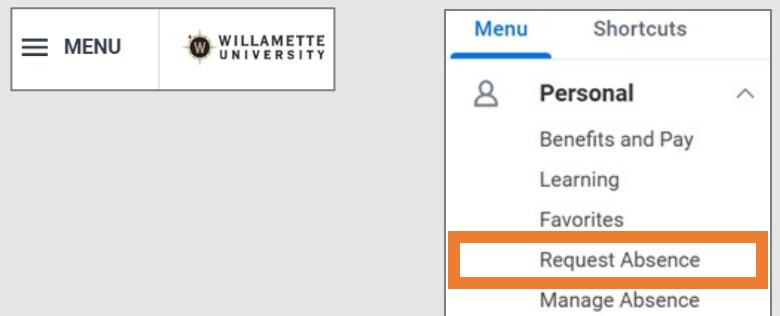


EMPLOYEE TIME OFF WORK ACTIVITIES

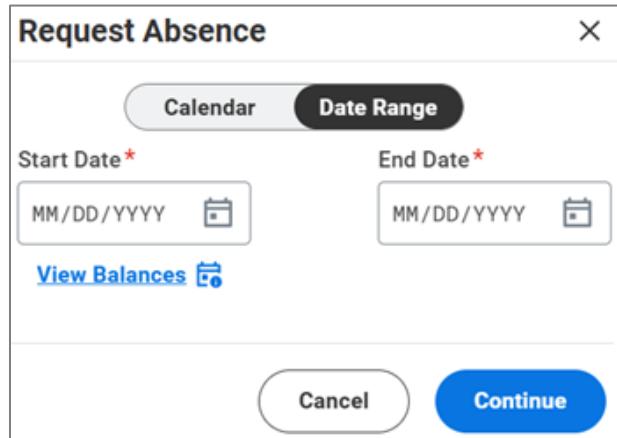
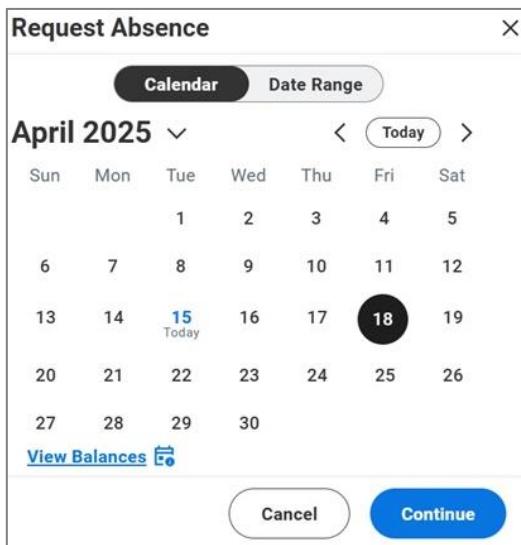
Submit Time Off Requests

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 **Request Absence** within the Personal section.



2. A pop-up Request Absence calendar displays. Click on each day you wish to take off. If you wish to request a longer period of absence, click the **Date Range** tab and enter the start and end date for the absence. You may also click the **View Balance** link to verify that you have enough accrued time off to take the days off requested.



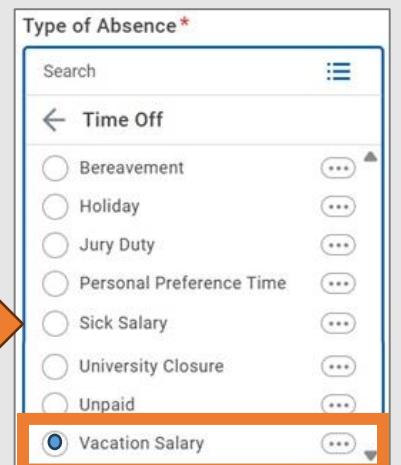
When done indicating the days requested off, click **Continue**.

3. On the resulting screen, click in the **Type of Absence** 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](#).



4. Enter the number of hours taken off daily in the Hours (Daily) field. As desired, you may enter a general comment or a specific comment to the person approving the time off.

Click Submit Request when done.

