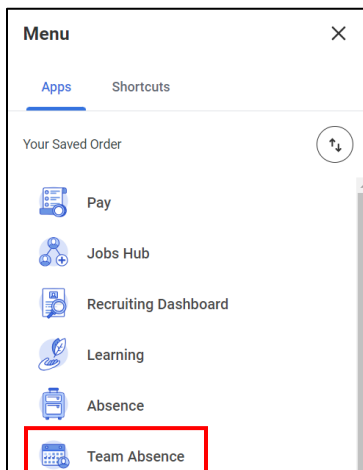
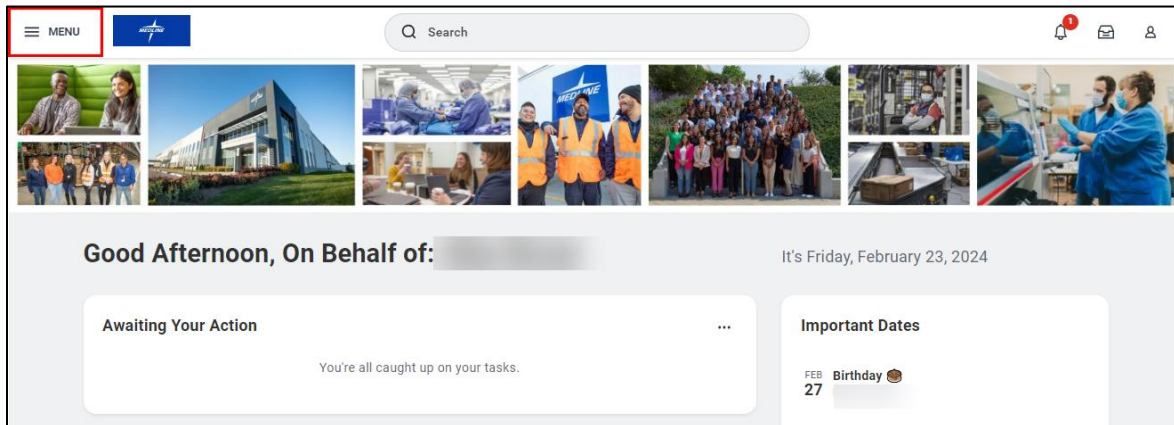


Time Off and Leaves

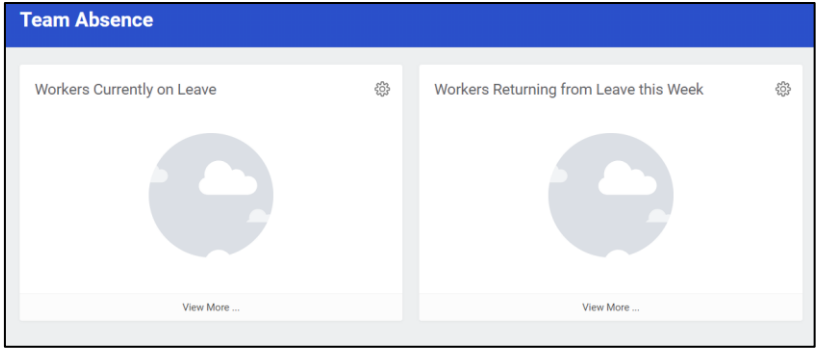
Managers (Mexico)


As a manager, you will continue to use **Tress System** to review Paid Time Off entered by your direct reports. You will not be able to view any Paid Time Off data, place someone on a Leave of Absence or return them back to work in Workday.

1. To view your direct reports currently on leave and those soon returning to work, click the **Menu** Icon in the top left-hand corner of your Workday Homepage. Select the **Team Absence** application.

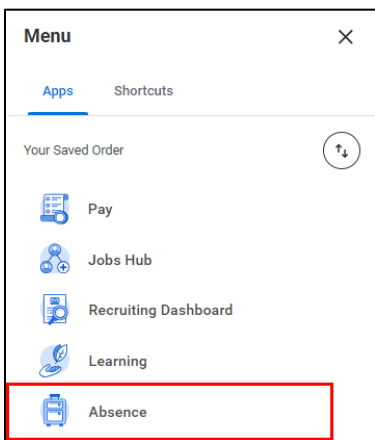
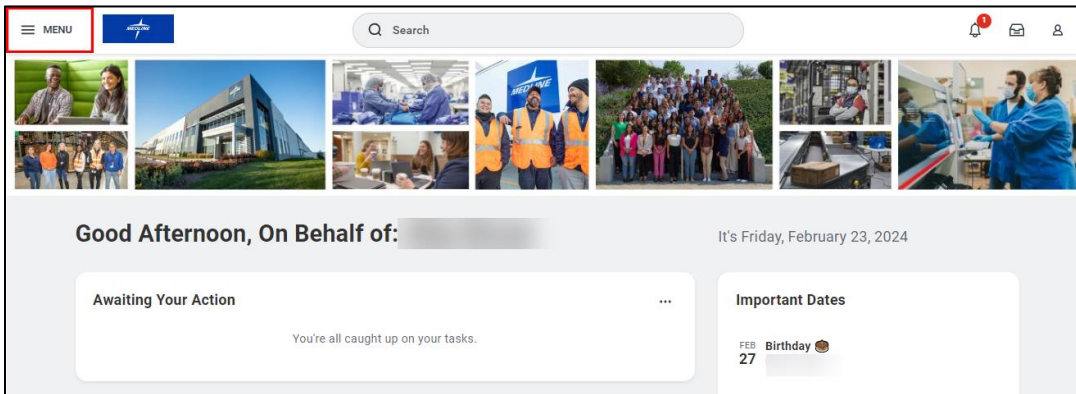


2. You will be brought to the **Team Absence** dashboard where you will see two categories: **Workers currently on Leave** and **Workers Returning from Leave this Week**. Note that only your direct reports will be visible on this page.



 **Please note** that for employees in Mexico, **+Orden** is the absence management system to request time off and leaves.

3. To access **+Orden** via Workday, click the **Menu** Icon in the top left-hand corner of your Workday Homepage. Select the **Absence** application.



4. You will be brought to the **Absence** dashboard where you will see the **External Links** menu. Click **Mas Orden** to be directed to **+Orden**.

