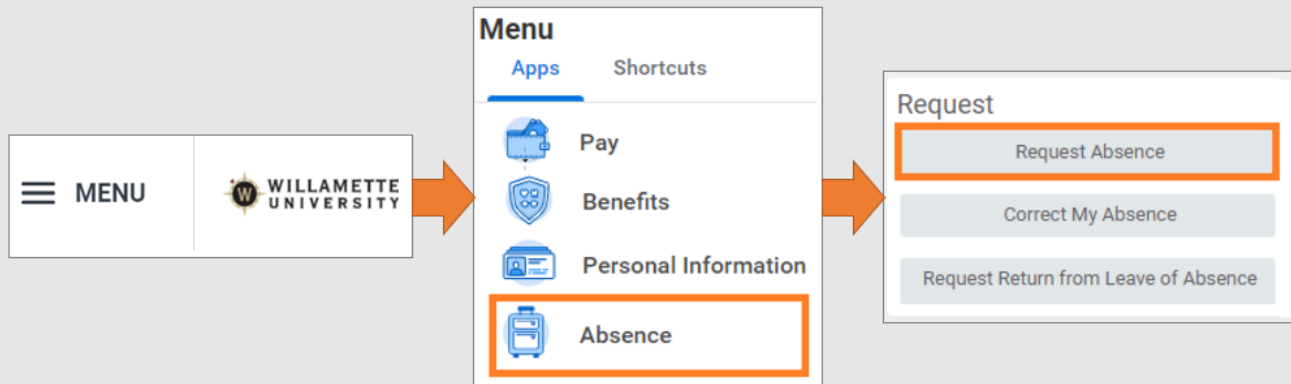


EMPLOYEE TIME OFF WORK ACTIVITIES

Submit Time Off Requests

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**.



2. The Absence Calendar displays. Click on the day(s) you wish to take off or click and drag to select multiple days. You can also click the **Select Date Range** button at the top left corner and enter an extended date range. The dates you have selected will be highlighted in blue.

Absence Calendar Mark Taylor ...

Click and drag on the calendar or select date range.

Select Date Range

Balances

Balance as of 09/12/2023

Per Plan

Personal Preference Time Off Plan
8 Hours
(Personal Preference Time)

Sick
80 Hours
(Sick Salary)

Vacation
96 Hours
(Vacation Salary)

Total
184 Hours

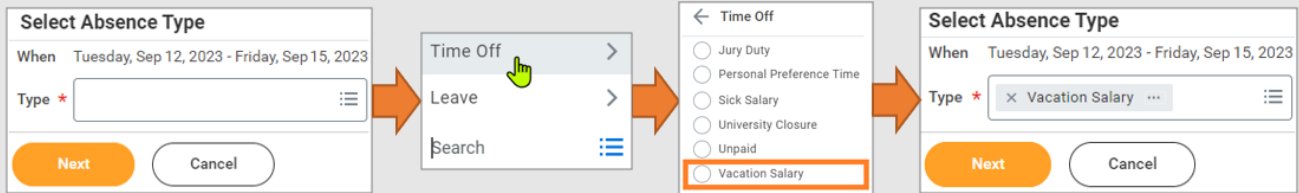
4 Days - Request Absence

Today < > September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Sep 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	Today					
17	18	19	20	21	22	23

Click the orange **Request Absence** button to continue.

- Click in the **Type** field, and select **Time Off** from the resulting menu. Then select the time off type from the list.* In this example, Vacation is used. Click **Next** to move to the next step.



*For an explanation of the time off options available to you, click [here](#).

- Next, click the **Edit Quantity per Day** button to indicate the number of hours per day you are requesting for your time off.

Total 0 hours - Vacation Salary						
Request 1 item						
	*From	*To	*Type	Quantity per Day	Total	
	09/12/2023	09/15/2023	x Vacation Salary	0 hours	0 hours	Edit Quantity per Day

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			32 hours - Vacation Salary
Update All Quantities			Total
8			
4 items			
Date	Quantity per Day	Comments	
Tue, Sep 12, 2023	8		
Wed, Sep 13, 2023	8		
Thu, Sep 14, 2023	8		
Fri, Sep 15, 2023	8		
Done			Cancel

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.

