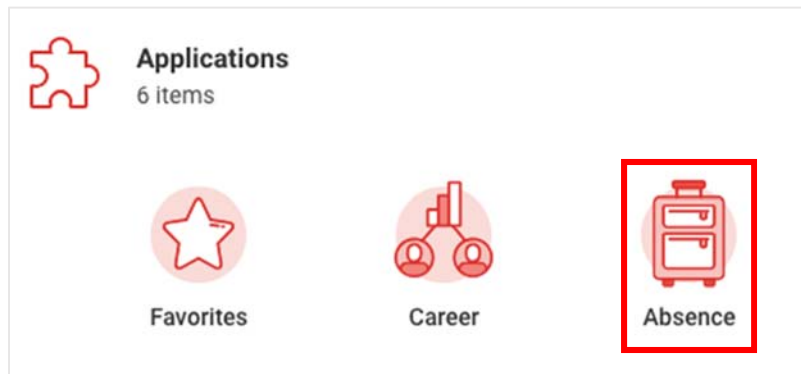


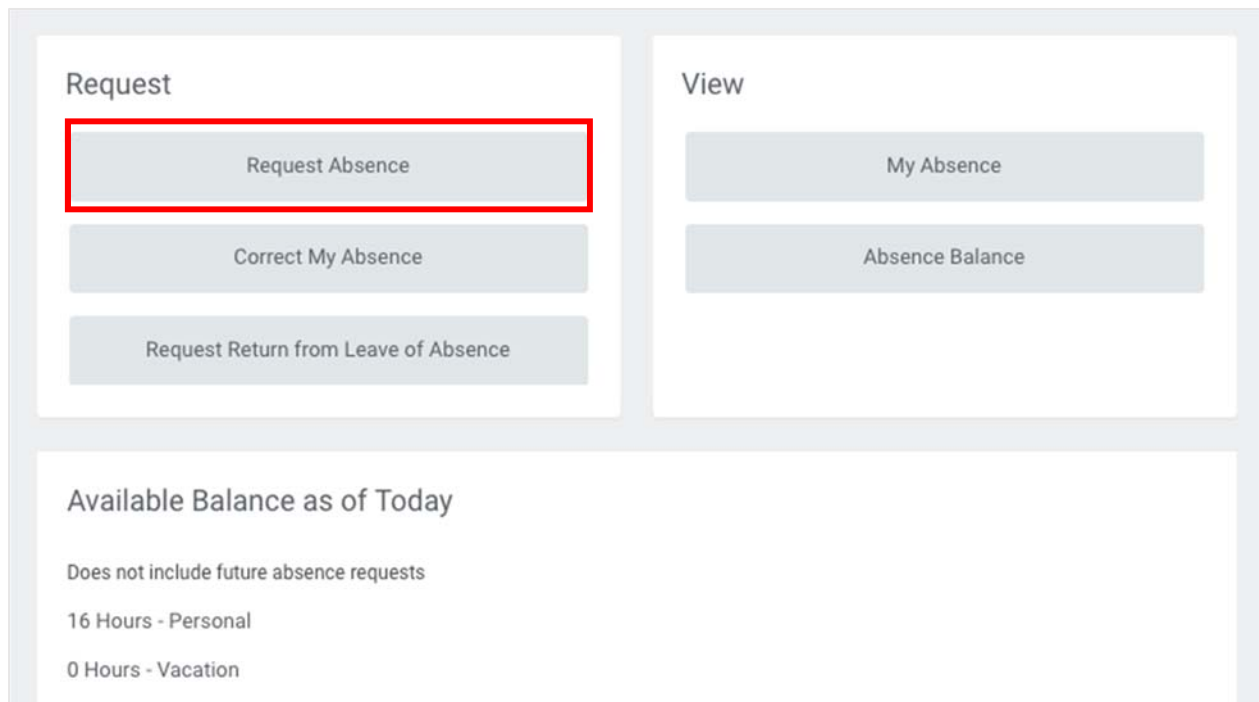
Request Time Off

1. In Workday, under *Applications*, click open the **Absence** worklet.



Note: Your available time off balances appear at the bottom of this screen. You can also see this information by clicking the **Absence Balance** button under *View*. Approved absence requests will adjust your available balances only after the date you've taken off has passed.


