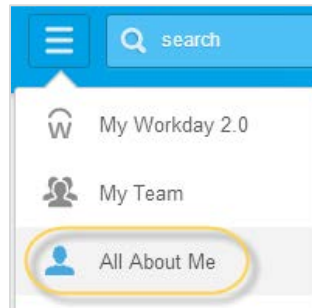


## STAFF/FACULTY: TIME OFF REQUEST

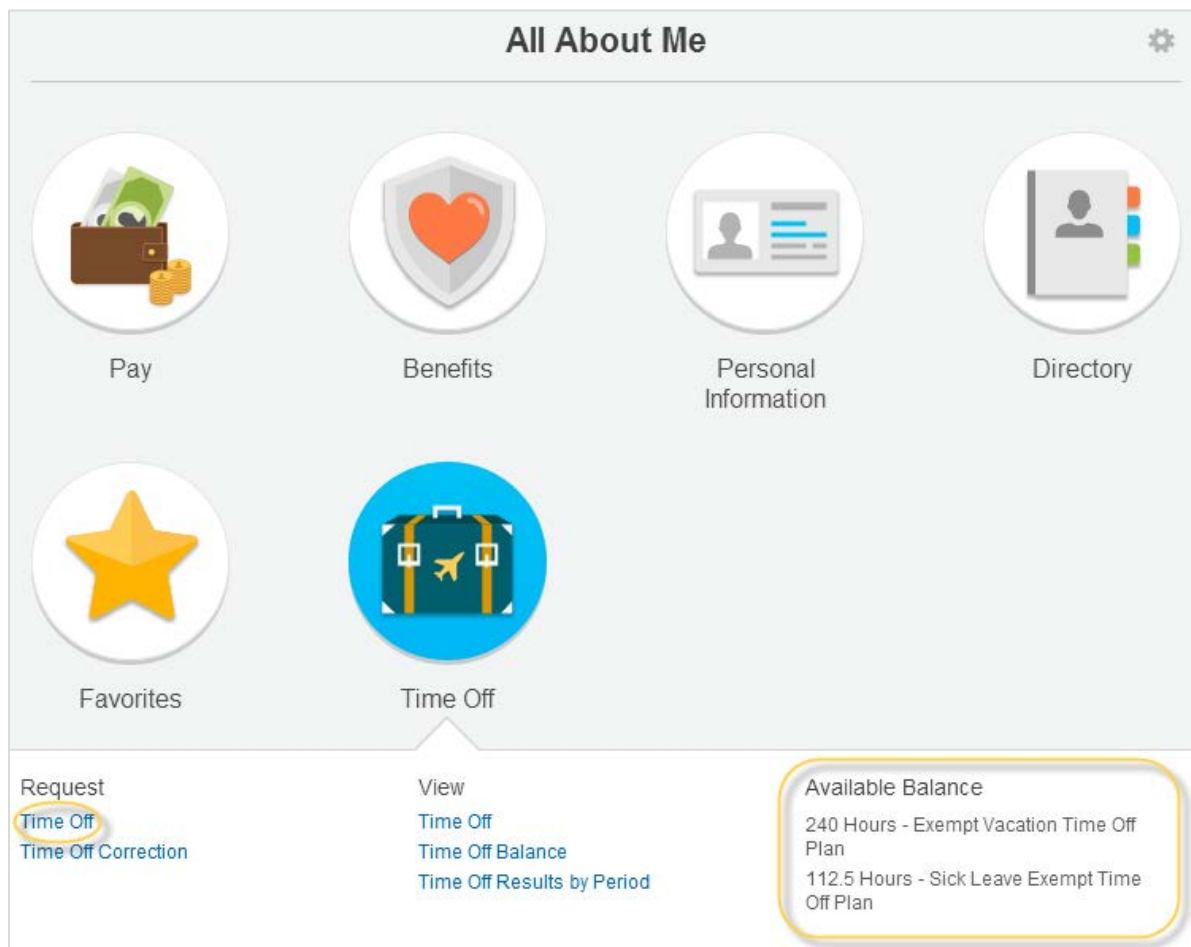
### Request Time Off

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. Go to *top left corner* of Workday to access the **Menu**, and select **All About Me**.



