

STAFF/FACULTY: TIME OFF REQUEST

Request Time Off

Please note that Non-Exempt (Hourly) employees also have the option to submit Time Off through their Time Entry time card. For that option, see the **Non-Exempt (Hourly) Time Entry** guide.

1. From Workday **Home** page, select **Time Off**. Choose **Request - Time Off**. You can view your available balance in this area as well. After clicking on Request Time Off, you will see a monthly calendar view.

The screenshot displays the Workday Time Off interface. At the top, there is a header bar with a blue circular icon containing three people and the text "Time Off". Below this, the interface is divided into three main sections. The "Request" section on the left contains three buttons: "Time Off" (highlighted with a red border), "Time Off Correction", and "Return from Leave". The "View" section on the right contains three buttons: "Time Off", "Time Off Balance", and "Time Off Results by Period". At the bottom, the "Available Balance" section shows two lines of text: "55.5 Hours - Exempt Vacation Time Off Plan" and "142.5 Hours - Sick Leave Exempt Time Off Plan".

Section	Item
Request	Time Off
	Time Off Correction
	Return from Leave
View	Time Off
	Time Off Balance
	Time Off Results by Period
Available Balance	55.5 Hours - Exempt Vacation Time Off Plan
	142.5 Hours - Sick Leave Exempt Time Off Plan

2. You can view your balance as of a certain date, to the left of the calendar. As you change the “Balance as of” date, the numbers will change based on your accrual rate. This will help you plan for future time off.

Example EXEMPT Employee

Example NON-EXEMPT Employee

Balance as of
04/29/2014

315 Hours

Balance Per Plan

Exempt Vacation Time Off Plan
202.5 Hours
(Vacation)

Sick Leave Exempt Time Off Plan
112.5 Hours
(Donor Sick Leave Sharing Program, Sick)

Total Balance
(Vacation + Sick Leave)

Balance as of
05/14/2014

351.545 Hours

Balance Per Plan

Sick Leave - LCCSSA/OEE Time Off Plan
230.25 Hours
(Donor Sick Leave Sharing Program, Sick)

Sick Leave Sharing Exempt Hours Awarded Time Off Plan
0 Hours
(Sick Leave Sharing Exempt Hours)

Sick Leave Sharing Non Exempt Hours Awarded Time Off Plan
0 Hours
(Sick Leave Sharing Non Exempt Hours)

Vacation Pay - LCCSSA/OEE - Time Off Plan
121.295 Hours
(Vacation)

Sick Leave Sharing
If you have had Sick Leave Hours awarded to you, the time will show up here. For more information, talk to Human Resources.

3. Select desired days for time off by clicking on the calendar. You can select the days individually or drag your cursor over the days you want to include. All of the days you are requesting in a block will be the same type of time off (i.e. all vacation or all sick). If any days are selected in error, you may remove them clicking on the day again. Click **Request Time Off** button when done.

Request Time Off

Request Time Off Jane Austen ...

Today

<

>

July 2015

Balance as of
03/12/2015

198 Hours

Balance Per Plan

Exempt Vacation Time Off Plan
55.5 Hours
(Vacation)

Sick Leave Exempt Time Off Plan
142.5 Hours
(Donor Sick Leave Sharing Program, Sick)

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


2 Days - Request Time Off

4. For **Time Off Type**, press the **prompt** button to bring up a list of options. Select relevant **Time Off Type**, and **Daily Quantity** (enter the number of hours taken off each day). Press **Submit**.

Request Time Off Jane Austen ...

Total: 15 Hours


When Monday, July 06, 2015 - Tuesday, July 07, 2015

Type * Vacation 

Daily Quantity * 7.5

Unit of Time Hours

Comment



Submit

Cancel

5. Your Time Off Request has now been sent to your supervisor to approve.

Unapproved Time Off:

6	7
Vacation	

Approved Time Off:

6	7
Vacation	

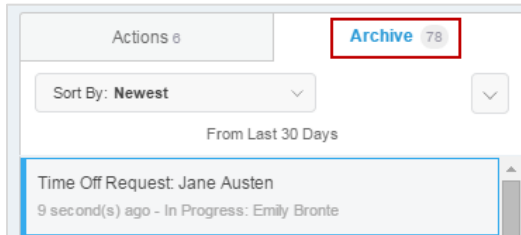
6. If you submitted a Time Off Request in error, and it has not yet been approved/denied by your supervisor, you have the ability to *Cancel* the request. *See the end of this guide for directions.*
7. If you are an hourly employee, your Time Off will automatically be on your timesheet.

Cancel Time Off Request

Before your supervisor approves/denies your Time Off Request, you have the ability to **Cancel** the request. This can be helpful if your plans change, or you submitted the request in error.