2. On the left, under *Request*, click **Request Absence**.



3. Your available time off balances also appear at the left of this screen, showing your balances as of today. You can click the *calendar* icon to choose a date in the future, to see how your balances will add up.
4. To select time to take off, in the future or in the past, click or click and drag to select days on the calendar (see below), or use the **Select Date Range** button.
5. After you've selected time, click the **# Days – Request Absence** button in the lower left.

Select Date Range

Balance as of

07 / 02 / 2018 

Per Plan

Personal

16 Hours

Vacation

0 Hours


Total

0 Days

16 Hours

Select Date Range

Balance as of

07 / 02 / 2018 

Per Plan

Personal

16 Hours

Vacation

0 Hours

Total

0 Days

16 Hours

Today < > July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday
1	2	3	4 Independence Day	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

2 Days - Request Absence

6. Choose the *Type* of absence you are requesting, then click **Next**.

Select Absence Type

When Monday, July 9, 2018 - Tuesday, July 10, 2018

Type * search
X Doctor Visit

Next Cancel

7. Click the **Edit Quantity per Day** button.

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	07 / 09 / 2018	07 / 10 / 2018	X Doctor Visit	0 hours	0 hours	Edit Quantity per Day

8. In the *Update All Quantities* field, enter the number of hours. You can change the number of hours per day in the individual *Quantity per Day* field. Click **Done**.

Edit Quantity per Day

6 hours - Doctor Visit
Total

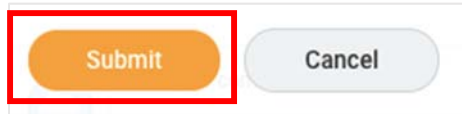
Update All Quantities 0

2 items

Date	Quantity per Day	Comments
Mon, Jul 9, 2018	4	
Tue, Jul 10, 2018	2	

Done Cancel

9. You can use the + button to add additional requests, or if you are done, click **Submit**. Notice that you can add a *Comment*, or upload a file. You can also **Cancel**.



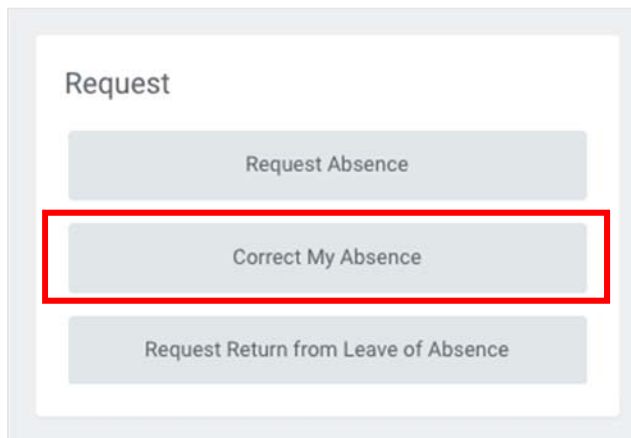
10. After you submit your request, an action item will be sent your manager's Workday Inbox, as well as an email notification that there is an item for approval in Workday. Your manager can **Approve** the request or **Send Back** the request with a comment. If the request is sent back, you can modify it and submit it again.

To check your request, click to open the request you made in the absence calendar. Scroll right and click the blue Details link. Approval will also appear in *Notifications* (bell icon in the upper right of the window).

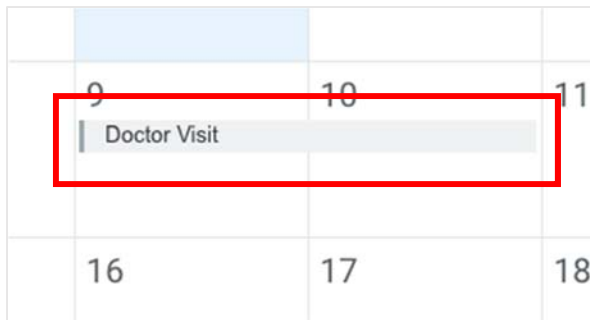
Cancel an Absence Request

Before your manager approves a request, you can cancel it and it will disappear from your manager's Workday Inbox.

