



Overview:

This job aid provides step-by-step guidance on how to view time off balances, request time off and correct time off requests.

Employees can request time off through Workday.

Before Starting:

Before you request time off, please review your time off balances to ensure you have the appropriate number of hours available.

This job aid covers the following:

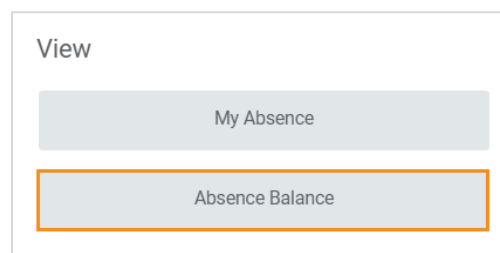
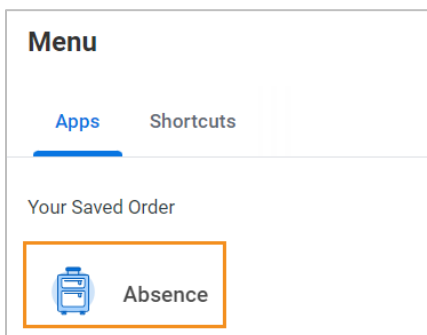
- [View Time Off Balances](#)
- [Request Time Off](#)
- [Correct Time Off Request](#)

View Time Off Balances

1. From the Workday homepage, select **Menu** in the top left-side of the page.



2. Click the **Absence** application. In the View section, click **Absence Balance**.



Request Time Off

Audience: Employee



3. The **As Of** date defaults to today.

Note: You can change the **As Of** date to view time off balances in the future. Click **OK**.

Absence Balance

As Of * 04/05/2023

OK Cancel

4. The system displays your time off balances based on the **As Of** date you selected.

Absence Balance

 Mollie Manager

Balance As Of Date 12/31/2023

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 3 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period	
Comp Time Over Limit	Hours	0	0	0	0	0	0	0	0	0	12/23/2023 - 01/05/202 weekly)	
Holiday Compensatory	Hours	0	0	0	0	0	0	0	0	0	12/23/2023 - 01/05/202 weekly)	
Weight Loss Incentive	Hours	0	0	0	0	0	0	0	0	0	12/01/2023 - 12/31/202 (Monthly)	
									Total:	0	0	

Request Time Off

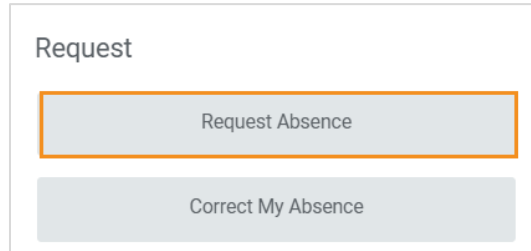
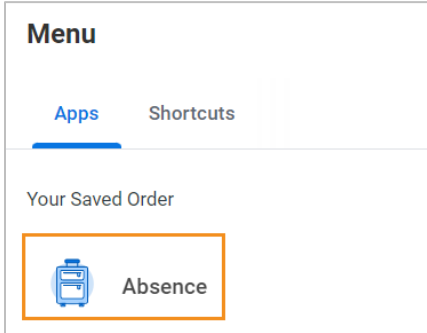
1. From the Workday homepage, select **Menu** in the top left-side of the page.

Request Time Off

Audience: Employee



2. Click the **Absence** application. In the Request section, click **Request Absence**.



3. Your current balances as of today appear on the left. You can see projected balances for a future date by changing the **Balances as of** date.

a. Select the day(s) you want to request time off.

Hint: You can select multiple days in a row by clicking and dragging across the desired days.

b. Click **Request Absence**.

Absence Calendar Molli Manager

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 04/05/2023

Per Plan

- Comp Time Over Limit 0 Hours
- Holiday Compensatory 0 Hours
- Weight Loss Incentive 0 Hours

Today < > April 2023

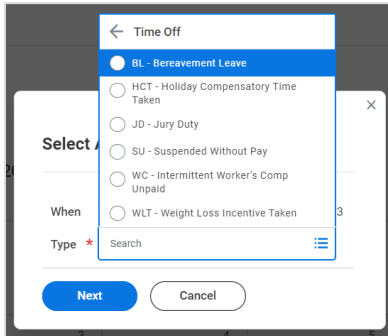
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27	28	29	30	31	Apr 1	
2	3	4	5	6	7	8	
9	10	11	Today	12	13	14	15
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

