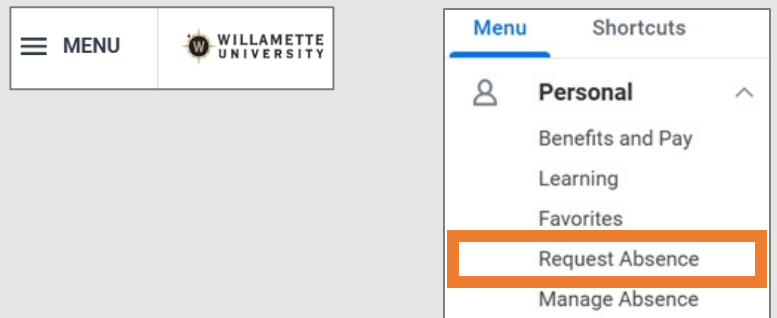


EMPLOYEE TIME OFF WORK ACTIVITIES

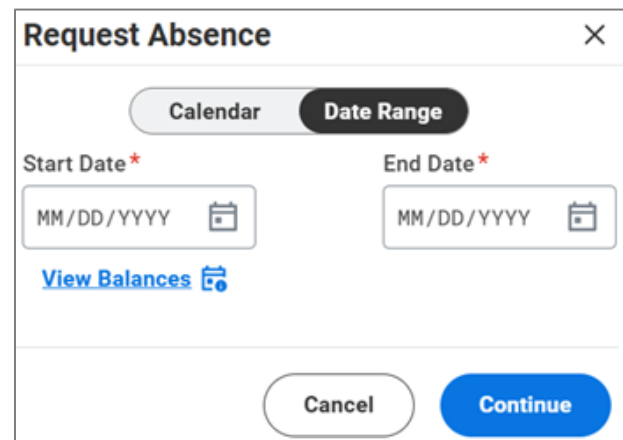
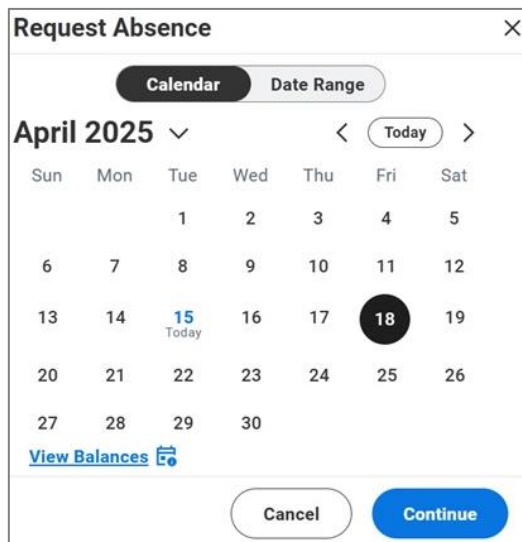
Submit Time Off Requests

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.



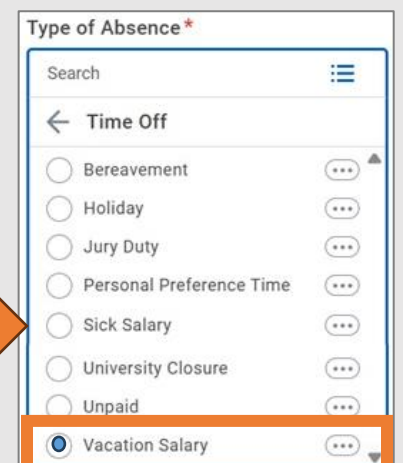
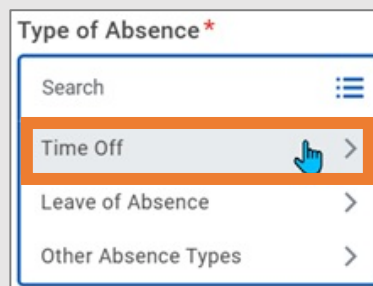
When done indicating the days requested off, click **Continue**.

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.

