

Submit Time Off Requests

Objective: Submit Time Off Requests in accordance with employee’s eligibility

Audience: All employees eligible for Time Off and/or Leave requests

Note: Time off balances that appear in Workday are as of the end of the previous pay period. Workday will not allow users to submit Time Off requests that exceed their available balance as of the requested date.

Click the required process below to go directly to that part of the User Guide:

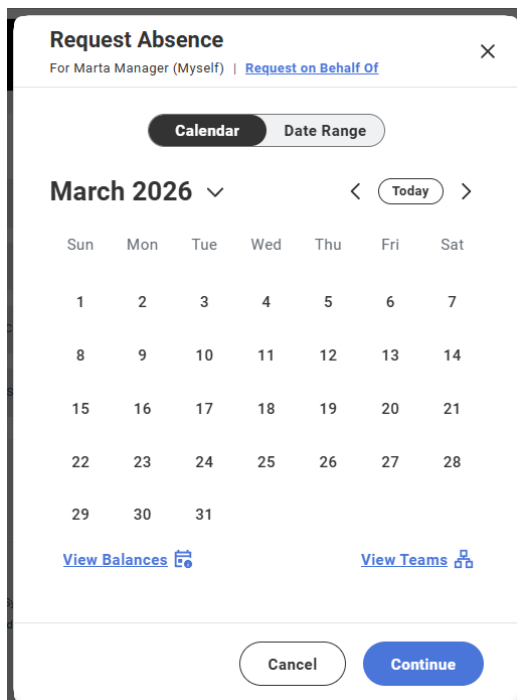
<u>If you want to...</u>
Request Scheduled Time Off
View Time Off Balances & Time Off History
Edit or Cancel an Absence Request

Request Scheduled Time Off

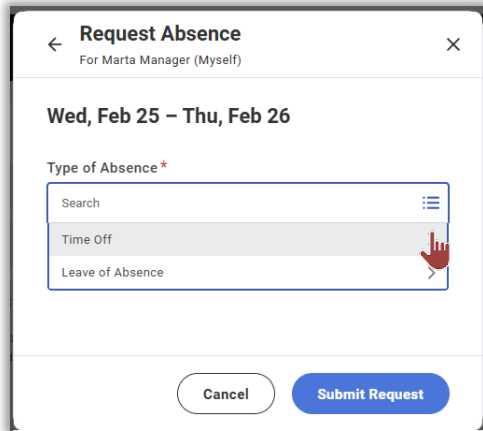
Follow the instructions below to enter *scheduled* Time Off requests. **Note:** *Unscheduled* absences may be entered from Time > Time Off . From there, select the required unscheduled Time Off option.


From the Navigation Menu, click **Personal > Absence**. The Absence page displays.

1. Select **Request Absence**. The Request Absence calendar displays.

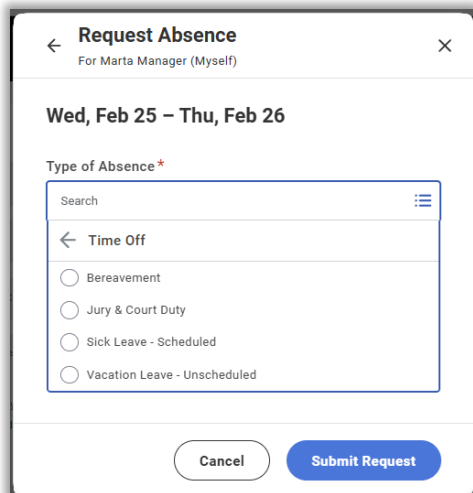


2. Select the required date(s) and click **Continue**. The Request Absence window displays.



3. Click  > **Time Off** and select required Time Off Type. Additional fields display.

Note: Time Off options include Bereavement, Jury & Court Duty, Sick Leave – Scheduled, and Vacation Leave - Scheduled.



4. Enter **Hours** requested or click **Edit Individual Days** to enter different amounts by day. If entering a request for multiple days, enter *only workdays*. Do not include non-working days in the request.

Note: From this second screen of the popup, you may change the **Position** associated with your request (if you hold more than one position).

