

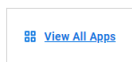
Workday Time Off Request Instructions

All time off requests should be recorded in Workday including both planned and unplanned (including unexpected sick days) time off.

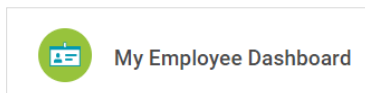
Instructions

From the Home page:

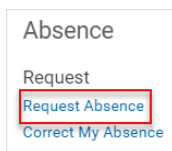
1. Click on **View All Apps**.



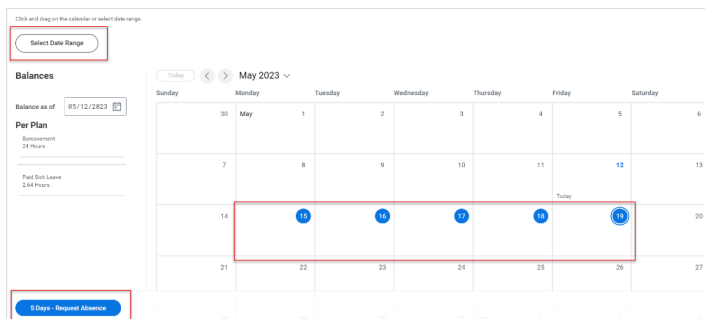
2. Click on the **My Employee Dashboard**.



3. Click on the **Time and Payroll** tab.
4. Click **Request Absence**.



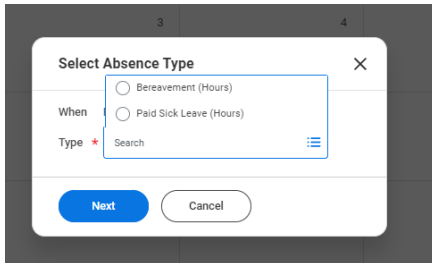
5. Click and drag dates on the calendar or click **Select Date Range**.



6. Once dates are selected, click the blue **# Days - Request Absence** button in the bottom left corner.

7. A pop-up box displays. Click the prompt icon to select the **Absence Type** from the list and click **Next**.

NOTE: Your available absence types will depend on your employee classification and may appear differently than the screenshots below.



8. Optionally, you can edit the number of hours per day for each day of absence (i.e. if you are working a half day you can edit the quantity to 4 hours for that day). If changing, click the **Edit Quantity by Day** button.

Date	Type	Quantity per Day	Total
05/15/2023	Paid Sick Leave (Hours)	8 hours	40 hours

9. Update the **Quantity per Day** (in hours) for each day. In this example, we changed Monday and Friday to half days. Click **Done**.

Date	Quantity per Day	Comments
Mon, May 15, 2023	0.5	
Tue, May 16, 2023	8	
Wed, May 17, 2023	8	
Thu, May 18, 2023	8	
Fri, May 19, 2023	0.5	

10. Click **Submit** to send the request for approval.

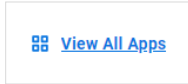
Cancelling or Correcting Time Off

If your Time Off Request has not been approved, you can **Cancel the Request** and create a new one. If your Time Off Request *has* already been approved, you can **Correct the Request**.

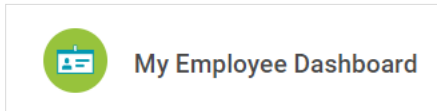
Instructions

From the Home page:

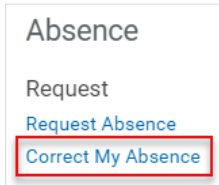
1. Click on **View All Apps**.



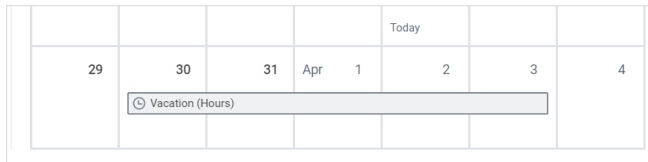
2. Click on the **My Employee Dashboard**.



3. Click on the **Time and Payroll** tab.
4. Click **Correct My Absence** (even if it hasn't been approved).

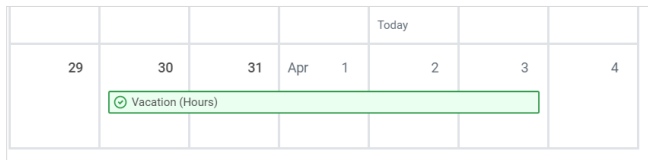


5. Your Absence Calendar displays.
 - If not yet approved, it will appear in grey.



							Today		
29	30	31	Apr	1	2	3	4		
Vacation (Hours)									

- If approved, it will appear in green.

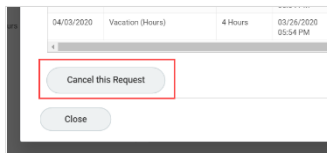


							Today		
29	30	31	Apr	1	2	3	4		
Vacation (Hours)									

To Cancel Unapproved Time Off Request

5. Click on the requested time block.

6. Click the **Cancel this Request** button.

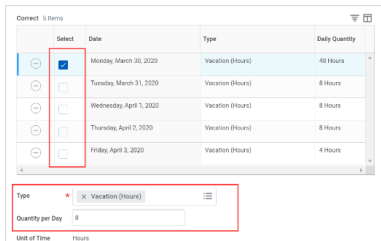


To Correct Approved Time Off Request

5. Click on the requested time block.

6. Check the box next to each day you wish to correct.

7. Update the **Quantity per Day** or **Type** for the selected days.



8. Click **Submit**. Your request will re-route for approval.