

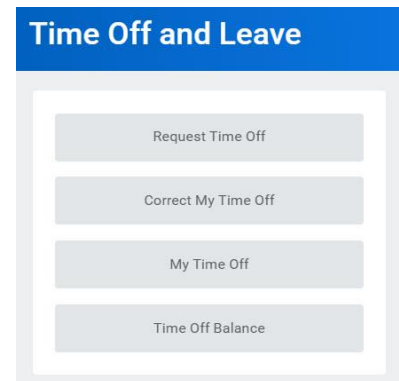
## Tip Sheet: Requesting Time Off

The Time Off and Leave worklet is where you go to request Vacation, Personal Holiday, Sick, and other time off hours. You also submit any time off corrections through this worklet. Please follow the steps below to enter your time off.

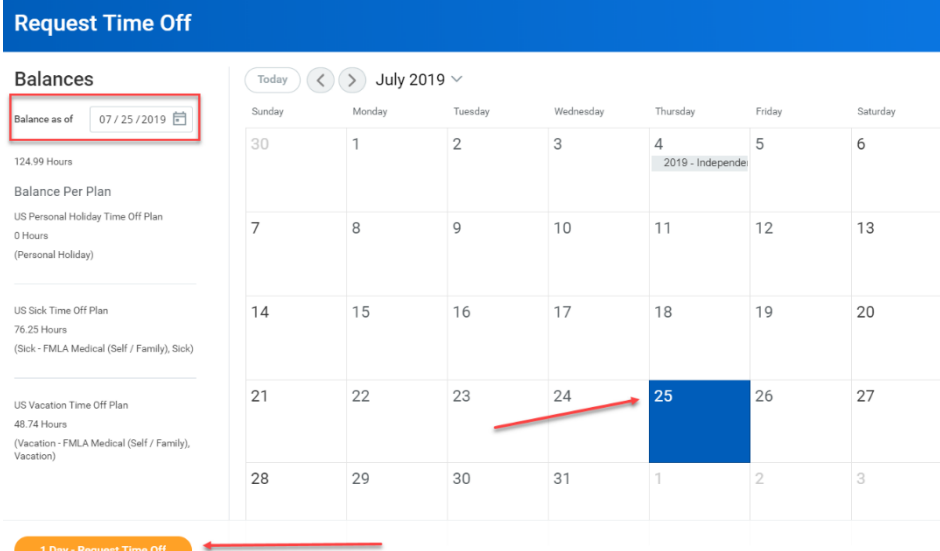
From your Workday Dashboard, select the **Time Off and Leave** worklet.



This will take you to a selection page where you can choose from four options. Select **Request Time Off**.



Next, you will progress to the calendar-style selection screen. Click on the day you wish to request the time off.



The screenshot shows the 'Request Time Off' interface. On the left, there is a 'Balances' section with a red box around the 'Balance as of' date '07 / 25 / 2019'. The main area is a calendar for July 2019. The date '25' is highlighted in blue, and a red arrow points to it from the bottom. Below the calendar, a summary bar shows '1 Day - Request Time Off' with a red arrow pointing to it.

Today	<	>	July 2019	▼		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4 2019 - Independence	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	1	2	3



**Note:** You can request multiple days at the same time as long as they are the same time type.

Once the Request Time Off window has opened, click the **Prompt** icon to bring up the different time **Types** you can request. Use the slider to scroll down to see all of the options available. Click on the time type you would like to request.



**Note:** Contact your local Human Resources department to verify your eligibility for Bereavement leave, FMLA leave, Jury Duty and Military time off.

The Daily Quantity will default to 8 hours automatically. If you wish to change this to a different number, click inside the box and modify the number.

Enter any comments you wish your supervisor to see and click the **Submit** button.

