Time Off Request

1. To get started, first navigate to the **Absence** application on the Workday homepage.





Note: In Workday, an absence refers to time spent away from work.

2. Here you have the option of requesting absences (or time off) and viewing absence information. To do so, click **Request Absence**.



3. Note that you can see your absence balances on the left side of the screen. If necessary, you can change the **Balance as of** date.



4. Using the **Absence Calendar**, you can click the days you would like to request away from work. They appear highlighted in blue here. To de-select, click on the day(s) a second time.

Today 🔇 🔊 April 2018 ~									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			





5. Next, click the orange **Request Absence** button in the bottom left-hand corner. This button will update with the number of days selected on the calendar.



6. A Select Absence Type pop-up will appear.

Select Absence Type						
When Type ★	Monday, April 16, 2018 - Friday, April 20, 2018					
	Next Cancel					

7. In the pop-up window, click the **Absence** type from the dropdown menu.

	Military Leave (+31 days -	
	Attachment Required) On The Job Injury	Select Absence Type
Selec	Paid Time Off (PTO)	Select Absence Type
	Personal Leave (Unpaid)	When Monday, April 16, 2018 - Friday, April 20, 2
When	United Way Day	¹⁰¹⁸ Type ★ search :=
Туре \star	search 📃	× Paid Time Off (PTO)

- 8. Click Next.
- 9. If you would like to make changes to the PTO quantity per day, click Edit Quantity per Day. Note that in the case of requesting PTO on a weekend day, the Quantity per Day will default to 0 hours. <u>As such, you will need to adjust the quantity to reflect the number of hours you would like to take off.</u>



 Here you can Update All Quantities, or change the individual quantity in the Quantity per Day column. Click Done.

Edit Quantity pe	r Day				
					8 hours - Paid Time Off (PTO) _{Total}
Update All Quantities	8				
	1 item				
	Date	Quantity per Day		Comments	
	Tue, Jul 10, 2018		8		^
	<				>





11. If you would like to include a comment in your entry, do so here. Otherwise, the comment will not be saved with your submission.



- **12.** Click **Submit** to submit your request for supervisor approval.
- **13.** Once approved you will receive a Workday Notification.