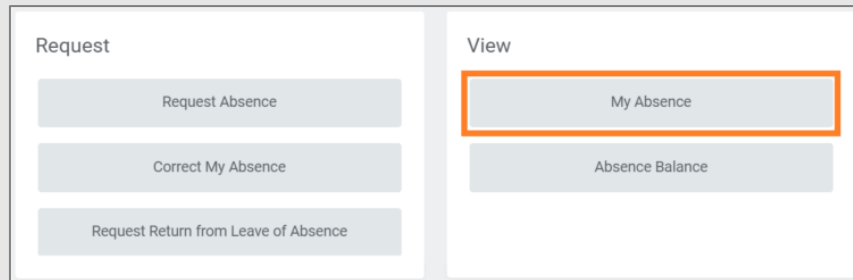
Request 1 item						
	*From	*To	*Type	Quantity per Day	Total	
	09/12/2023	09/15/2023	x Vacation Salary	8 hours	32 hours	Edit Quantity per Day
enter your comment						
<input type="text"/>						
Submit			Cancel			

- You will see your absence displayed on the calendar in gray. When it is approved by your manager, it will change to green.



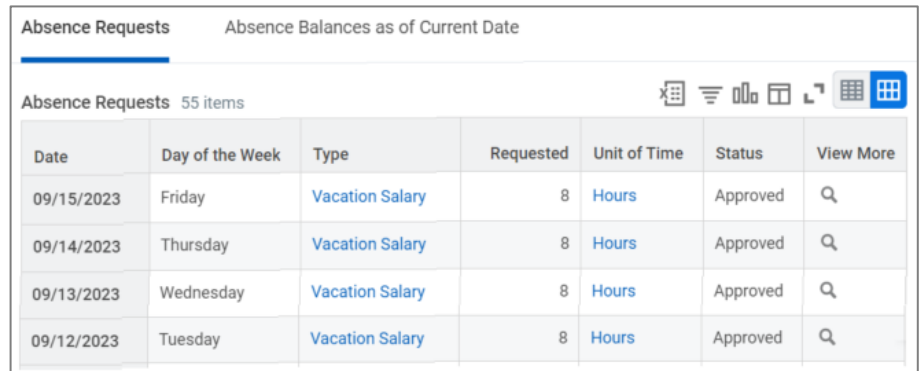
View Time Off

1. After entering the Absence application, click **My Absence** in the View section.



The screenshot shows two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'My Absence' (highlighted with an orange border) and 'Absence Balance'.

2. You will see a list of absence requests and their approval status on the resulting screen. If you wish to see a detailed list of your accrued time off time as of the current date, click the **Absence Balances as of Current Date** tab.

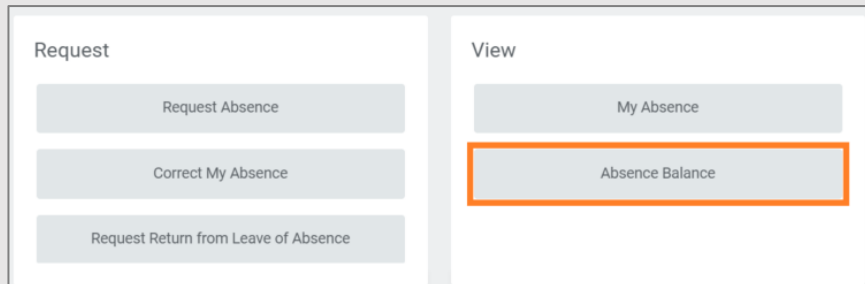


The screenshot shows a table titled 'Absence Requests' with 55 items. The 'Absence Balances as of Current Date' tab is selected. The table has the following columns: Date, Day of the Week, Type, Requested, Unit of Time, Status, and View More. The data rows are as follows:

Date	Day of the Week	Type	Requested	Unit of Time	Status	View More
09/15/2023	Friday	Vacation Salary	8	Hours	Approved	Q
09/14/2023	Thursday	Vacation Salary	8	Hours	Approved	Q
09/13/2023	Wednesday	Vacation Salary	8	Hours	Approved	Q
09/12/2023	Tuesday	Vacation Salary	8	Hours	Approved	Q

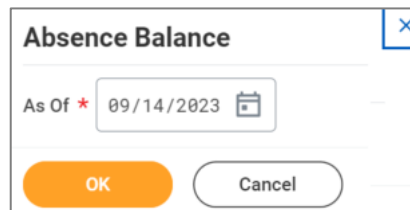
View Time Off as of a Certain Date

1. From the absence table, click **Absence Balance**.



The screenshot shows two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'My Absence' and 'Absence Balance' (highlighted with an orange border).

2. The date will default to the date of the request. Change the date to the desired future date. Click **OK**.



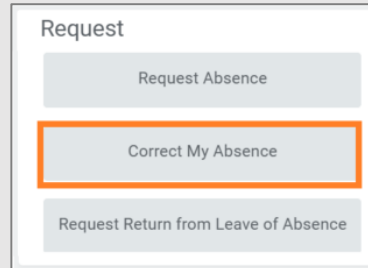
The screenshot shows a dialog box titled 'Absence Balance'. It has a close button (X) in the top right corner. Below the title, there is a label 'As Of *' followed by a date input field containing '09/14/2023' and a calendar icon. At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (white with grey border).

