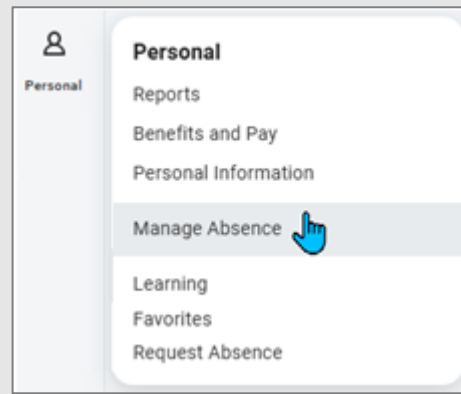


EMPLOYEE TIME OFF WORK ACTIVITIES

Submit Time Off Requests

1. Log in to Workday and hover over the **Personal** icon, selecting **Manage Absence** from the resulting menu.



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

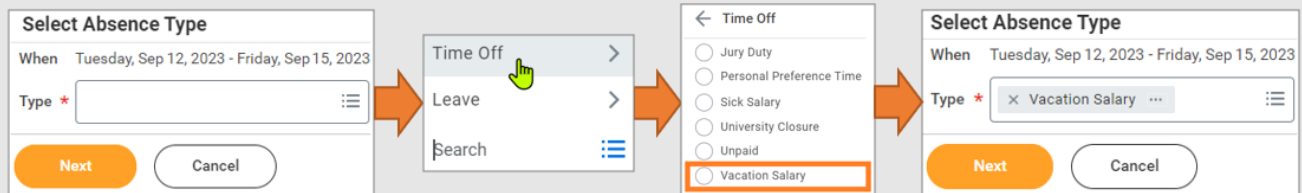
4 Days - Request Absence

Today < > September 2023

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

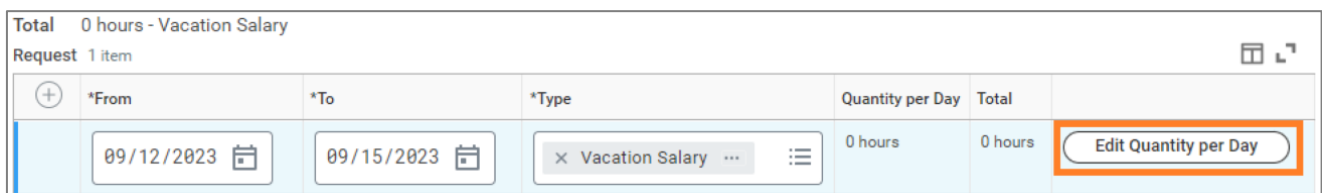
Click the orange **Request Absence** button to continue.

3. 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.

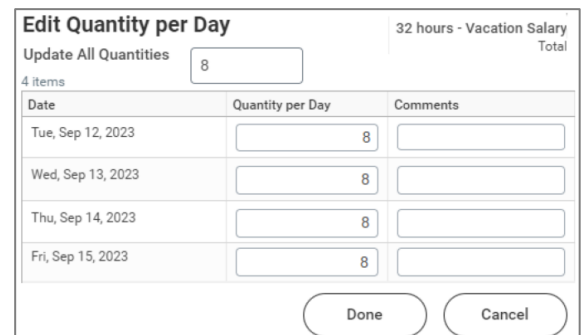


*For an explanation of the time off options available to you, click [here](#).

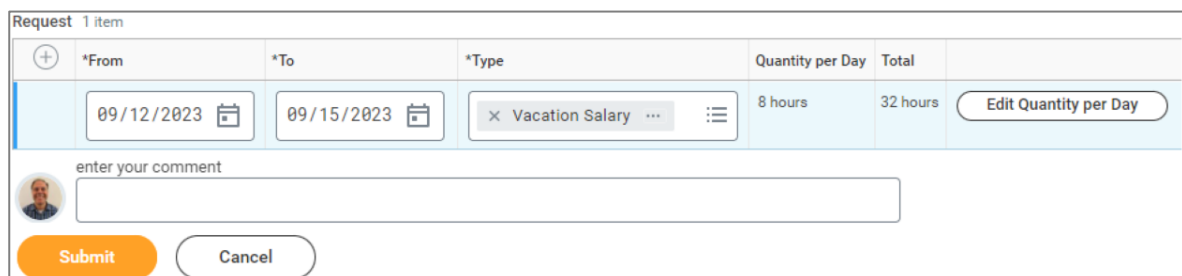
4. Next, click the **Edit Quantity per Day** button to indicate the number of hours per day you are requesting for your time off.



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**.



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.

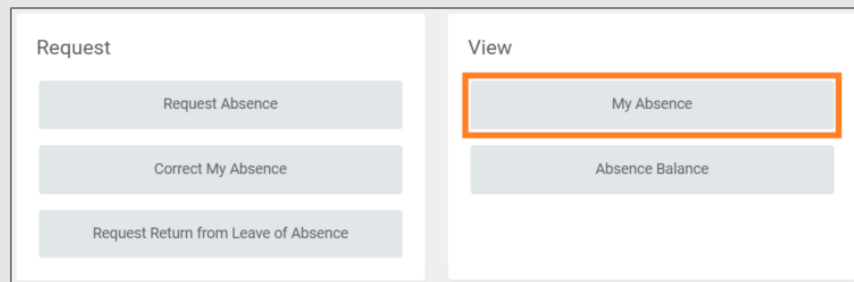


6. You will see your absence displayed on the calendar in gray. When it is approved by your manager, it will change to green.



