#### Chapter 5-03 Absence

# TIME OFF REQUESTS

This feature provides Salaried Exempt and Salaried Non-Exempt Employees (except Salaried Non-Exempt in Casa Grande and Salaried Exempt and Non-Exempt in Kent) the process to request time off. All time off requests will be routed to the requestor's Manager for approval.

During a Payroll processing week, time off requests are not allowed on Monday after 9 AM CT, Tuesday, or Wednesday while Payroll is processing. Any requests made during this time will be automatically suspended until Payroll is complete. Payroll will send a notification when the processing period is closed and the system is available again.

#### Time Off Request Reasons Include:

- Bereavement
- Intermittent FMLA
- Jury Duty
- Military (=<2 weeks)</li>
  \*If greater than 2 weeks Employee should be placed on a leave of absence
- Personal
- Sick
- Vacation
- Unpaid

#### Steps to request time off:

- 1. Sign in to Workday
- 2. Click Time Off and Leave.



**Note** that the home page configuration may differ from the one shown depending on the requestor's security access.



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3. Select the Request Time Off option.



4. The picture of a calendar will appear along with the Employee's vacation, sick, and personal holiday (if applicable) balances.



*Note*: The balance is as of the date shown in the field. To see future balances, change the date in the **as of** field.

🕶 🕨 May 2014					0	Days Selected Request Time Off
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	May 2014   Sunday   7   1   1	May 2014        Sunday      Monday        27      28        4      5        11      12	May 2014      Monday      Tuesday        Sunday      Monday      Tuesday        27      28      9        4      5      6        11      12      13	May 2014      Nonday      Tuesday      Wednesday        27      28      29      30        4      5      6      7        11      12      13      14	Nunday      Monday      Tuesday      Wednesday      Thursday        27      28      29      30      1        4      5      6      7      8        11      12      13      14      15	Nay 2014      May 2014      Monday      Tuesday      Wednesday      Thursday      Friday        27      28      29      30      1      2      2        4      5      6      7      8      9      2        11      12      13      14      15      16

5. Click on the day (or days) being requested.

Helpful Tips

*Note*: The cursor can be moved over numerous days to request more than one day. If an error is made requesting time off, click **Cancel** and the time off request will be removed from the calendar.

🕶 🕨 May 2014			
Sunday	Monday	Tuesday	Wednesda
27	28	29	30
4	5	6 Cancel	7
11	12	13	14

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6. Once the dates have been selected, click the **Request Time Off** button in the upper right corner of the calendar. Note that the two days requested appear beside the Request Time Off button.

				2	Days Selected Request Time Off
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3
5	6 Cancel //	7	8	9	10

7. A **Request Time Off** box will pop-up to populate the type of time off request. The requestor will also be required to populate the **Daily Quantity** field with the number of hours requested off for each day.

Туре 🚽	t search	< III	
Daily Quantity	ŧ 0		
Unit of Time	(empty)		
Comment			

8. Select the **Type** time off request by selecting <sup>(3)</sup>

Request T Martinez,	Tuesdav Time Off Jesus (7546) •••		Vednesdav Total: 0	Thu
When	Monday, May 05, 2014 - Tues	day, May 06, 2	014	
Туре	★ search		search	Q
Daily Quantity	* 0		Caregiver	*
Unit of Time	(empty)		Jury Duty	
Comment			Military Time Off	
			Sick	
			Sick - FMLA Medical (Self / Famil	y)
enter y	your comment Subm	it Cé	Unpaid Time Off	
			Vacation	
			Vacation - FMLA Medical (Self / Family)	-
27		28	29	

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9. The fields will populate as shown.

Mart	inez, Jesus (754	6) …	Total: 16 Hours
When	Monday, May 05	5, 2014 - Tuesday, May 06, 20	14
Туре	* Vacation	{≡	
Daily	Quantity * 8		
Unit o	f Time Hours		
Comn	nent		
			A Commence to 10
	enter your comment	Submit	Cel View Comments (D Process History Related Links

- 10. If the information is correct click
  - Click **Cancel** if the information is incorrect.
  - **Comments**, if applicable, may be added.
- After submitted, the selected dates will appear on the calendar. The notation Vacation In Progress indicates that the request is pending Manager approval. The Employee has completed the Time Off Request process.



12. The Employee may view all time off requests by clicking My Time Off on the Home Page



Time Off Balance

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#### 13. The following table will appear with pending and approved time off requests.

Time Off Requests	Time Off Balances as of	Current Date			
Time Off Requests 4 items					
Date	Day of the Week	Туре	Requested	Unit of Time	Status
05/06/2014	Tuesday	Vacation	8	Hours	In Progress
05/05/2014	Monday	Vacation	8	Hours	In Progress
04/03/2014	Thursday	Sick	8	Hours	Successfully Completed
04/02/2014	Wednesday	Sick	8	Hours	Successfully Completed

#### Manager Approval Step:

1. The time off request will appear in the Manager's Workday inbox as shown.

Actions (I)	
ACTIONS (1)	Notifications (10)
000	
Off Reque	est: Martinez, Jesus

2. The Manager has the option of Approving, Denying, or Sending Back the request to the requestor. A Deny response will cancel the request. It is recommended if there is a question about the request to use the Send Back option with comments.



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4. If the request is Approved, the Manager sees that the event was approved and the next step in the process is approval by the Absence Partner (generally the HR Partner).

	Success! Event approved Time Off Request: Martinez, Jesus (7546)
	Up Next
	Absence Partner
	Approval by Absence Partner
Þ	) Details and Process
	Done

5. The request, if made during a Payroll processing week (as in this example), will route to the HR Partner for approval after Payroll has processed. If the request is submitted during a Non-Payroll week or after payroll completes processing, the request will go directly to Payroll for processing in the next pay period.

Appr	ove Deny	Send Back	Cancel

#### **Requestor View of Time Off Request:**

1. The Employee is now able to see that the request for vacation on May 5 & 6 has been successfully completed!

Fime Off Requests 4 items					
Date	Day of the Week	Туре	Requested	Unit of Time	Status
05/06/2014	Tuesday	Vacation	8	Hours	Successfully Completed
05/05/2014	Monday	Vacation	8	Hours	Successfully Completed
04/03/2014	Thursday	Sick	8	Hours	Successfully Completed
04/02/2014	Wednesday	Sick	8	Hours	Successfully Completed

Date	Chapter Modified