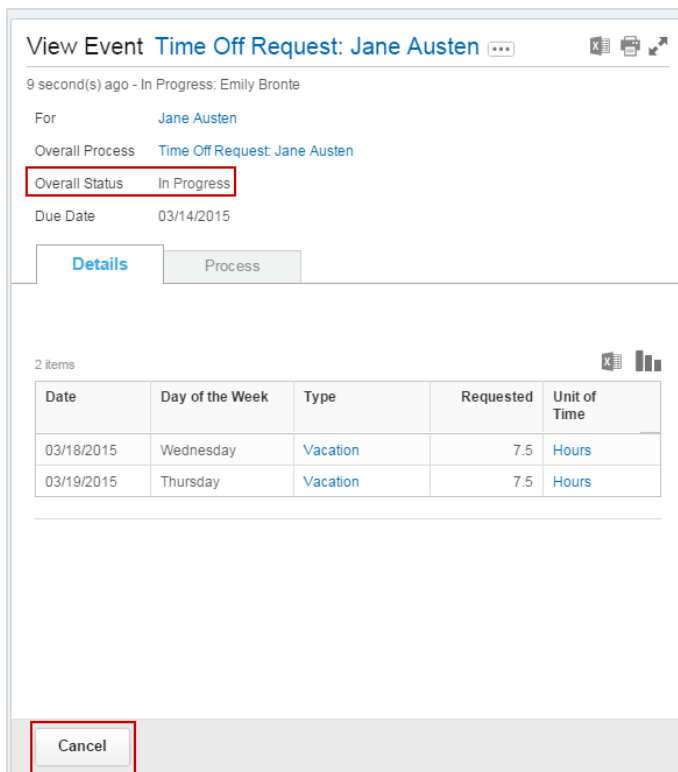
Note: If you need to edit a Time Off Request **after** it has been approved by your supervisor, please see the guide regarding Time Off Corrections.

1. Go to your Workday Inbox. Click on the **Archive** tab. **Archive** is a record of your actions in Workday.



2. Find your **Time Off Request** that you want to Cancel. Notice that the Overall Status is “In Progress” – meaning that your Supervisor has not yet approved/denied your request.

Click the **Cancel** button at the bottom of the screen.



3. You will be prompted to enter a **comment** about your Cancel request. Type in an explanation, and press the **Submit** button.

Cancel Business Process Time Off Request: Jane Austen

9 second(s) ago - In Progress: Emily Bronte

For Jane Austen

Overall Process Time Off Request: Jane Austen


Overall Status In Progress

Due Date 03/14/2015

Details

2 items

Date	Day of the Week	Type	Requested	Unit of Time
03/18/2015	Wednesday	Vacation	7.5	Hours
03/19/2015	Thursday	Vacation	7.5	Hours




I meant to submit for different days. I'm cancelling this and we submit a new request.

4. Next is a confirmation screen, showing that your request has been cancelled. You can press the **Done** button to continue. *This Time Off Request is now removed from your Supervisors Workday Inbox.*

Event Cancelled Time Off Request: Jane Austen

9 second(s) ago - In Progress: Emily Bronte



Process Canceled

Details and Process

5. You can still see the Time Off Request in your Inbox – Archive, but now the Overall Status has changed to Canceled.

The screenshot displays a user interface for managing Time Off Requests. On the left, an 'Inbox - Archive' panel shows a list of requests. The top request, 'Time Off Request: Jane Austen', is highlighted with a blue border and shows a status of 'Canceled' in a red box, with a timestamp of '1 minute(s) ago'. Below it are two other requests: 'Time Off Request: Jane Austen' (6 minute(s) ago - Successfully Completed) and 'Time Off Request: Jane Austen' (6 minute(s) ago - In Progress: Jane Austen). The right panel, titled 'View Event Time Off Request: Jane Austen', provides details for the selected request. It shows the request was 'Canceled' '1 minute(s) ago'. The 'For' field is 'Jane Austen', the 'Overall Process' is 'Time Off Request: Jane Austen', and the 'Overall Status' is 'Canceled' (highlighted with a red box). The 'Due Date' is '03/14/2015'. At the bottom of the right panel are two tabs: 'Details' (active) and 'Process'.

Actions 6 Archive 78

Sort By: Newest

From Last 30 Days

Time Off Request: Jane Austen
1 minute(s) ago **Canceled**

Time Off Request: Jane Austen
6 minute(s) ago - Successfully Completed

Time Off Request: Jane Austen
6 minute(s) ago - In Progress: Jane Austen

View Event **Time Off Request: Jane Austen**

1 minute(s) ago - Canceled

For [Jane Austen](#)

Overall Process [Time Off Request: Jane Austen](#)

Overall Status Canceled

Due Date 03/14/2015

Details Process