3. A report of your balance as of the date entered displays. Balances are adjusted to add future accruals that would take place up to the date entered.

Cancel a Submitted Time Off Request

Submitted time off requests that have not yet been approved can be canceled. Once approved, you must correct the request to cancel it.

1. From the absence table, click **Correct My Absence**.



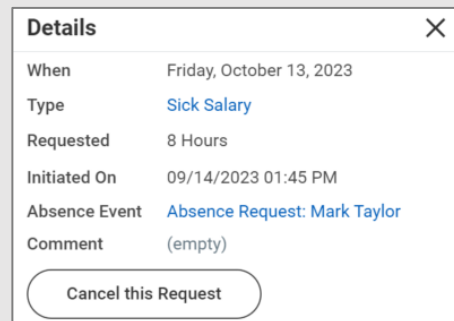
Request

- Request Absence
- Correct My Absence**
- Request Return from Leave of Absence

2. A calendar will display with your absences listed. Click on the time off entry that you wish to cancel.



3. A summary of your absence request will display. Click the **Cancel this Request** button.



Details ✕

When: Friday, October 13, 2023

Type: [Sick Salary](#)

Requested: 8 Hours

Initiated On: 09/14/2023 01:45 PM

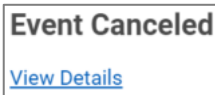
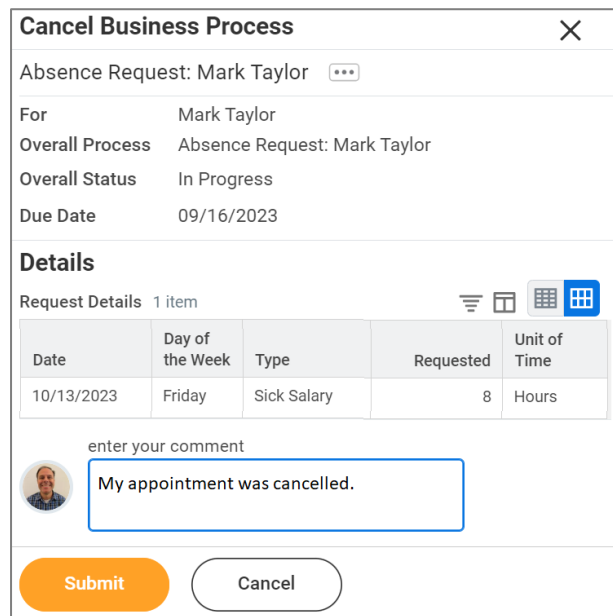
Absence Event: [Absence Request: Mark Taylor](#)

Comment: (empty)

[Cancel this Request](#)

4. A summary of the request you wish to cancel will appear. Enter a reason for the cancellation and click **Submit**. No further approval is required.

You will receive a confirmation that the absence event has been cancelled:

Cancel Business Process ✕

Absence Request: [Mark Taylor](#) ⋮

For: Mark Taylor

Overall Process: Absence Request: Mark Taylor

Overall Status: In Progress


Due Date: 09/16/2023

Details

Request Details 1 item ☰ 📅 🗒️ 🗃️

Date	Day of the Week	Type	Requested	Unit of Time
10/13/2023	Friday	Sick Salary	8	Hours

enter your comment



[Submit](#) [Cancel](#)

Modify/Cancel a Previously Submitted and Approved Time Off Request

1. From the absence table, click **Correct My Absence**.

Request

Request Absence

Correct My Absence

Request Return from Leave of Absence

2. A calendar will display with your absences listed. Click on the time off entry that you wish to cancel. Approved requests will be green with a check mark.

10	11	12	13	14	15	16
		<input checked="" type="checkbox"/> Vacation Salary				

- 3.

Select the day(s) you want to correct, or click the remove row icon to remove the days.

Enter the type if changing the type of absence. For example, changing an absence from vacation to sick time.

Enter an adjustment to the requested hours in the Quantity per Day field. Enter 0 if you would like to cancel the request.

Correct Absence

Mark Taylor ⋮

Total
32 Hours

Tuesday, September 12, 2023 - Friday, September 15, 2023

Select All 0 selected

Correct 4 items ⌵ ⌵

	Date	Type	Daily Quantity	Select
⊖	Tuesday, September 12, 2023	Vacation Salary	8 Hours	<input type="checkbox"/>
⊖	Wednesday, September 13, 2023	Vacation Salary	8 Hours	<input type="checkbox"/>
⊖	Thursday, September 14, 2023	Vacation Salary	8 Hours	<input type="checkbox"/>
⊖	Friday, September 15, 2023	Vacation Salary	8 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

> **Details**

enter your comment

Click **Submit**. You will receive a confirmation that your change has been entered.

Have questions or need assistance? Contact hr@willamette.edu for help.