

Time Off Request

This job aid provides step-by-step instructions on how to enter a request for time off in Workday.



If you would like your time off protected under Family & Medical Leave, **it is a two-step process**: Step 1: Submit a time off request and Step 2: Submit a request to have the time off protected under Family & Medical Leave. See the job aid [Family & Medical Leave Request](#) to request protection.

Step 1: On the *Home* screen, click the **Absence** worklet.



Step 2: Click **Request, Cancel or Correct Absence**.

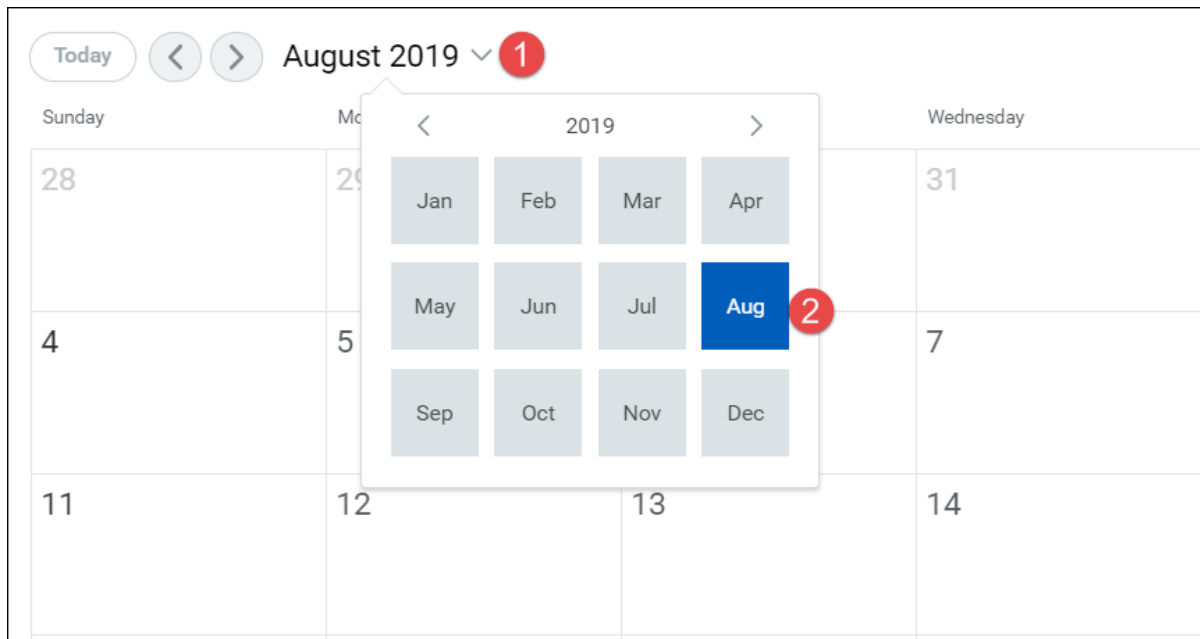


Absence Calendar

Click link below to go to your Absence Calendar.

[Request, Cancel or Correct Absence](#)

Step 3: On the *Absence Calendar*, click the **down arrow** prompt to navigate to the correct month (1). Click the **month** for the leave entry (2).



Step 4: Click on the **calendar dates** to select the day(s) for the absence (1). Selected days will turn dark blue. Click **Request Absence** to continue (2). Regularly scheduled days off should not be selected, as this would result in requesting time off on days you are not scheduled to work.

Balances

Balance as of 08/08/2019

Per Plan

Compensatory Time
Human Resource Analyst 1
135.13 Hours

Family & Medical Leave / FMLA - Hours
495.64 Hours

Family & Medical Leave / FMLA - Military Caregiver
1,073.88 Hours

Family & Medical Leave / FMLA - Parental Leave
495.64 Hours

Family & Medical Leave / OFLA - Bereavement
82.61 Hours

Family & Medical Leave / OFLA - Hours
495.64 Hours

Family & Medical Leave / OFLA - Military

Today < > August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	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	29	30	31

3 Days - Request Absence
2

Deselecting Dates: Depending on your work schedule, weekends may need to be deselected. To avoid requesting time off on your regularly scheduled days off, click on the date to deselect it.

Step 5: From the *Select Absence Type* menu, click the menu prompt to select the absence **Type** (1). From the *Position* menu prompt, select your base position (2) Note: if you only have one position this will auto populate. Click **Next** (3).

Select Absence Type

When Thursday, August 22, 2019 - Friday, August 23, 2019
Monday, August 26, 2019


Type * x Vacation ☰ 1

Position * x Human Resource Analyst 1 ☰ 2

3
Next

Cancel

Step 6: From the *Request Absence* screen, click the **Edit Quantity per Day** button (1) enter the adjusted **Quantity per Day** (2), enter **Start Time** (3) and **End Time** (4). Add a **Comment** (5). Click **Done** (6).



Quantity per Day defaults to 8 hours. When requesting less than or greater than 8 hours a day, *Edit Quantity per Day* and enter a *Start Time* and *End Time*.

Total 24 hours - Vacation

Request 2 items

	*From	*To	*Type	Quantity per Day	Total	
+	08 / 22 / 2019	08 / 23 / 2019	Vacation	8 hours	16 hours	Edit Quantity per Day
-	08/26/2019	08/26/2019	Vacation	8 hours	8 hours	Edit Quantity per Day 1

Edit Quantity per Day

4 hours - Vacation
Total

Update All Start Times: 08:00 AM

Update All End Times: 12:00 PM

Update All Quantities: 4

1 item

Date	Start Time 3	End Time 4	Quantity per Day 2	Comments 5
Mon, Aug 26, 2019	08:00 AM	12:00 PM	4	I will be in late this day.

Done 6
Cancel

Step 7: If you want to add another time off at this point, click the **+** icon (1). Click the **From** date box to add the time off start date (2). Click the **To** date box to add the time off end date (3). Click the **Type** field to select from the list of time off types (4).

Request 3 items

	*From	*To	*Type	Quantity per Day	Total	
+ 1	08 / 21 / 2019 2	08 / 21 / 2019 3	Vacation 4	8 hours	8 hours	Edit Quantity per Day
-	08/22/2019	08/23/2019	Vacation	8 hours	16 hours	Edit Quantity per Day
-	08/26/2019	08/26/2019	Vacation	4 hours	4 hours	Edit Quantity per Day

Step 8: Click in the **Comment** box at the bottom of the *Request Absence* screen to add an overall comment for the time off request. Click **Submit**.

Step 9: Click the **Submit** button at the bottom of the *Request Absence* screen to save all changes.

Submit
Cancel

Note:
 Time Off – vacation, sick, person business, etc. Employee requests route to the Manager.
 Absence – Family & Medical Leave (FML). Employee requests route to the Absence Partner.