1. In the *Absence* worklet, under *Request*, click **Correct My Absence**.

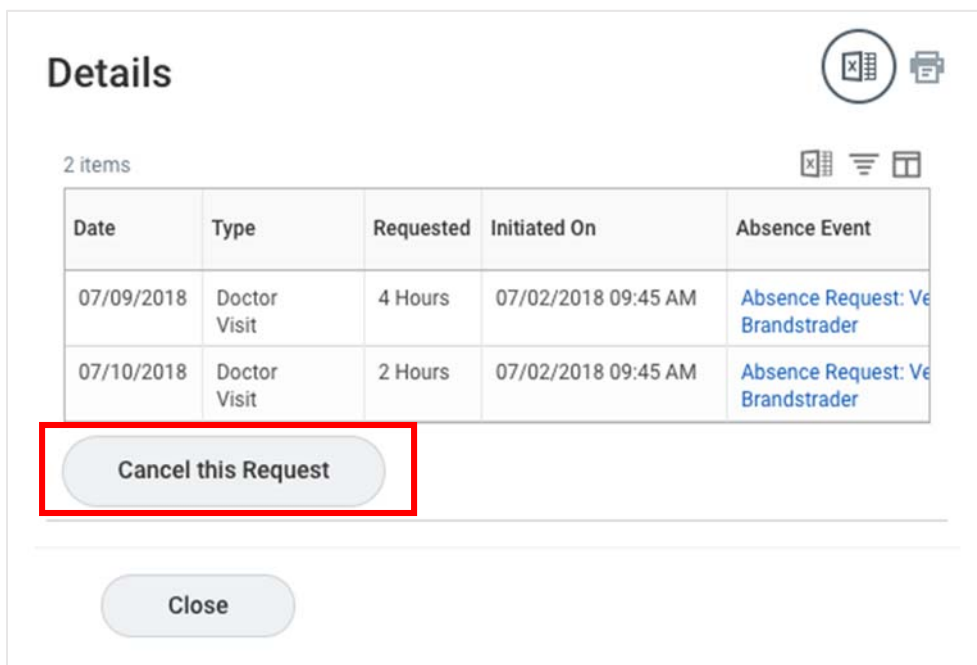


2. Find the request in the calendar. If it is gray, it is not yet approved. Click to open it.



9	10	11
Doctor Visit		
16	17	18

3. Click the **Cancel this Request** button. You can also click the **Close** button to close the window without taking any further action.



Details

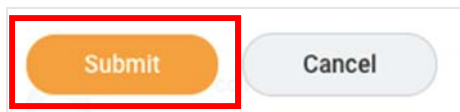
2 items

Date	Type	Requested	Initiated On	Absence Event
07/09/2018	Doctor Visit	4 Hours	07/02/2018 09:45 AM	Absence Request: Ve Brandstrader
07/10/2018	Doctor Visit	2 Hours	07/02/2018 09:45 AM	Absence Request: Ve Brandstrader

Cancel this Request

Close

4. Scroll down, and enter a comment (required). Then click **Submit**.



Submit **Cancel**

Change an Approved Absence Request

After your manager approves a request, you can still change it.

1. Following the directions above, find the request you would like to change. An approved request has a green checkmark. Click to open it.

Monday	Tue
2 ✓ Jury Duty	3
9	10

2. You can change the *Type* and/or the *Quantity per Day*. To choose a different day, remove the entire entry by clicking the – button, then submit a new request.

–	✓	Monday, July 2, 2018	Jury Duty	8 Hours
---	---	----------------------	-----------	---------

Type *

× Jury Duty

Quantity per Day

2

Unit of Time

Hours

Comment

3. Scroll down and click **Submit**. You can also **Cancel**.

Submit

Cancel

4. An action item will appear in your manager's Workday Inbox, and an email notification sent.