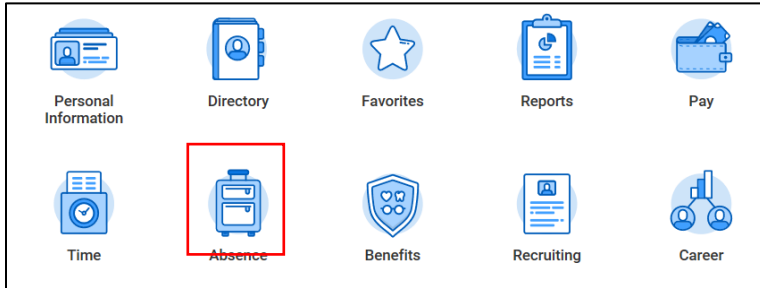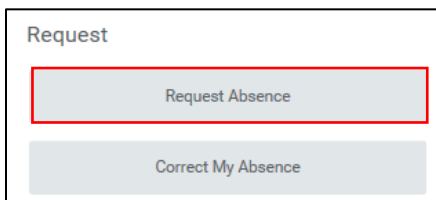## Time Off Request

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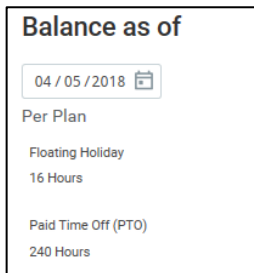

> **Note**: In Workday, an absence refers to time spent away from work.

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.
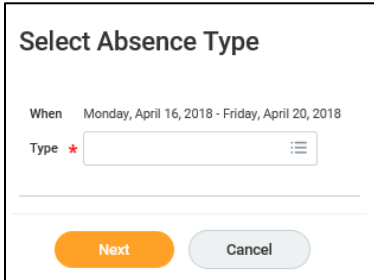

4. Using the **Absence Calendar**, you can click the days you would like to request away from work. They appear highlighted in blue here. To de-select, click on the day(s) a second time.
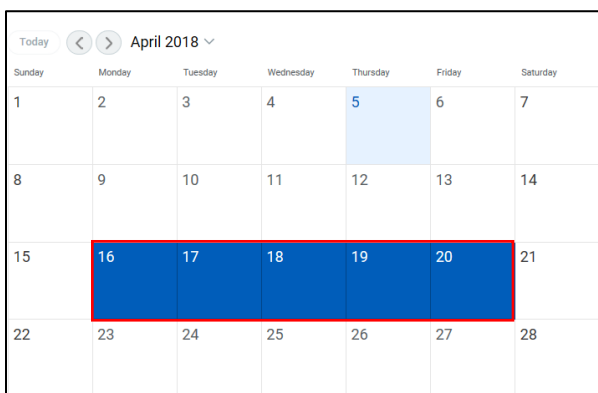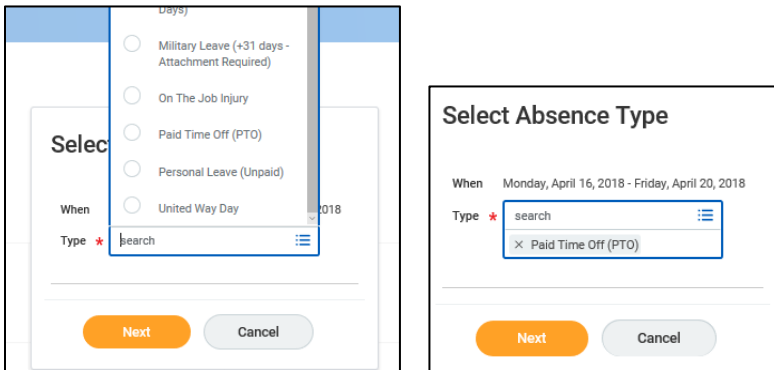
5. Next, click the orange **Request Absence** button in the bottom left-hand corner. This button will update with the number of days selected on the calendar.

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

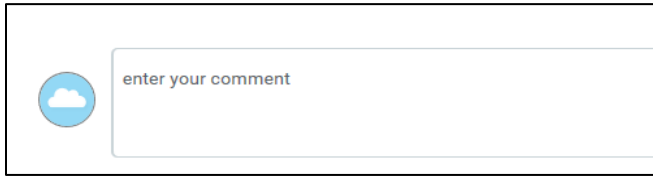**7.** In the pop-up window, click the **Absence** type from the dropdown menu.

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. As such, you will need to adjust the quantity to reflect the number of hours you would like to take off.

10. Here you can **Update All Quantities**, or change the individual quantity in the **Quantity per Day** column. Click **Done**.
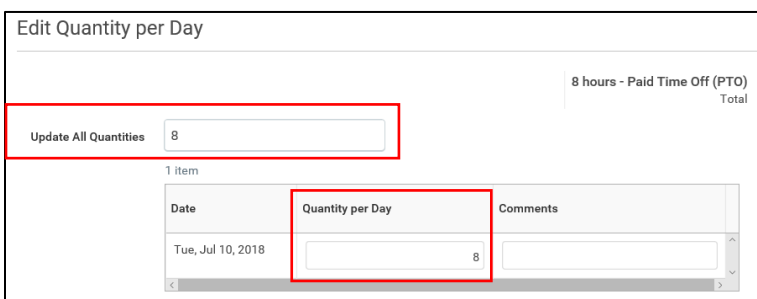
11. If you would like to include a comment in your entry, do so here. Otherwise, the comment will not be saved with your submission.

12. Click **Submit** to submit your request for supervisor approval.

13. Once approved you will receive a Workday Notification.