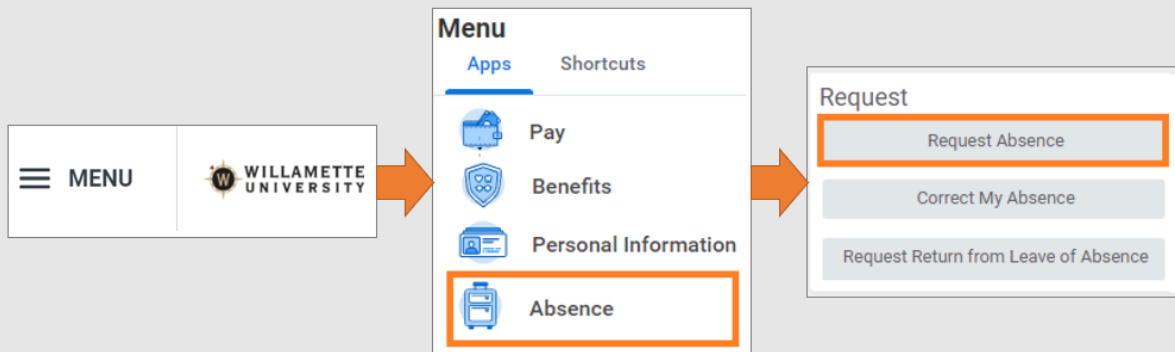
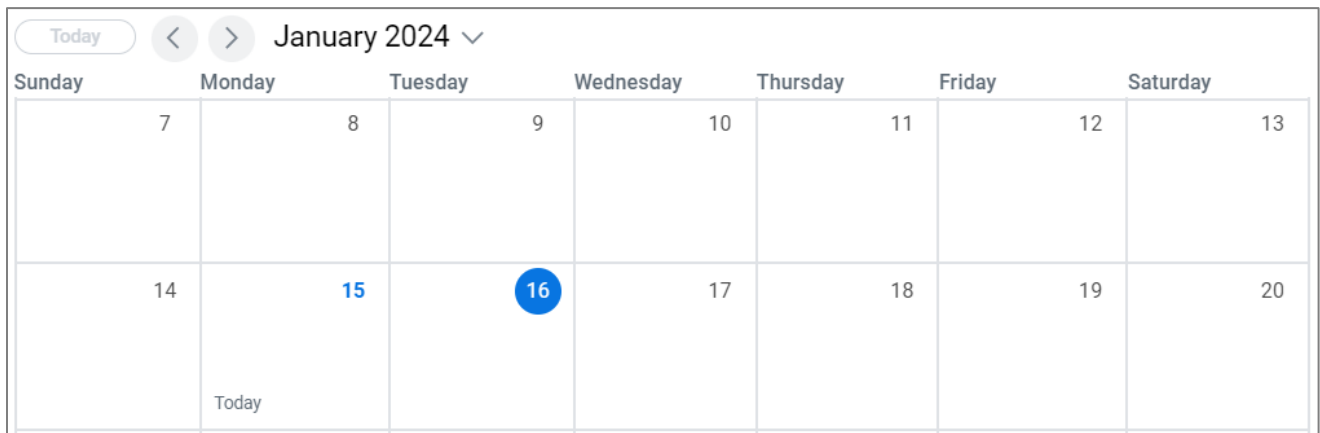


This job aid is for Willamette hourly staff who are eligible for pay in the event of a University Closure. Please note that students are not eligible for University Closure pay. If you are uncertain about your eligibility, please contact us at [hr@willamette.edu](mailto:hr@willamette.edu) for assistance.

1. Log in to Workday and click on the menu icon in the upper left-hand side of the home page. From the resulting list, select **Absence**. On the following page, select **Request Absence** under the Request column.



