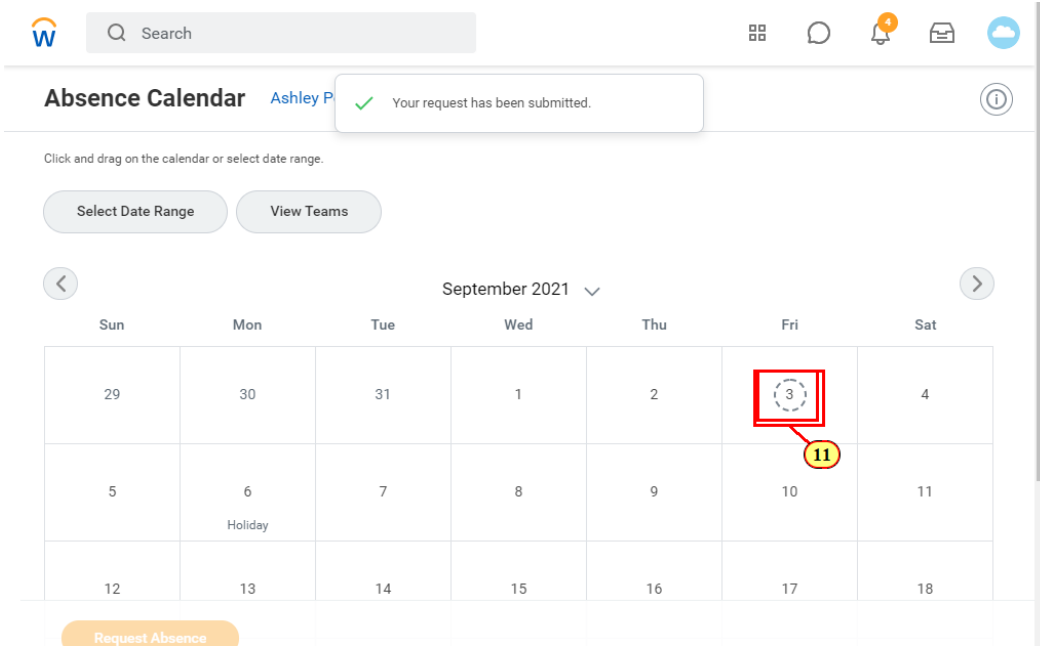
Explication	Capture d'écran
<p> Cette simulation affichera les étapes à suivre pour modifier votre demande de congé dans Workday.</p> <p>1. Cliquez sur le classeur <b>Absence</b> (application).</p>	
<p>2. Cliquez sur <b>Corriger mon absence</b> pour corriger la demande de congé.</p>	

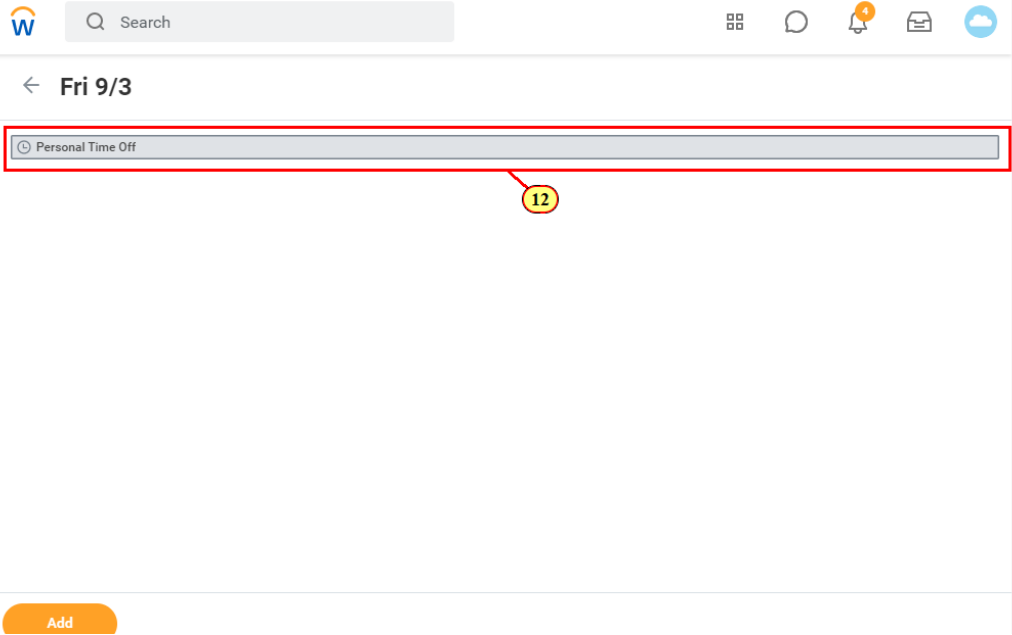
Explication	Capture d'écran
<p>3. Cliquez sur  du mois affiché pour afficher les autres mois dans le <b>calendrier des absences</b>.</p>	 <p>The screenshot shows the 'Absence Calendar' for Ashley Pope (2000045). The calendar is set to July 2021. A dropdown arrow next to 'July 2021' is highlighted with 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 visible at the bottom.</p>
<p>4. Sélectionnez le mois applicable dans le calendrier. Dans cet exemple, sélectionnez <b>Sept.</b></p>	 <p>The screenshot shows the 'Absence Calendar' for Ashley Pope (2000045). The month selection dropdown menu is open, showing the months of the year 2021. 'Jul' is currently selected. 'Sep' is highlighted with a red box, and a yellow circle with the number 4 points to it. The calendar grid shows dates from 27 to 17. A 'Request Absence' button is visible at the bottom.</p>


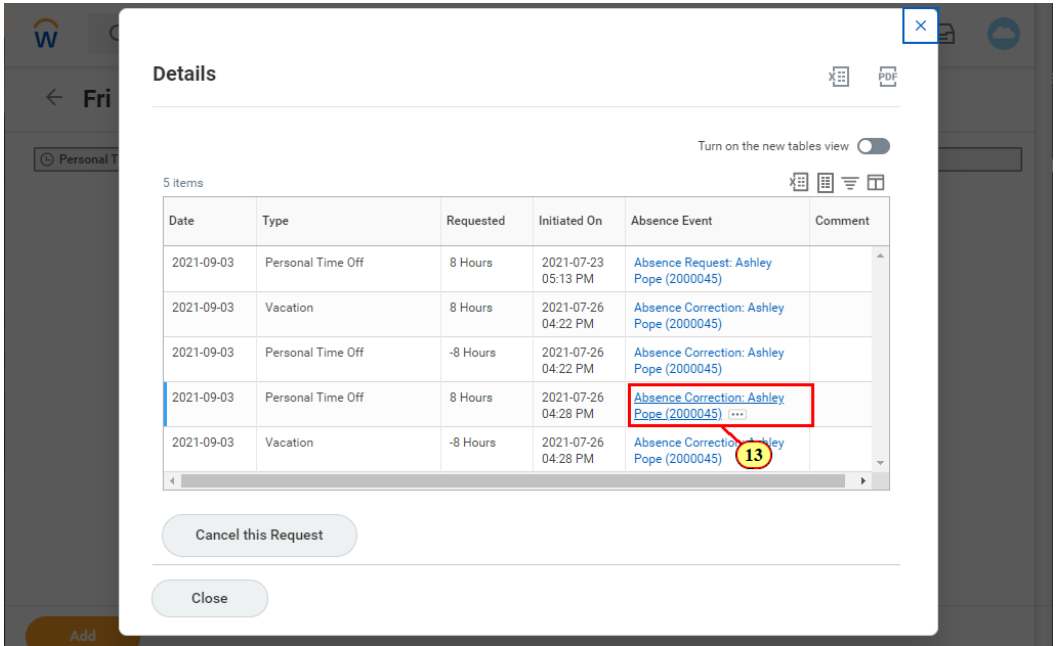
Explication	Capture d'écran