5. Add any comments as appropriate.
6. As required: Enter **Comment to Approver** & add **Attachments**.

7. Click **Submit Request** to route to your designated Time & Absence approver for review.

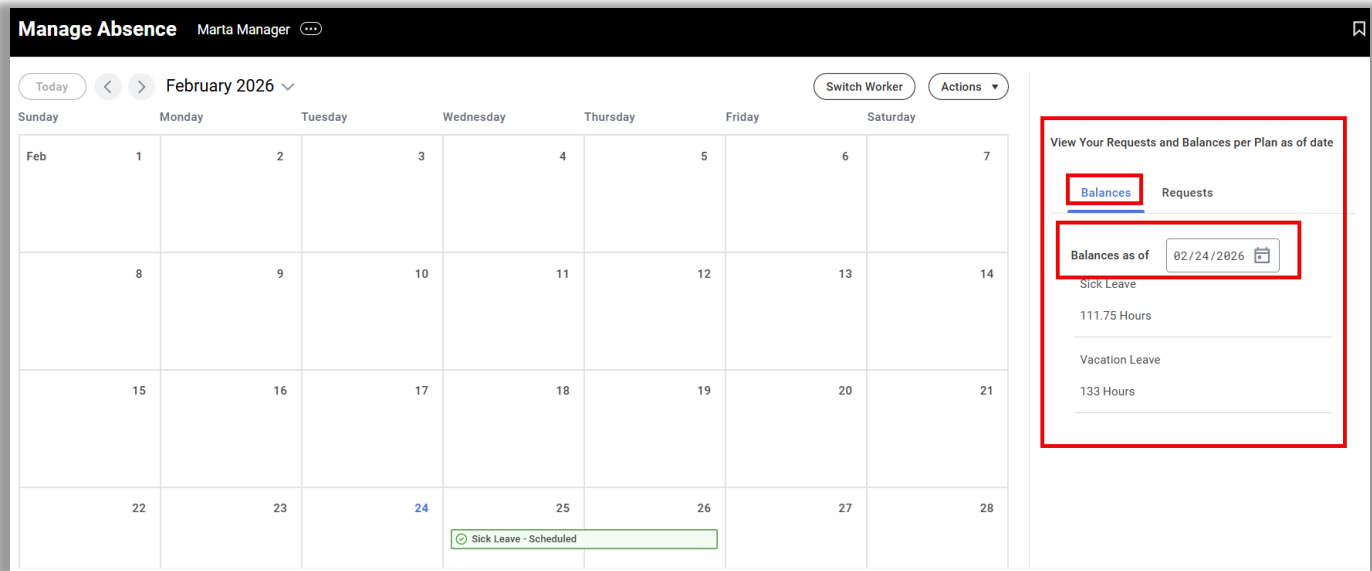
Note: In order to receive pay for hours on your normally scheduled payday for the pay period, Time Off requests must be entered, submitted, and approved prior to deadlines listed on the payroll [calendar](#).

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View Time Off Balances & Time Off History

Employees eligible for Time Off can view their accrued balances by type in Workday.

From the Navigation Menu, click **Personal > Absence > Manage Absence**. The Manage Absence calendar displays with **Requests and Balances per Plan** panel on the right side.



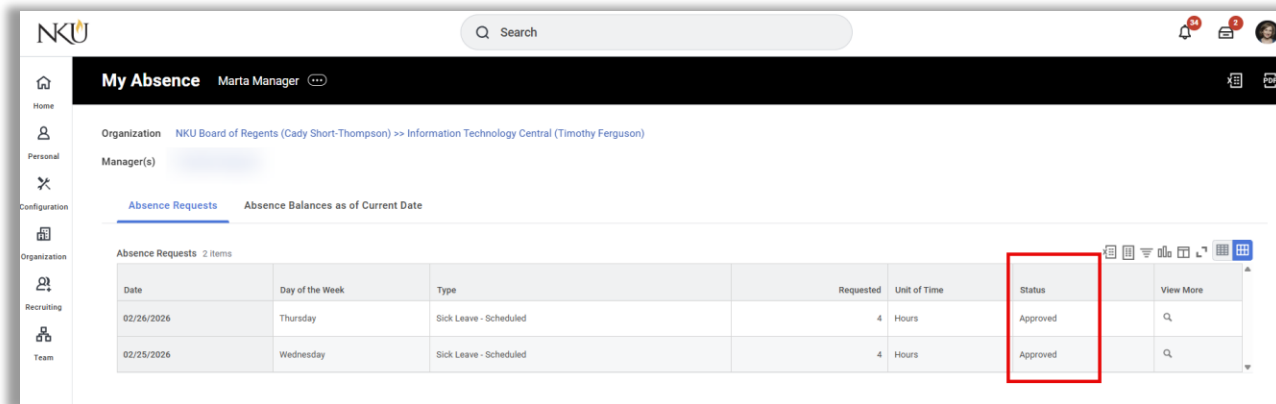
1. Enter **Balances as of date** to view balances as of a future or past date.