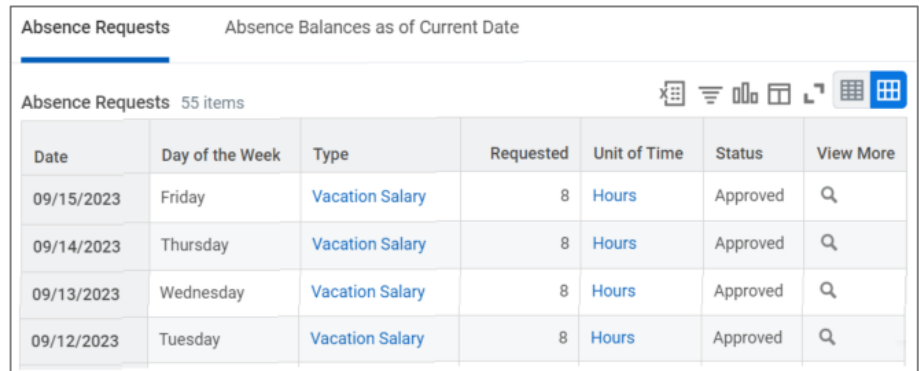
View Time Off

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



The screenshot shows a sidebar with 'Request' and 'View' sections. Under 'Request', there are buttons for 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. Under 'View', there are buttons for '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.

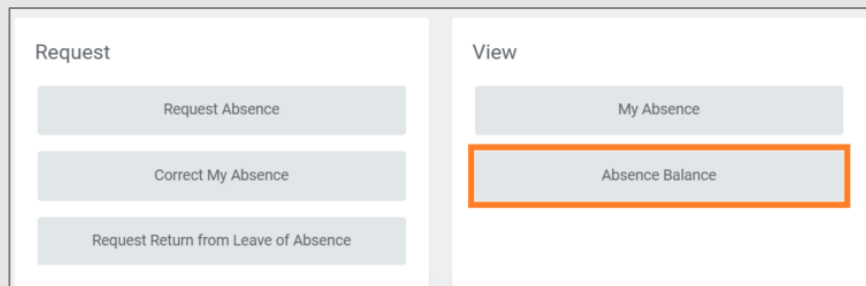


The screenshot shows the 'Absence Requests' tab selected. The table has columns: Date, Day of the Week, Type, Requested, Unit of Time, Status, and View More. The data shows four requests for 'Vacation Salary' on consecutive days from 09/12/2023 to 09/15/2023, each for 8 hours, with a status of 'Approved'.

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

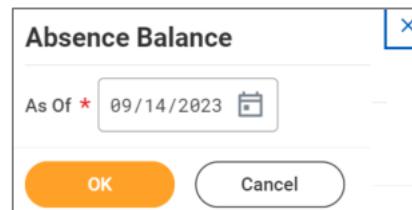
View Time Off as of a Certain Date

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



The screenshot shows the 'View' section with 'Absence Balance' highlighted with an orange border. The 'Request' section contains buttons for 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'.

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



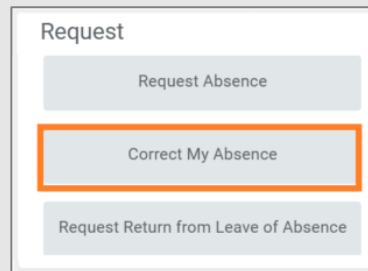
The screenshot shows the 'Absence Balance' dialog box. It has a title bar with a close button (X). Below the title, it says 'As Of *' followed by a date input field containing '09/14/2023' and a calendar icon. At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (white with a grey border).

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.

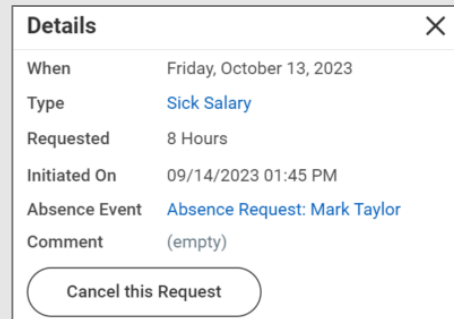
1. From the absence table, click **Correct My Absence**.



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

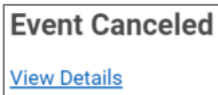
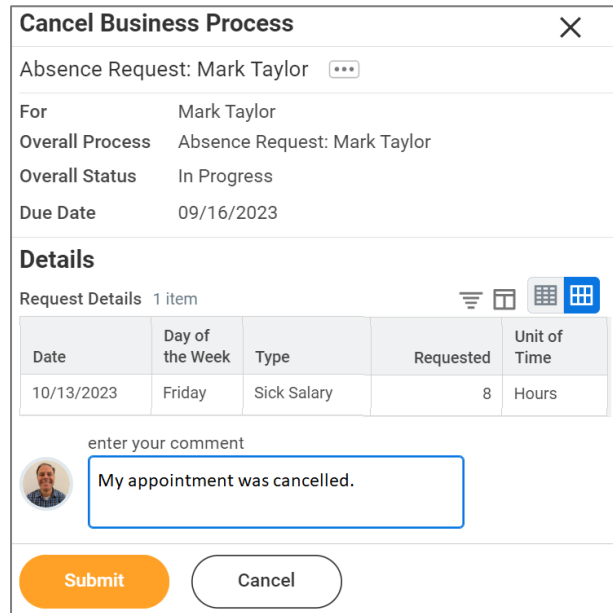


3. A summary of your absence request will display. Click the **Cancel this Request** button.



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:

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

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
		✓ 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	☐
⊖	Wednesday, September 13, 2023	Vacation Salary	8 Hours	☐
⊖	Thursday, September 14, 2023	Vacation Salary	8 Hours	☐
⊖	Friday, September 15, 2023	Vacation Salary	8 Hours	☐

Type

Quantity per Day

Unit of Time (empty)

Comment

> Details

enter your comment

Submit Cancel

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

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