

View Time Off Balances

From the **Time Off** worklet on the **Home** page:

1. Click the **Time Off Balance** button under the View section. The Time Off Balance task displays with today's date in the As Of field.
2. Click **OK** to view your balance as of today's date.



To view past or future balances, change this date. Workday will re-calculate based on how you accrue time off.

3. Balances are tracked in hours. Select any of the Accrued Year To Date values to view more details.

← Time Off Balance Brian Kaplan ...

Balance As Of Date 08/18/2015

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 4 items

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday Plan	Hours	0	16	0	16	0	0	0	16	16	08/16/2015 - 08/31/2015 (Semi-monthly)
									Total: 16	16	
USA Paid Time Off Plan (Salaried)	Hours	80	75	56	115	0	16	0	99	99	08/16/2015 - 08/31/2015 (Semi-monthly)
									Total: 99	99	

Submit Time Off Requests

From the Time Off worklet:

1. Click **Time Off** under Request.
2. Select the day(s) you wish to take time off. Click on a selected day to deselect it.

The screenshot shows the 'Request Time Off' interface for Brian Kaplan. The interface includes a calendar for August 2015 with days from Sunday to Saturday. The calendar shows the following dates and events:

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

On the left side of the calendar, there is a summary of time off balances:

- Balance as of: 08 / 18 / 2015
- 115 Hours
- Balance Per Plan
 - Floating Holiday Plan: 16 Hours
 - USA Paid Time Off Plan (Salaried): 99 Hours
 - (Sick (Hours), Vacation (Hours))

At the bottom left, a green button indicates '2 Days - Request Time Off'.

3. Click **Request Time Off**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Enter the Type of time off requested.
5. Enter the number of hours requested per day in the Daily Quantity field.
6. Click **Submit**.

Check on the Status of Your Request

From the Time Off worklet, click **Time Off** under View. You can see the status of your requests on the table displayed.

Time Off Requests

Time Off Balances as of Current Date

Time Off Requests 40 items

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	Time Off Event
09/15/2015	Tuesday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Brian Kaplan
09/14/2015	Monday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Brian Kaplan
08/19/2015	Wednesday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan
08/18/2015	Tuesday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan
08/17/2015	Monday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan
08/14/2015	Friday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan

Cancel a Submitted Time Off Request

Submitted requests that *have not been approved* can be **canceled**. Once approved, you must **correct** the request before you change it.

The screenshot shows the 'Inbox' on the left with a list of time off requests. The main panel displays the 'View Event Time Off Request: Brian Kaplan' details. The request is 'In Progress' and was submitted 2 hours ago by Amelia Casias. The due date is 08/20/2015. Below the details is a table showing 2 items of requested time.

Date	Day of the Week	Type	Requested	Unit of Time
09/14/2015	Monday	Vacation (Hours)	8	Hours
09/15/2015	Tuesday	Vacation (Hours)	8	Hours

From the Profile icon:

1. Click the **Inbox** link.
2. Click the **Archive** tab.
3. Click the **Time Off Request** task you want to cancel.
4. Click **Cancel**.
5. Enter a comment. This step is required for a cancellation.
6. Click **Submit**. No approval is required.



The Archive tab only includes Time Off requests completed within the last 30 days.

Modify Previously Submitted and Approved Requests

From the Time Off worklet:

1. Click **Time Off Correction** under Request. If you have no approved requests, you will receive an error message.
2. Click the approved time off request on the calendar. Select the day(s) you want to correct. Enter an adjustment to requested hours. Remove hours by entering "0" (zero). The projected balance at the top automatically updates once you leave the field.

Correct Time Off Brian Kaplan ...

Total
32 Hours

Tuesday, August 11, 2015 - Friday, August 14, 2015

Select All ☐ 0 selected

4 items

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday, August 11, 2015	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, August 12, 2015	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Thursday, August 13, 2015	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Friday, August 14, 2015	Vacation (Hours)	8 Hours

Type

Daily Quantity

Unit of Time (empty)

Comment

> Details

3. Enter comments, if necessary.
4. Click **Continue**.