Note: Both Sick and Vacation balances display, as applicable to employee eligibility.

2. Click **Requests** tab to view requests from the past 6 months and for the next 12 months.

Note: Requests that have not yet been approved appear grey in the Absence Calendar. Approved absences appear green.

To view more detailed information about Time Off History, from the Navigation Menu, click **Personal > Absence > View > My Absence**. The My Absence report displays information about Absence Requests and Balances as of Current Date.



Note: Each Absence Request listed will display one of the following Statuses:

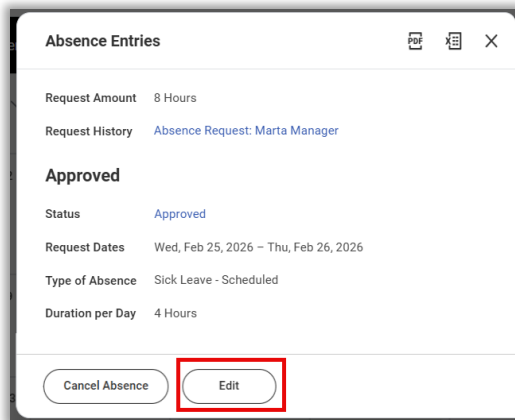
1. Approved: Request is approved by Manager and it will appear on Timecard
2. Sent Back: Request has been sent back by Manager for revision
3. Denied: Request has been denied by Manager. For more information, speak with Manager and re-initiate request if appropriate
4. Submitted: Request is not yet approved. Submitted Absences will *not* appear on Timecard
5. Canceled: Request stopped by employee before Manager action

Edit or Cancel an Absence Request

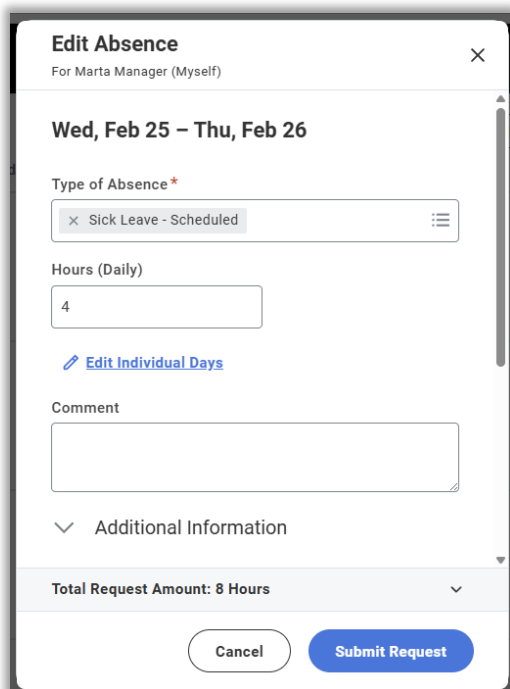
Even if your Time Off request has been approved, your request can be corrected and resubmitted or canceled. To edit or cancel an absence request, follow these steps:

From the Navigation Menu, click **Personal > Absence > Manage Absence**. The Manage Absence calendar displays.

1. Select the previously entered Time Off and click **Edit** or **Cancel Absence**, as appropriate.



2. If editing the absence request, change Type of Absence or Hours (Daily) as needed.



3. Click **Submit Request**.

The revised or cancelled request routes to your designated Time & Absence Approver.

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