← Request Absence ×

Fri, Apr 18

Type of Absence*
Vacation Salary

Hours (Daily)
8

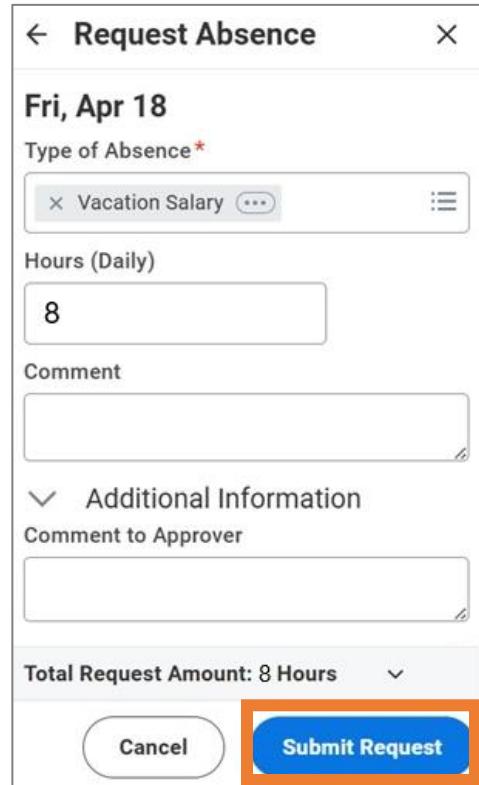
Comment

Additional Information

Comment to Approver

Total Request Amount: 8 Hours

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

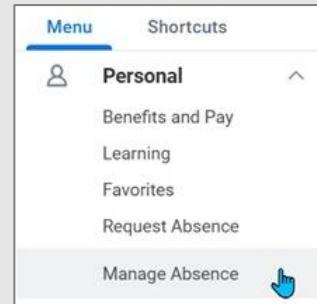


5. You will receive a confirmation of the submission, and the request will be forwarded to your manager's task box for approval.

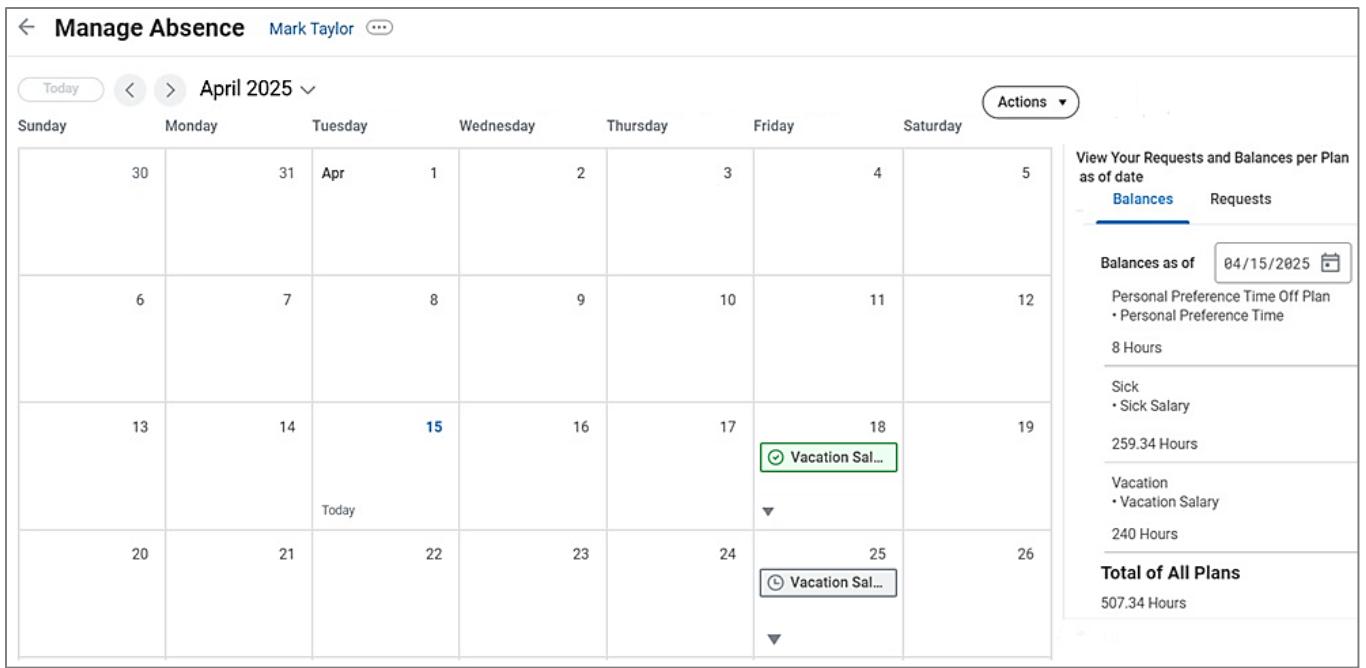
Success! Request Submitted
[Go to Calendar](#)

View Time Off

1. To view current time off work requested, click Menu in the upper left corner of the Workday home page and select **Manage Absence** from the resulting menu.



2. You will be led to a calendar for the current month. Absences that have been approved will appear green, and those waiting for approval will be gray.