2. Click **Time Off** and choose **Request - Time Off**. You can view your available balance in this area as well.



3. 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.

4. 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 by pressing **Cancel** in the bottom right corner of the time off block.

Click **Request Time Off** button when done.

**Request Time Off**  
George Costanza ...

**Balance as of**  
04/28/2014

352.5 Hours

**Balance Per Plan**

**Exempt Vacation Time Off Plan**  
240 Hours  
(Vacation)

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

April 2014
5 Days Selected
Request Time Off

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	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
27	28	29	30	1	2	3

Cancel

5. 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**  
George Costanza ...

Total: 0

When: Tuesday, April 22, 2014 - Wednesday, April 23, 2014

Type:

Daily Quantity:

Unit of Time:

Comment:

Submit Cancel

6. Your Time Off Request has now been sent to your supervisor to approve. It will show as “In Progress” until it has been approved by your supervisor.

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.*

**Request Time Off**  
George Costanza

Balance as of: 04/28/2014

322.5 Hours

**Balance Per Plan**

Exempt Vacation Time Off Plan  
210 Hours  
(Vacation)

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

0 Days Selected

Request Time Off

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	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
27	28	29	30	1	2	3

Vacation: In Progress

Submit Cancel

7. Once your manager approves your time off, its status will change to “Successfully Completed.” If you are an hourly employee, your Time Off will automatically be on your timesheet.

Sick: Successfully Completed

## 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. There are tabs for Actions, Notifications, and **Archive**. The **Archive** is a record of your actions in Workday.

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.

The screenshot shows the Workday interface. At the top, there's a blue header with the Workday logo and user information 'Cosmo Kramer'. Below the header, the 'Inbox' section is visible with tabs for 'Actions (0)', 'Notifications (10)', and 'Archive (15)'. The 'Archive' tab is selected. The main content area shows a list of events. The first event is 'Time Off Request: Cosmo Kramer' with a status of 'In Progress'. Below it are two 'Time Entry' items for Cosmo Kramer. The 'View Event' page for the 'Time Off Request: Cosmo Kramer' is displayed on the right. It shows the 'Overall Status' as 'In Progress' and the 'Due Date' as '05/16/2014'. There are tabs for 'Details' and 'Process'. Below the tabs, there's a table with 2 items. At the bottom right, there is a 'Cancel' button.

Date	Day of the Week	Type	Requested	Unit of Time
06/17/2014	Tuesday	Vacation	7.5	Hours
06/18/2014	Wednesday	Vacation	7.5	Hours

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

**Cancel Business Process**  
Time Off Request: Cosmo Kramer ...

For Cosmo Kramer

Overall Process Time Off Request: Cosmo Kramer

Overall Status In Progress

Due Date 05/16/2014

**Details**

2 items

Date	Day of the Week	Type	Requested	Unit of Time
06/17/2014	Tuesday	Vacation	7.5	Hours
06/18/2014	Wednesday	Vacation	7.5	Hours

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

View Comments (0)  
[Process History](#)  
Related Links

**Submit** **Cancel**

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

**Event Cancelled**  
Time Off Request: Cosmo Kramer ...

Process Canceled

**Details and Process**

**Done**

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

Actions (0) Notifications (10) **Archive (15)**

From Last 30 Days (Newest)

**Time Off Request: Cosmo Kramer**  
5 minute(s) ago - Canceled

**Time Entry: Cosmo Kramer - 37.5 hours**  
from 04/14/2014 to 04/20/2014  
1 day(s) ago - Successfully Completed

**Time Entry: Cosmo Kramer - 15.5 hours**  
from 05/12/2014 to 05/18/2014  
1 day(s) ago - Successfully Completed

**Time Entry: Cosmo Kramer - 0 hours**  
from 05/12/2014 to 05/18/2014  
1 day(s) ago - Canceled

**View Event**  
Time Off Request: Cosmo Kramer ...

For Cosmo Kramer

Overall Process Time Off Request: Cosmo Kramer

**Overall Status Canceled**

Due Date 05/16/2014

**Details** **Process**

2 items

Date	Day of the Week	Type	Requested	Unit of Time
06/17/2014	Tuesday	Vacation	7.5	Hours
06/18/2014	Wednesday	Vacation	7.5	Hours