2 Days - Request Absence

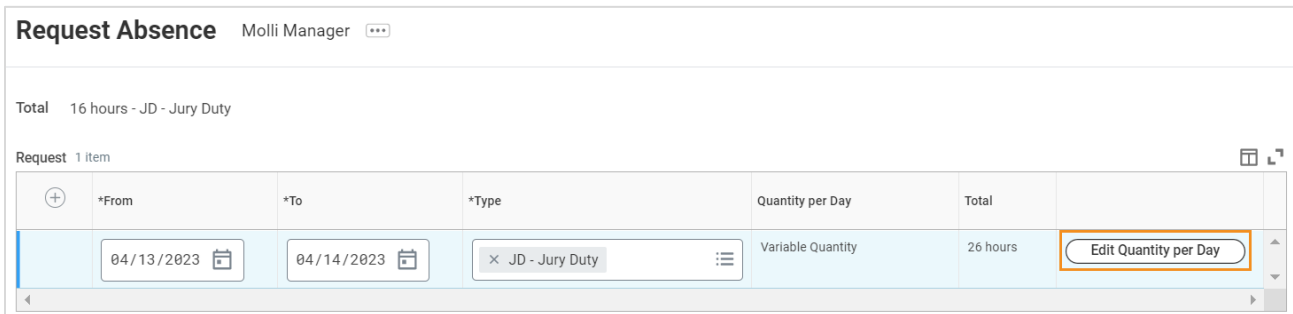
Request Time Off
Audience: Employee



4. Click in the **Type** field, then select the appropriate absence type. Click **Next**.



5. To edit the hours, click the **Edit Quantity per Day** button.



6. Edit the hours for each day of time off you are requesting.

Hint: If you are requesting multiple days and each day has the same number of hours, enter the number of hours in the **Update All Quantities** field.

Click **Done**.

Request Time Off

Audience: Employee



Edit Quantity per Day

16 hours - JD - Jury Duty
Total

Update All Quantities

2 items

Date	Quantity per Day	Comments
Thu, Apr 13, 2023	<input type="text" value="8"/>	<input type="text"/>
Fri, Apr 14, 2023	<input type="text" value="8"/>	<input type="text"/>

7. Click **Submit**. Your absence request is sent to your manager for approval.

Request Absence

Molli Manager

Total 16 hours - JD - Jury Duty

Request 1 Item

+	*From	*To	*Type	Quantity per Day	Total	
	<input type="text" value="04/13/2023"/>	<input type="text" value="04/14/2023"/>	<input type="text" value="JD - Jury Duty"/>	8 hours	16 hours	<input type="button" value="Edit Quantity per Day"/>

Attachments

Drop files here

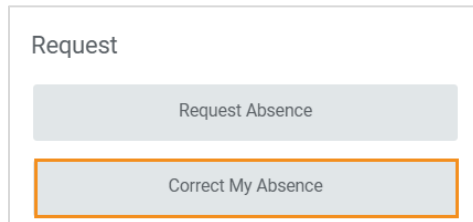
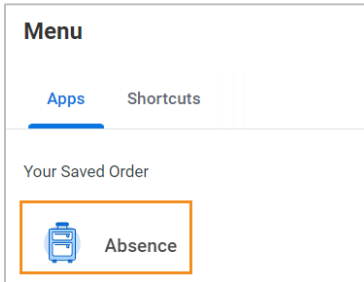
Correct Time Off Request