Manage Absence Mark Taylor

Today April 2025

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

View Your Requests and Balances per Plan as of date

Balances as of 04/15/2025

Personal Preference Time Off Plan

- Personal Preference Time

8 Hours

Sick

- Sick Salary

259.34 Hours

Vacation

- Vacation Salary

240 Hours

Total of All Plans

507.34 Hours

3. To the right of the calendar, a summary of your current time off balances is displayed. You can view your future balance or a balance in the past by adjusting the date in the Balance as of calendar.

Click the **Requests** tab to view historical absences for the last six months and future absences one year out from the current date.

View Your Requests and Balances per Plan as of date

Balances Requests

Balances as of 04/15/2025

Personal Preference Time Off Plan

- Personal Preference Time 8 Hours

Sick

- Sick Salary 80.00 Hours

Vacation

- Vacation Salary 80.00 Hours

Total of All Plans

168 Hours

View Your Requests and Balances per Plan as of date

Balances Requests

These are your requests from the past 6 months and for the next 12 months.

November

- Fri, Nov 1, 2024
- Mon, Nov 4, 2024
- Vacation Salary

Total 16 Hours Approved

January

- Tue, Jan 28, 2025 – Wed, Jan 29, 2025
- Sick Salary

Total 8 Hours Approved

April

- Fri, Apr 18, 2025
- Vacation Salary

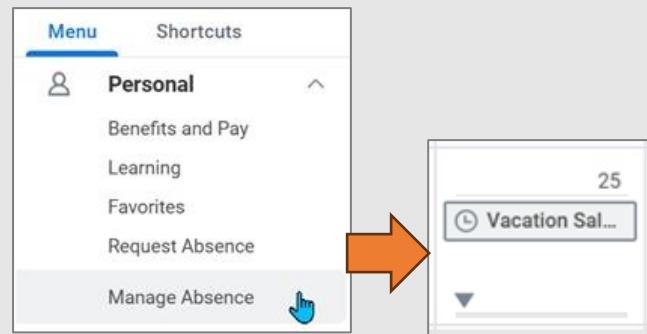
Total 8 Hours Submitted

Cancel Time Off Request

Request Submitted but Not Yet Approved by Manager

1. Go to Menu and select Manage Absence. The absence calendar will display.

Click the absence displayed in the calendar.



Menu Shortcuts

Personal

- Benefits and Pay
- Learning
- Favorites
- Request Absence
- Manage Absence

2. A summary of your absence request will display. Click **Cancel Absence**.

Absence Entries

Request Amount 8 Hours

Request History Absence Request: Mark Taylor

In Progress

Status Submitted

Request Dates Fri, Apr 25, 2025

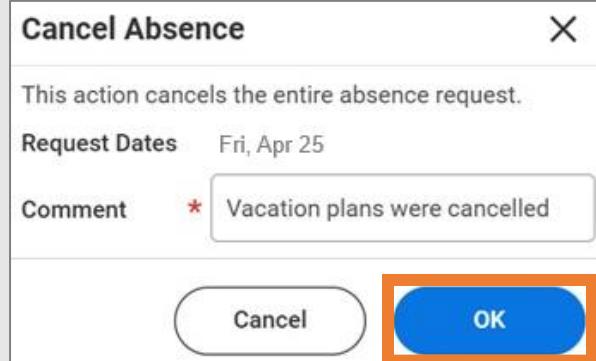
Type of Absence Vacation Salary

Duration per Day 8 Hours

Awaiting Action By Dana Monaghan

Cancel Absence

3. Enter a cancellation reason in the Comment field and click OK.



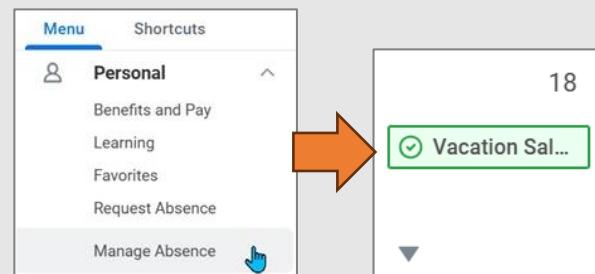
4. You will receive a confirmation that the absence event has been cancelled.