<p>5. Cliquez sur la date <b>de Congés</b> pour afficher et modifier les détails de l'ordre de mission. Dans cet exemple, cliquez sur <b>3</b>.</p>	
<p>6. Cliquez sur la demande <b>de congé</b> pour afficher et modifier les détails.</p>	

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><b>Correct Absence</b> Ashley Pope (2000045) ...</p> <p>Total 8 Hours</p> <p>Friday, September 3, 2021</p> <p>Select All <input checked="" type="checkbox"/> 1 selected</p> <p>Correct 1 item</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Type</th> <th>Daily Quantity</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>⊖</td> <td>Friday, September 3, 2021</td> <td>Vacation</td> <td>8 Hours</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Type * <input type="text" value="x Vacation"/> <span style="border: 1px solid yellow; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: black;">7</span></p> <p>Quantity per Day <input type="text" value="8"/></p> <p>Unit of Time Hours</p> <p>Comment <input type="text"/></p> <p>Add</p>		Date	Type	Daily Quantity	Select	⊖	Friday, September 3, 2021	Vacation	8 Hours	<input checked="" type="checkbox"/>
	Date	Type	Daily Quantity	Select							
⊖	Friday, September 3, 2021	Vacation	8 Hours	<input checked="" type="checkbox"/>							
<p>8. Sélectionnez le type de <b>Congés</b> applicable dans la liste. Dans cet exemple, sélectionnez <b>Congés personnels</b>.</p>	<p><b>Correct Absence</b> Ashley Pope (2000045) ...</p> <p>Total 8 Hours</p> <p>Friday, September 3, 2021</p> <p>Select All <input checked="" type="checkbox"/></p> <p>Correct 1 item</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Type</th> <th>Daily Quantity</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>⊖</td> <td>Friday, September 3, 2021</td> <td>Vacation</td> <td>8 Hours</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Type * <input type="text" value="Search"/> <input type="text" value="x Vacation"/></p> <ul style="list-style-type: none"> <li><input type="radio"/> Bereavement Leave</li> <li><input type="radio"/> Bereavement Leave Unpaid</li> <li><input type="radio"/> Citizenship Ceremony</li> <li><input type="radio"/> Extra Effort Hours</li> <li><input type="radio"/> Fire Fighting</li> <li><input type="radio"/> Indigenous Traditional Practices</li> <li><input type="radio"/> Jury Duty</li> <li><input type="radio"/> Leave No Pay</li> <li><input type="radio"/> Military Leave &lt; 30 Days</li> <li><input type="radio"/> Personal and Family Responsibility Leave</li> <li><input checked="" type="radio"/> <span style="border: 1px solid red; padding: 2px;">Personal Time Off</span> <span style="border: 1px solid yellow; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: black;">8</span></li> </ul> <p>Quantity per Day <input type="text" value="8"/></p> <p>Unit of Time Hours</p> <p>Add</p>		Date	Type	Daily Quantity	Select	⊖	Friday, September 3, 2021	Vacation	8 Hours	<input checked="" type="checkbox"/>
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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 data-bbox="120 268 155 300"></p> <p data-bbox="99 352 412 537">La correction de votre demande de congés a été envoyée.</p> <p data-bbox="120 653 155 684"></p> <p data-bbox="99 737 412 1167">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>.</p> <p data-bbox="99 1188 412 1923">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 this, there are buttons for 'Select Date Range' and 'View Teams'. The calendar is for 'September 2021'. The date '3' (Friday) is highlighted with a dotted circle, and a yellow callout bubble with the number '11' points to it. A 'Request Absence' button is visible at the bottom of the calendar view.</p>

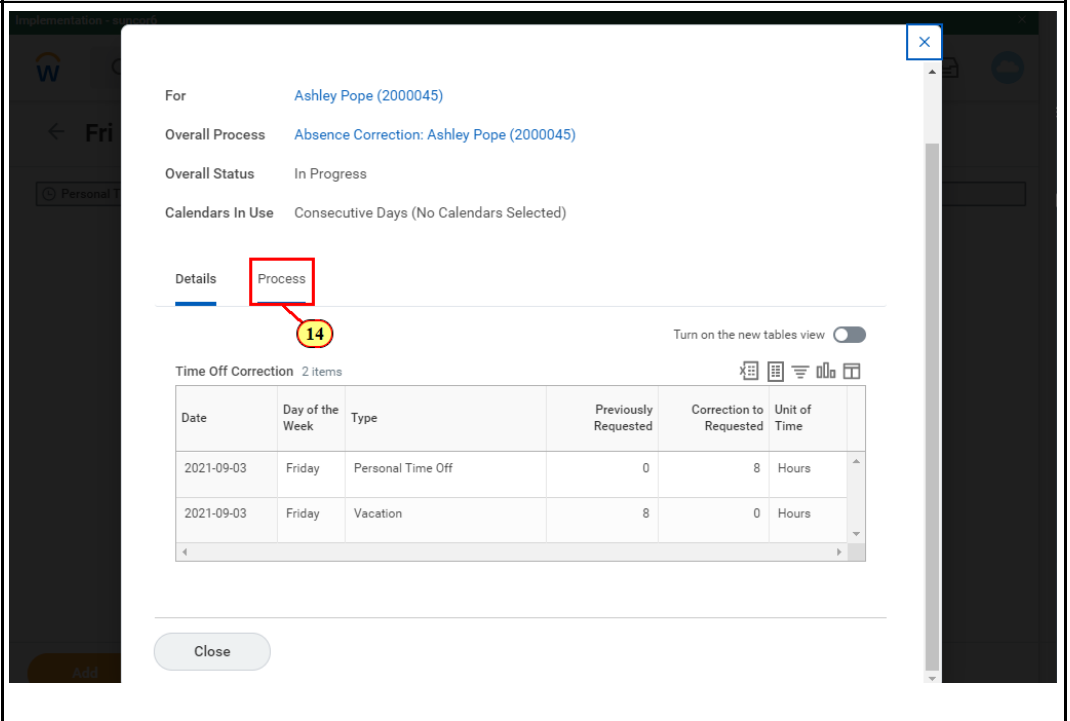
Explication	Capture d'écran
<p>11. Cliquez sur la date <b>de Congés</b> pour afficher les détails. Dans cet exemple, cliquez sur <b>3</b>.</p>	
<p>12. Cliquez sur la demande de <b>congé</b> pour ouvrir les détails et afficher le statut de la demande.</p>	