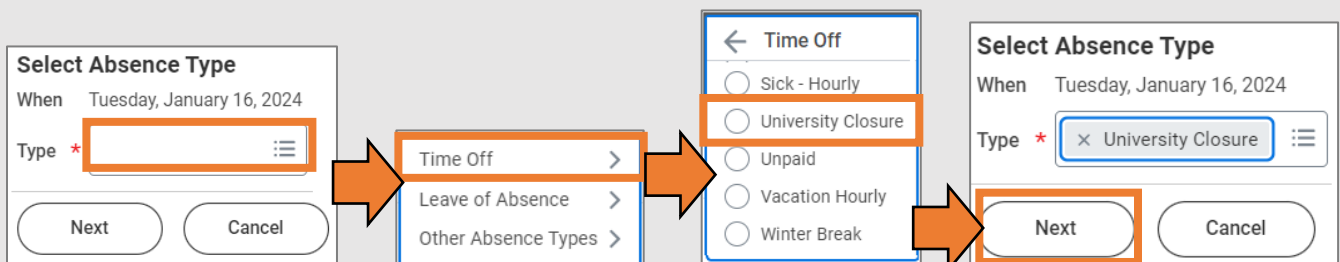
2. The Absence Calendar displays. Click on the day(s) of the closure. The date(s) you have selected will be highlighted in blue. In this example, just one day of closure occurred.



Click the orange **Request Absence** button located in the bottom left hand corner of the calendar when done.



3. Click in the **Type** field, and select **Time Off** from the resulting menu. Select **University Closure** from the list. Click **Next** to continue.



4. Next, click the **Edit Quantity per Day** button to indicate the number of hours you would have worked on the day of the closure

Request 1 item						
+	*From	*To	*Type	Quantity per Day	Total	
	01/16/2024	01/16/2024	× University Closure	0 hours	0 hours	<b>Edit Quantity per Day</b>

Enter the number of hours you will be off work for each day. If the amount is the same for each day, simply enter that number in the **Update All Quantities** box, and an equal number of hours will populate for each day. Click **Done**.

**Edit Quantity per Day** 8 hours - University Closure Total

Update All Quantities

1 item

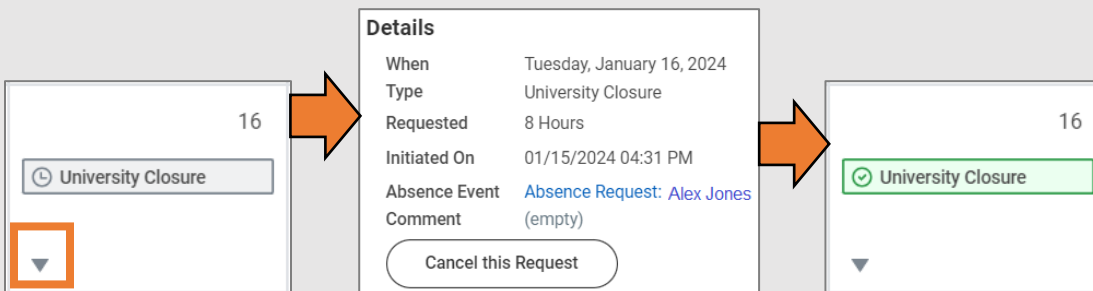
Date	Quantity per Day	Comments
Tue, Jan 16, 2024	<input type="text" value="8"/>	<input type="text"/>

The Quantity per Day and Total fields are now updated. Enter any comments as desired. Click **Submit**. You will receive a confirmation message that your request has been submitted and awaiting manager approval.

Request 1 item						
+	*From	*To	*Type	Quantity per Day	Total	
	01/16/2024	01/16/2024	× University Closure	8 hours	8 hours	<b>Edit Quantity per Day</b>

enter your comment

6. You will now see your absence displayed on the calendar in gray fill. You can see the details of the request by clicking on the down arrow in the bottom left corner of the date. When the request is approved by your manager, it will change to green fill on the calendar date.



**Note:** If you are an essential worker and your supervisor asked you to come in and work during the university closure, contact your supervisor to determine how to enter your hours.