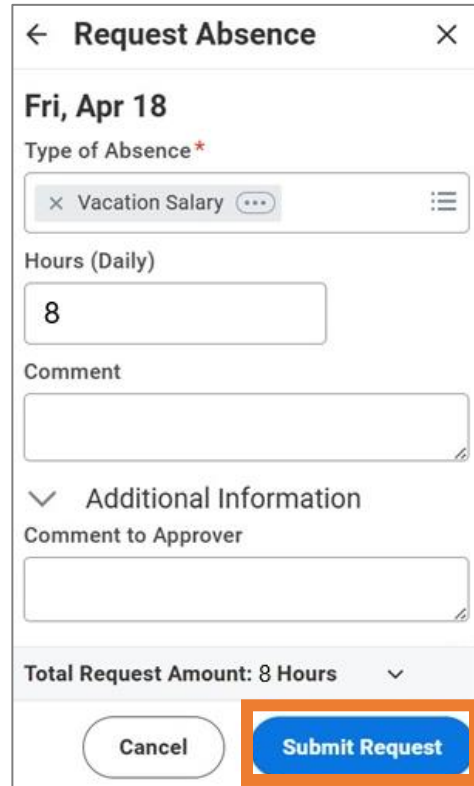
Click **Next** to move to the next step.

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

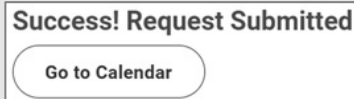


4. Enter the number of hours taken off daily in the Hours (Daily field). As desired, you may enter a general comment or a specific comment to the person approving the time off.

Click Submit Request when done.

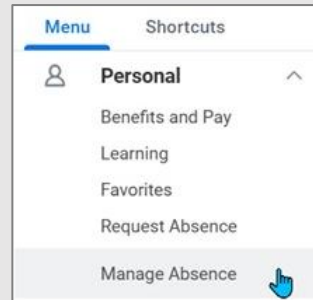


5. You will receive a confirmation of the submission, and the request will be forwarded to your manager's task box for approval.