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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" data-bbox="609 877 1339 1165"> <caption>5 items</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> <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) (...)</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) (...)		2021-09-03	Vacation	-8 Hours	2021-07-26 04:28 PM	Absence Correction: Ashley Pope (2000045)	
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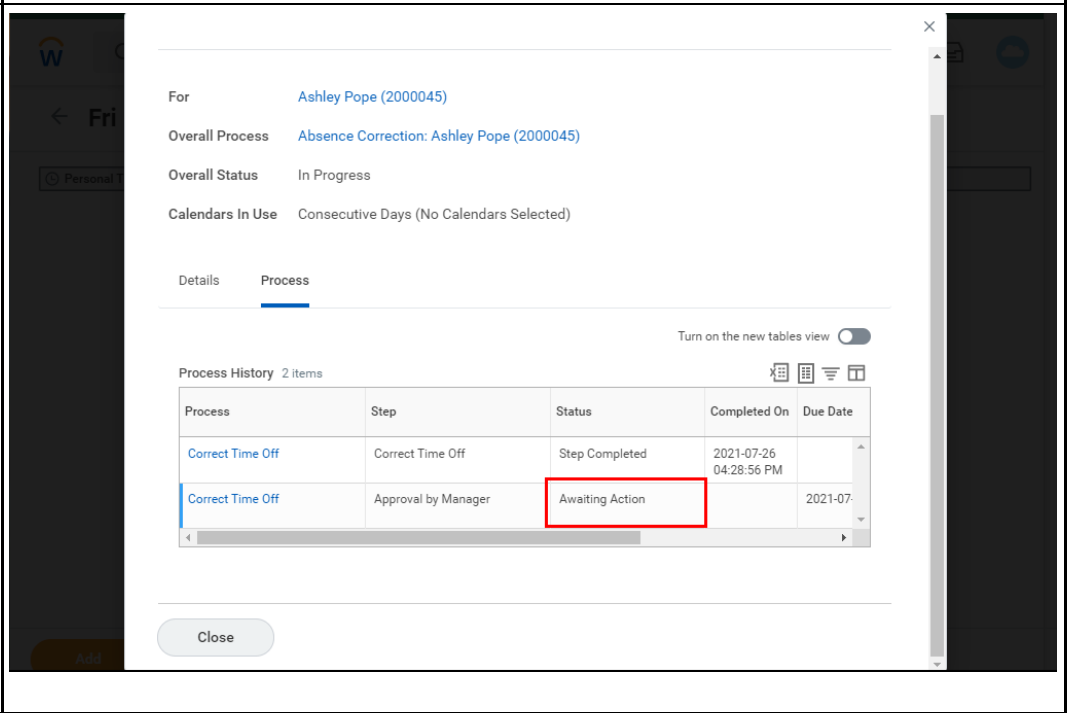


Explication	Capture d'écran
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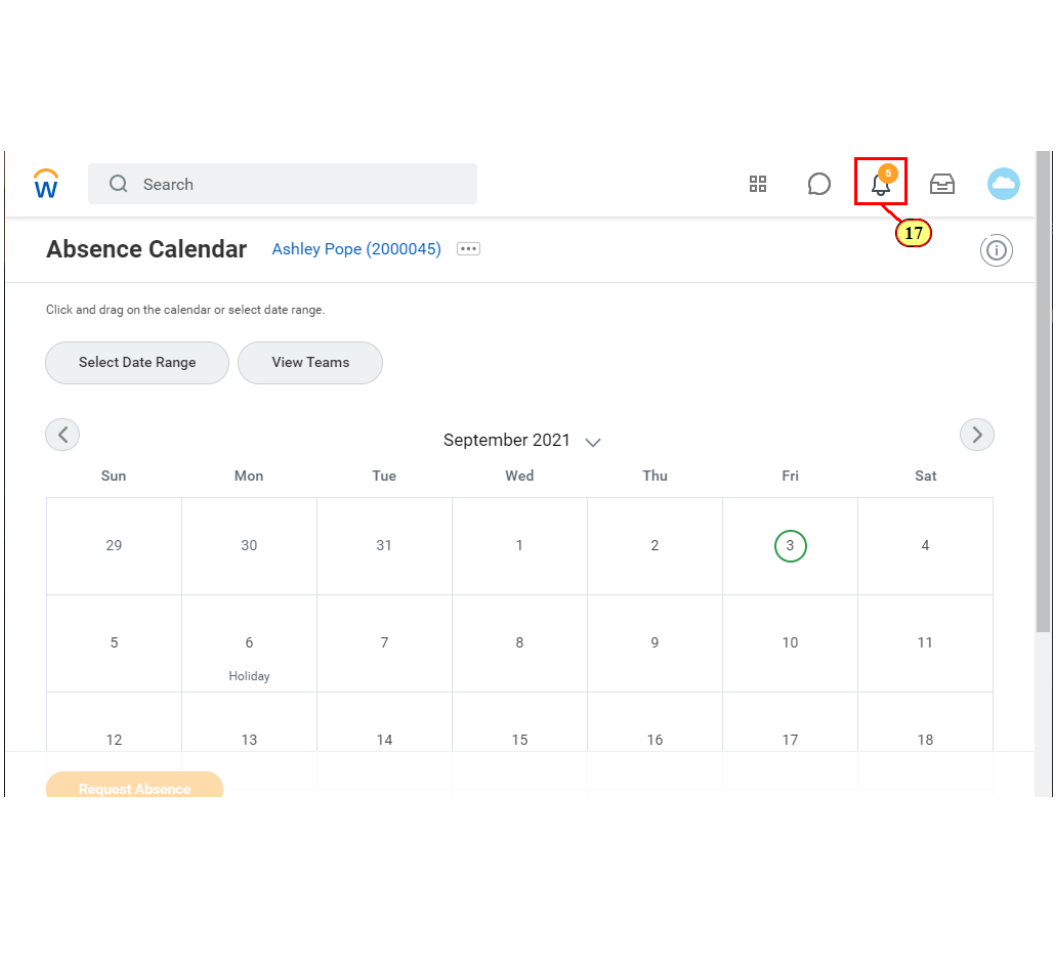
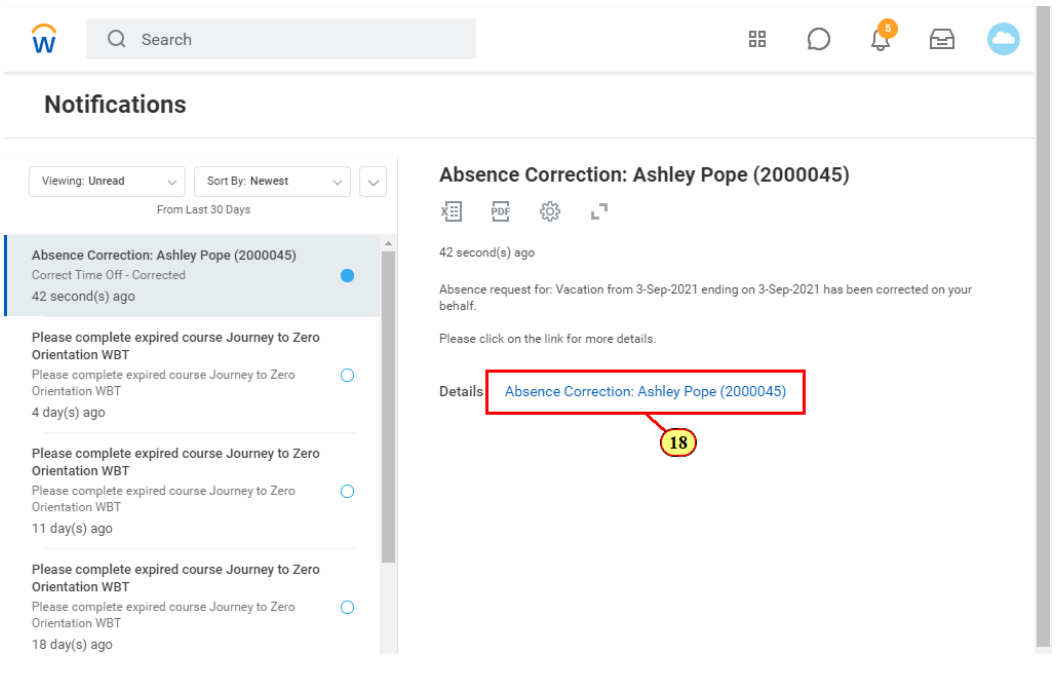
14. Cliquez sur l'onglet **Processus** pour afficher le statut de la demande de **congé** corrigée.



Vous pouvez voir que la demande de **congé** corrigée est en collaboration avec votre responsable pour vérification.



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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). The interface includes a search bar, a notification bell icon with a '17' badge, and a calendar for September 2021. The calendar shows dates from 29 to 18, with the 3rd of September highlighted in green. A 'Request Absence' button is visible at the bottom.</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. It includes filters for 'Viewing: Unread' and 'Sort By: Newest'. A list of notifications is shown, with the top one being 'Absence Correction: Ashley Pope (2000045)' with a '42 second(s) ago' timestamp. The details of this notification are expanded, showing the text: 'Absence request for: Vacation from 3-Sep-2021 ending on 3-Sep-2021 has been corrected on your behalf.' A red box highlights the 'Absence Correction: Ashley Pope (2000045)' link in the details section, which has a '18' badge next to it.</p>

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<p>La correction de la demande de <b>congé</b> a bien été effectuée.</p>	<p>The screenshot shows the 'View Event' interface for an absence correction. The event title is 'Absence Correction: Ashley Pope (2000045)'. The overall status is 'Successfully Completed', which is highlighted with a red box. The event is for 'Ashley Pope (2000045)' and the overall process is 'Absence Correction: Ashley Pope (2000045)'. The calendars in use are 'Consecutive Days (No Calendars Selected)'. Below this, there are tabs for 'Details' and 'Process'. A table titled 'Time Off Correction' shows two 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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<p>Vous avez terminé avec succès les étapes pour corriger votre demande de congé dans Jour ouvré.</p>																			