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)
  If greater than 2 weeks Employee should be placed on a leave of absence

- Personal
- Sick
- Vacation
- Unpaid

Steps to request time off:
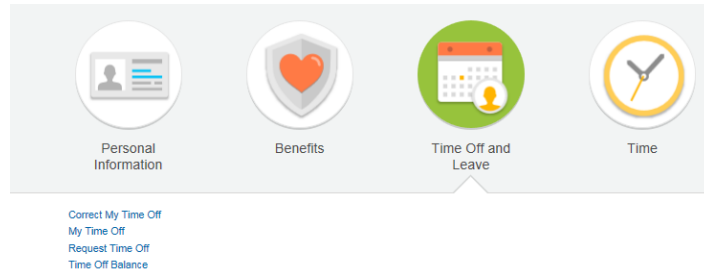
1. Sign in to Workday
2. Click **Time Off and Leave**.

Note that the home page configuration may differ from the one shown depending on the requestor's security access.
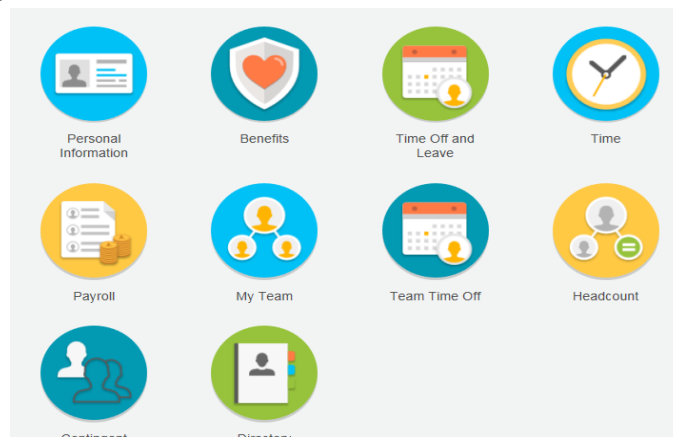
3. Select the **Request Time Off** option.

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.

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

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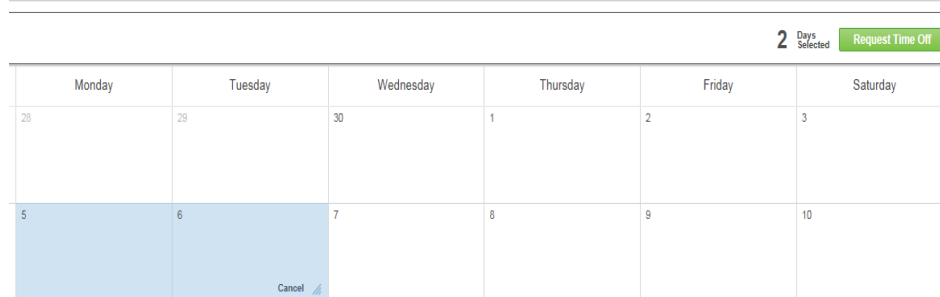
6. Once the dates have been selected, click the **Request Time Off** button in the upper right corner of the calendar. Note that the two days requested appear beside the Request Time Off button.

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.
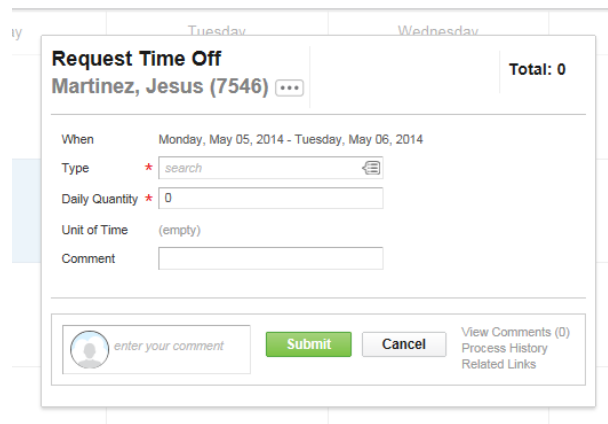
8. Select the **Type** time off request by selecting
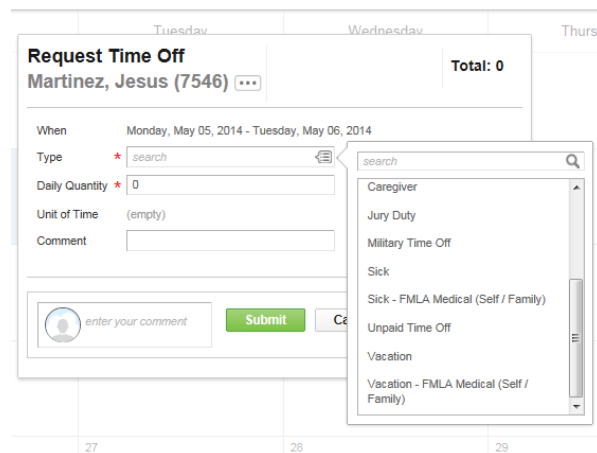
9. The fields will populate as shown.