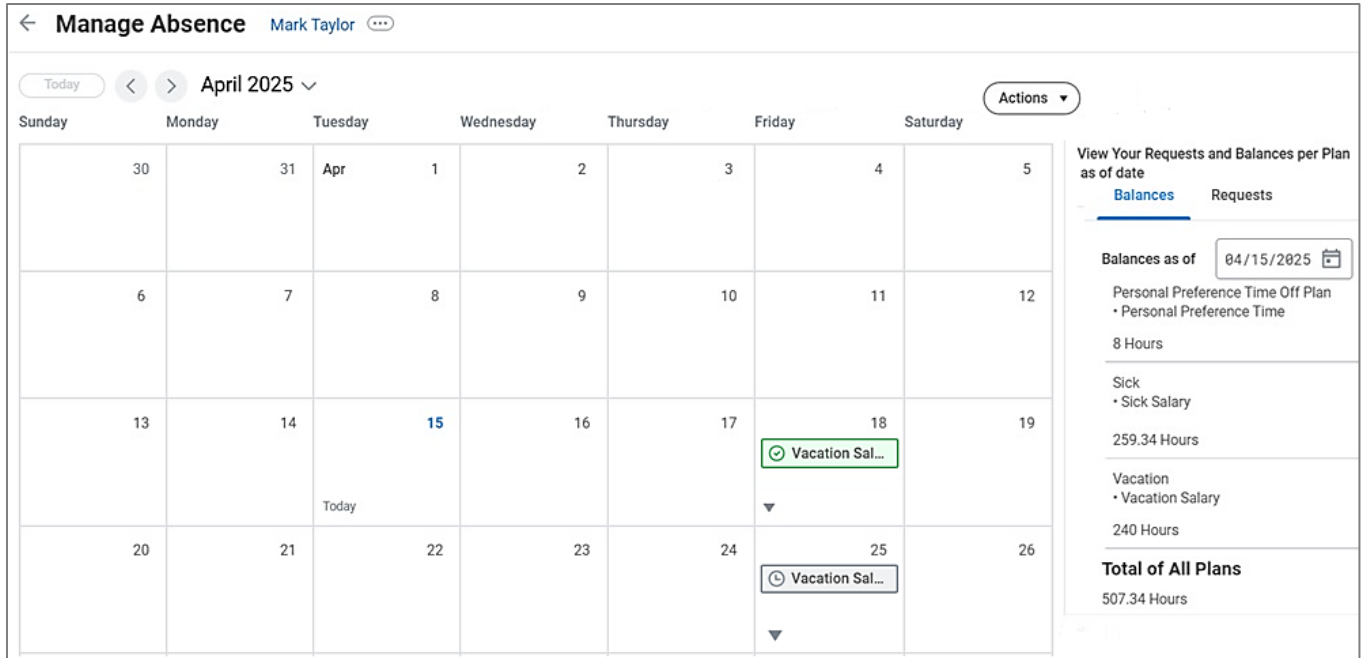


View Time Off

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.



The screenshot shows the 'Manage Absence' calendar view for April 2025. The calendar displays days from Sunday to Saturday. The date April 15th is highlighted in blue and labeled 'Today'. On April 18th, there is a green box labeled 'Vacation Sal...' and on April 25th, there is a gray box labeled 'Vacation Sal...'. The right sidebar shows 'View Your Requests and Balances per Plan as of date' with a date selector set to 04/15/2025. The sidebar lists 'Personal Preference Time Off Plan' with 'Personal Preference Time' at 8 Hours, 'Sick' with 'Sick Salary' at 259.34 Hours, and 'Vacation' with 'Vacation Salary' at 240 Hours. The 'Total of All Plans' is 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

25

Vacation Sal...

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

Absence Entries PDF X Close

Request Amount 8 Hours

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

In Progress

Status [Submitted](#)

Request Dates Fri, Apr 25, 2025

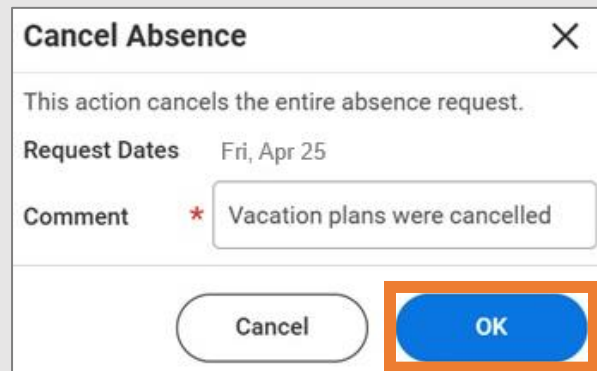
Type of Absence [Vacation Salary](#)

Duration per Day 8 Hours

Awaiting Action By [Dana Monaghan](#)

Cancel Absence

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



Cancel Absence [X]

This action cancels the entire absence request.

Request Dates Fri, Apr 25

Comment * Vacation plans were cancelled

Cancel OK

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

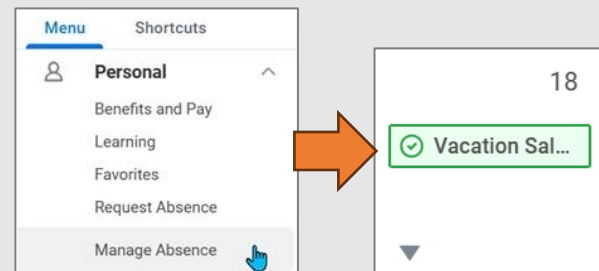
Event Canceled

[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.