1. From the Workday homepage, select **Menu** in the top left-side of the page.

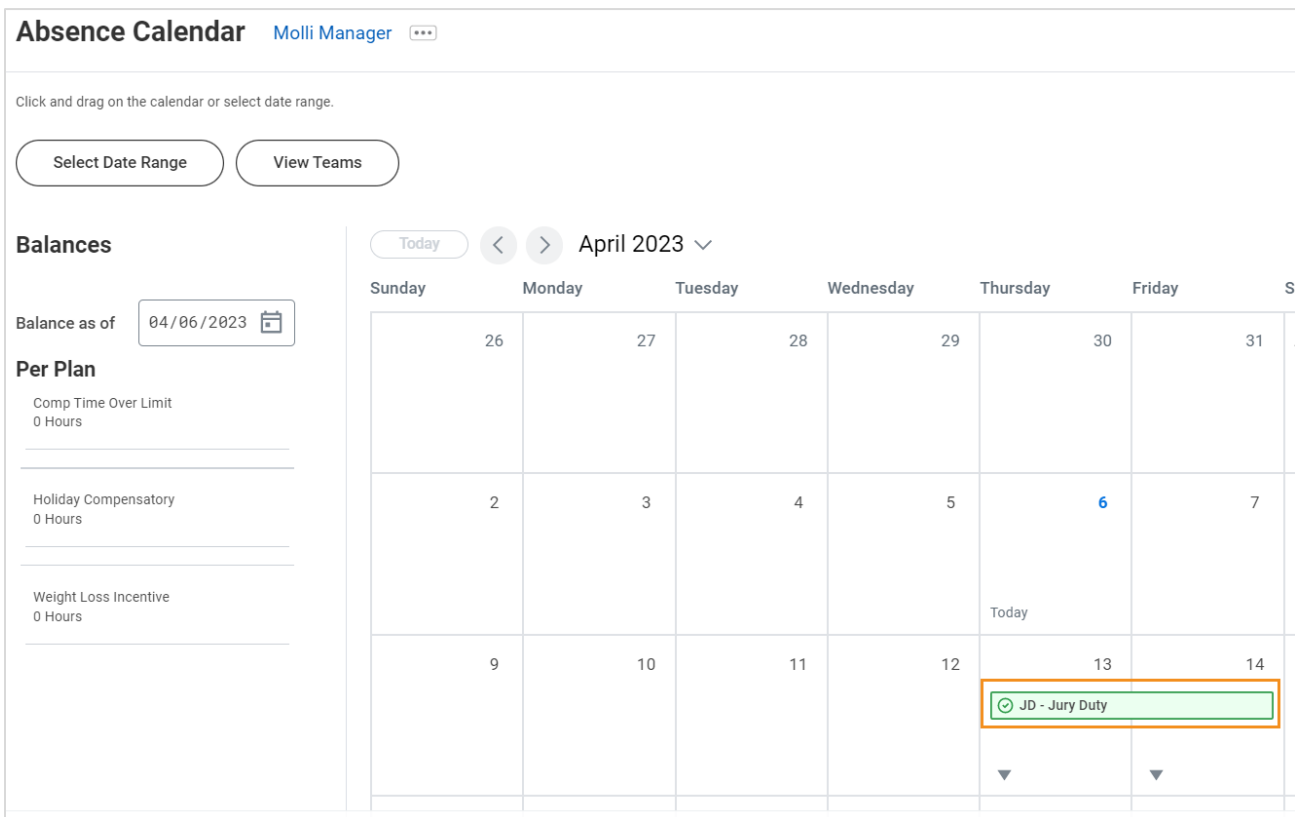
Request Time Off
Audience: Employee



2. Click the **Absence** application. In the Request section click **Correct My Absence**.



3. Click the date(s) you want to correct. Unapproved requests will be gray and approved requested will be green.



4. Make the appropriate corrections to date(s), Type or Quantity, then click **Submit**.

Request Time Off

Audience: Employee



Correct Absence Molli Manager ⋮

Total
16 Hours

Thursday, April 13, 2023 - Friday, April 14, 2023

Select All 0 selected

Correct 2 items ⌵ ⌲

	Date	Type	Daily Quantity	Select
⊖	Thursday, April 13, 2023	JD - Jury Duty	8 Hours	<input type="checkbox"/>
⊖	Friday, April 14, 2023	JD - Jury Duty	8 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

Your time off corrections are sent to your manager for approval.

Note: If the request is not yet approved by your manager, you will be given the option to cancel the request.

Absence Calendar Molli Manager ⋮

Click and drag on the calendar or select date range.

Balances

Balance as of 📅

Per Plan

Comp Time Over Limit
0 Hours

Holiday Compensatory
0 Hours

Weight Loss Incentive
0 Hours

Today < > April 2023 ⌵

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	26	27	28	29	30	31
	2	3	4	5	6 Today	7
	9	10	11	12	13	14
	16	17	18	19	20	21

Request Time Off

Audience: Employee



Details ✕ PDF

When Thursday, April 13, 2023 - Friday, April 14, 2023

Type JD - Jury Duty

Requested 16 Hours

Initiated On 04/06/2023 09:32 AM

Absence Event [Absence Request: Mollie Manager](#)

Comment (empty)

[Cancel this Request](#)

[Close](#)