### Request Time Off

When Thursday, July 25, 2019

Type \*

Daily Quantity \* 0

Unit of Time (empty)

Comment

enter your comment

**Submit** Cancel

If you are requesting more than one day off, you can select multiple days on the calendar screen by dragging the cursor. Once your dates are highlighted, click the orange button at the bottom. This is only applicable if you are requesting the same number and type of hours for each of the days.

14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

5 Days - Request Time Off

Once you enter the daily hours and any comment, click the **Submit** button. Your request will route to your manager for approval.

**Important Note:** Submitting this time request initiates a process that includes many approval steps.

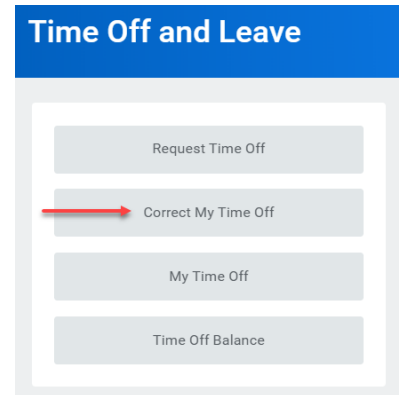


Please submit your time at the end of the week to ensure your supervisor and HR have enough time to approve your request prior to payroll processing on Monday morning. If your time submittal does not get approved prior to the payroll processing cutoff, that pay will hold over until the following pay period.

## Additional Actions in the Time Off and Leave Worklet:

From this worklet, you can also **Correct My Time Off** should you need to change an already approved time off request. You can modify the hours in a day to reduce the number or enter a zero to cancel the whole day.

Find the time off entry on the calendar that needs modification. This will open a window showing the total hours requested and the date. If your change applies to all dates, you can Select All by checking the box. Otherwise, select the individual day you wish to modify.



### Correct Time Off

Total  
40 Hours

Monday, July 22, 2019 - Friday, July 26, 2019

Select All  1 selected

Correct 5 items

	Select	Date	Type	Daily Quantity
⊖	<input type="checkbox"/>	Monday, July 22, 2019	Vacation	8 Hours
⊖	<input checked="" type="checkbox"/>	Tuesday, July 23, 2019	Vacation	8 Hours
⊖	<input type="checkbox"/>	Wednesday, July 24, 2019	Vacation	8 Hours
⊖	<input type="checkbox"/>	Thursday, July 25, 2019	Vacation	8 Hours
⊖	<input type="checkbox"/>	Friday, July 26, 2019	Vacation	8 Hours

Type: Vacation

Daily Quantity:

Unit of Time: Hours

Comment:

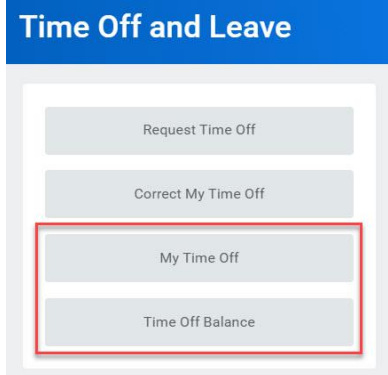
Enter the new daily quantity of hours (zero to cancel the whole day, or the necessary hours to cover a partial day off.) Lastly, enter any comment for your manager about why you are making this change and then click **Submit**.

The correction will go through the same approval process as your original time off request.

The other two options available in this worklet, **My Time Off** and **Time Off Balance**, let you view information related to your approved time off.

My Time Off will show you a list of time off requests you have submitted. Here you can see the status of your requests, as well as find any correcting entries you have made.

The Time Off Balance option will bring you to a screen where you will be required to click an **As Of** date. Use this field to see what your time off balances are now, or any date you navigate to in the future.



**Note:** *The Time Off Balance feature is especially useful if you want to see how much time you will have accrued at a future date, like the end of the payroll year. You can also use this field to see at what point in the future your accruals will reach your plan limit.*

**Your local Human Resources office is available to assist you with questions regarding your time off or provide policy information on eligibility requirements for some of the other time off types.**