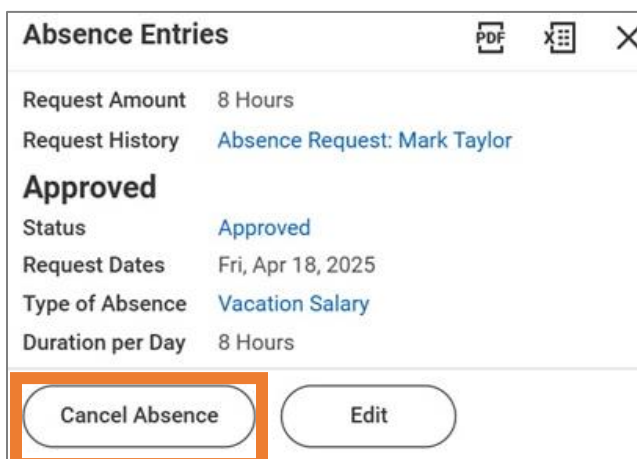
Menu Shortcuts

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

18

✓ Vacation Sal...

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.



Absence Entries [PDF] [X] [X]

Request Amount 8 Hours

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

Approved

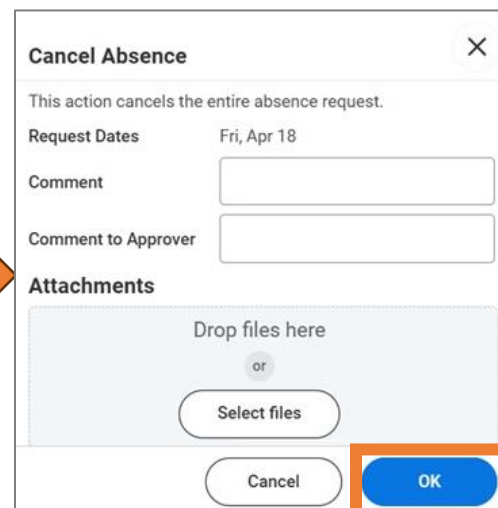
Status [Approved](#)

Request Dates Fri, Apr 18, 2025

Type of Absence [Vacation Salary](#)

Duration per Day 8 Hours

Cancel Absence Edit



Cancel Absence [X]

This action cancels the entire absence request.

Request Dates Fri, Apr 18

Comment

Comment to Approver

Attachments

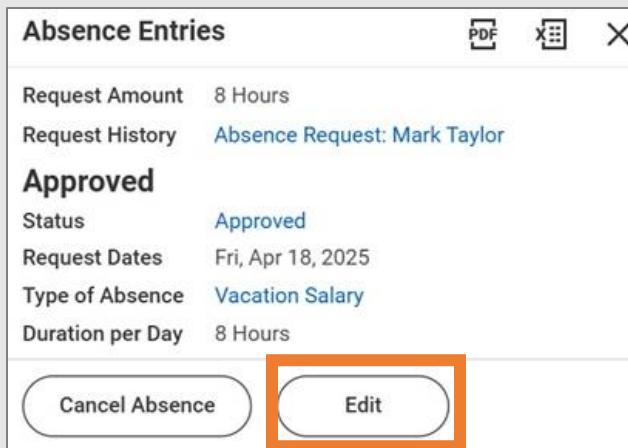
Drop files here

or

Select files

Cancel OK

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

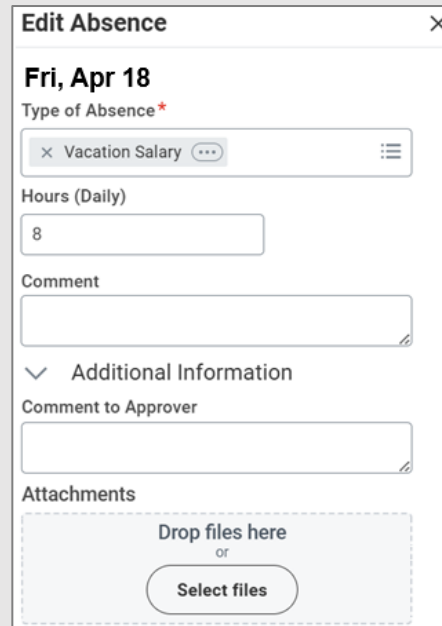
Status [Approved](#)

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*

[x Vacation Salary](#)

Hours (Daily)

8

Comment

[v](#) Additional Information

Comment to Approver

Attachments

Drop files here
or
[Select files](#)

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