10. If the information is correct click **Submit**
    - Click **Cancel** if the information is incorrect.
    - **Comments**, if applicable, may be added.

11. 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.
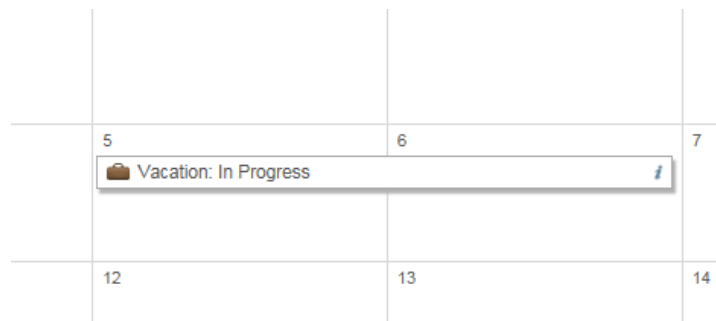
12. The Employee may view all time off requests by clicking **My Time Off** on the Home Page
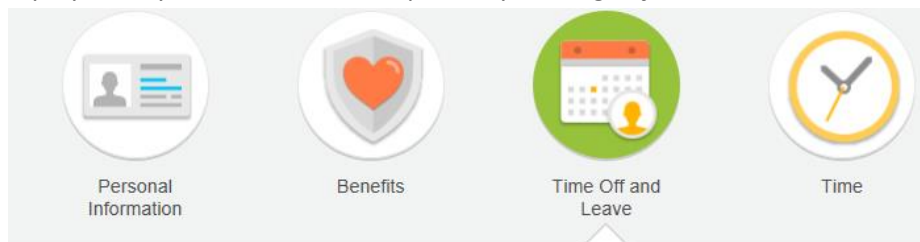
Correct My Time Off
My Time Off
Request Time Off
Time Off Balance

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

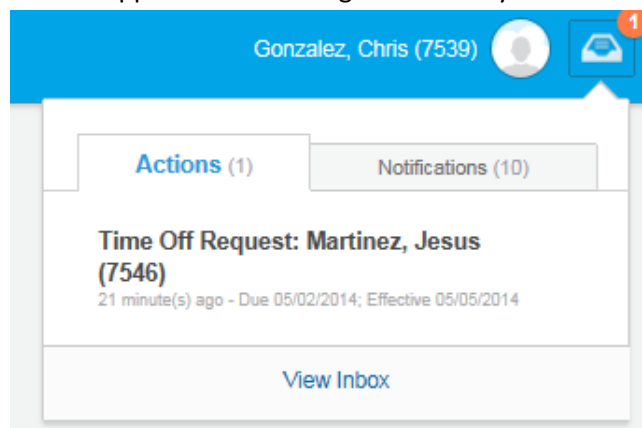| Date	Day of the Week	Type		Requested	Unit of Time	Status
05/06/2014	Tuesday	Vacation		8	Hours	In Progress
05/05/2014	Monday	Vacation		8	Hours	In Progress
04/03/2014	Thursday	Sick		8	Hours	Successfully Completed
04/02/2014	Wednesday	Sick		8	Hours	Successfully Completed

Manager Approval Step:

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

Gonzalez, Chris (7539)

Actions (1)   Notifications (10)

Time Off Request: Martinez, Jesus (7546)
21 minute(s) ago - Due 05/02/2014; Effective 05/05/2014
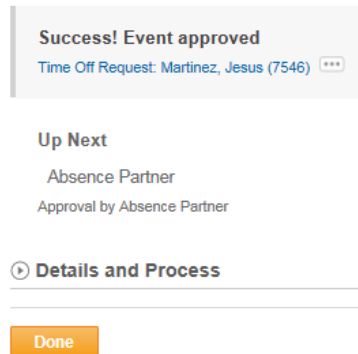
View Inbox

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.

enter your comment

Approve   Deny   Send Back   Cancel

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

▷ **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.

Approve   **Deny**   **Send Back**   **Cancel**
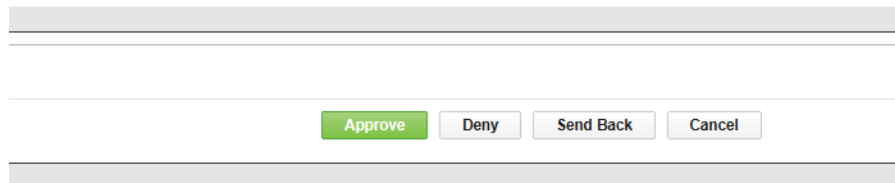
Requestor View of Time Off Request:

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

Time Off Requests 4 items

Date	Day of the Week	Type	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