Event Canceled
[View Details](#)

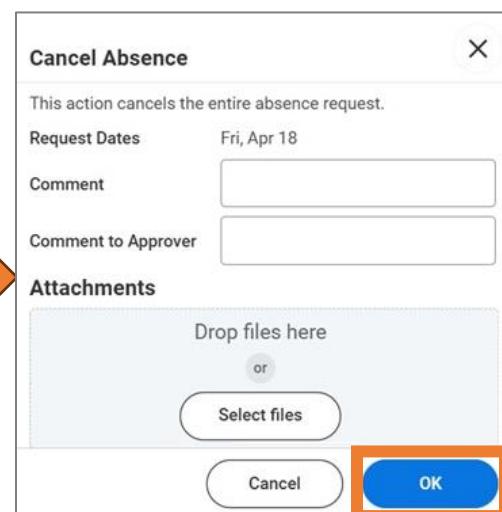
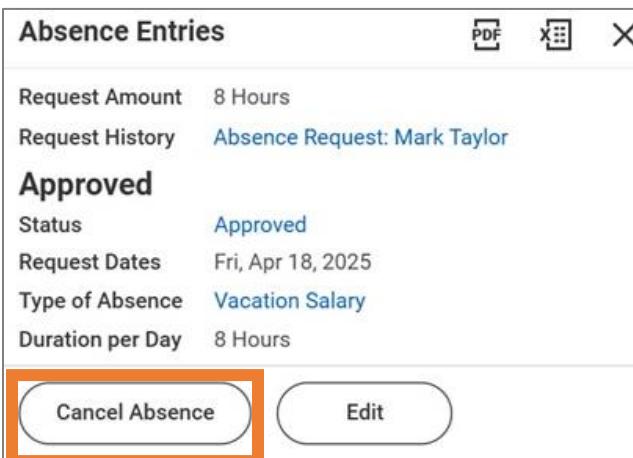
Cancel/Modify an Approved Time Off Request

1. Go to Menu and select **Manage Absence**.

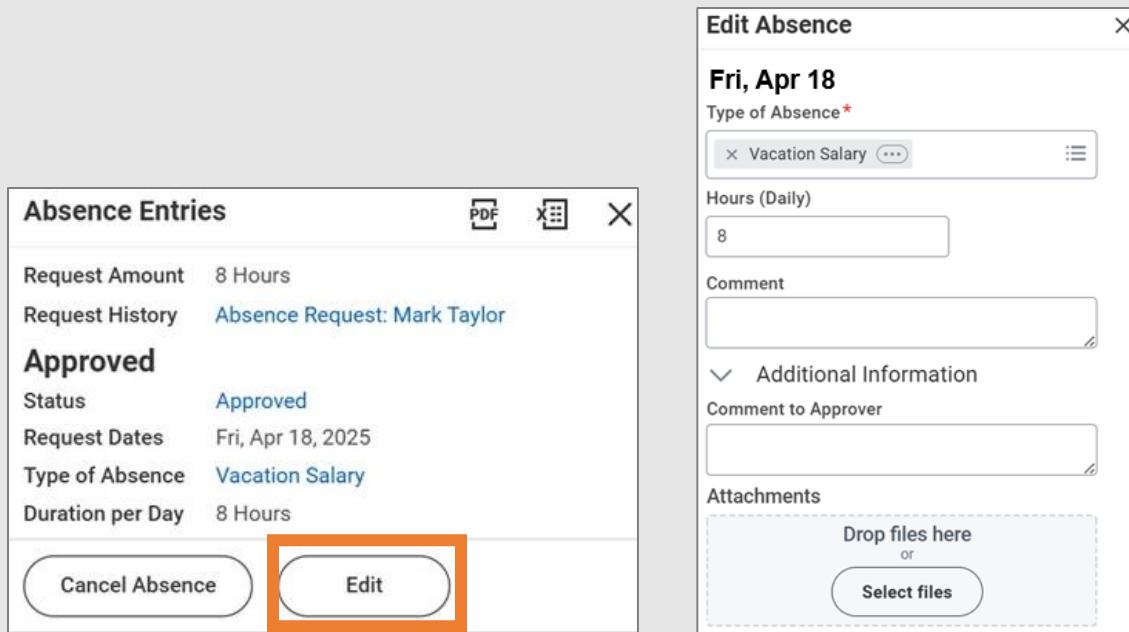
A calendar will display with your absences listed. Click on the time off entry that you wish to cancel. Approved requests will be green.



2. To cancel the time off, click **Cancel Absence**. On the following screen enter comments or attachments as desired and click OK. The time off display on the calendar will change from green to gray. The time off request will disappear from your calendar once your manager approves it.



3. To change the time off request, click **Edit**. In the resulting screen click in the Type of Absence field to change the time off category. Click in the Hours (Daily) field to change the number of hours requested off. Add comments or an attachment as desired. Upon making a change, the Submit Request button appears. Click it to forward the request to your manager for approval.



Absence Entries

Request Amount: 8 Hours

Request History: Absence Request: Mark Taylor

Approved

Status: Approved

Request Dates: Fri, Apr 18, 2025

Type of Absence: Vacation Salary

Duration per Day: 8 Hours

Cancel Absence **Edit**

Edit Absence

Fri, Apr 18

Type of Absence **Vacation Salary**

Hours (Daily) **8**

Comment

Additional Information

Comment to Approver

Attachments

Drop files here or Select files

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