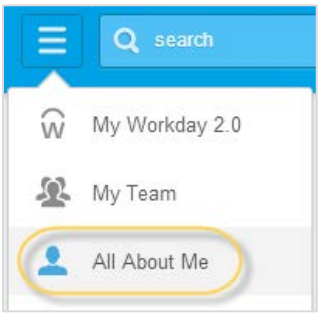
STAFF/FACULTY: TIME OFF REQUEST

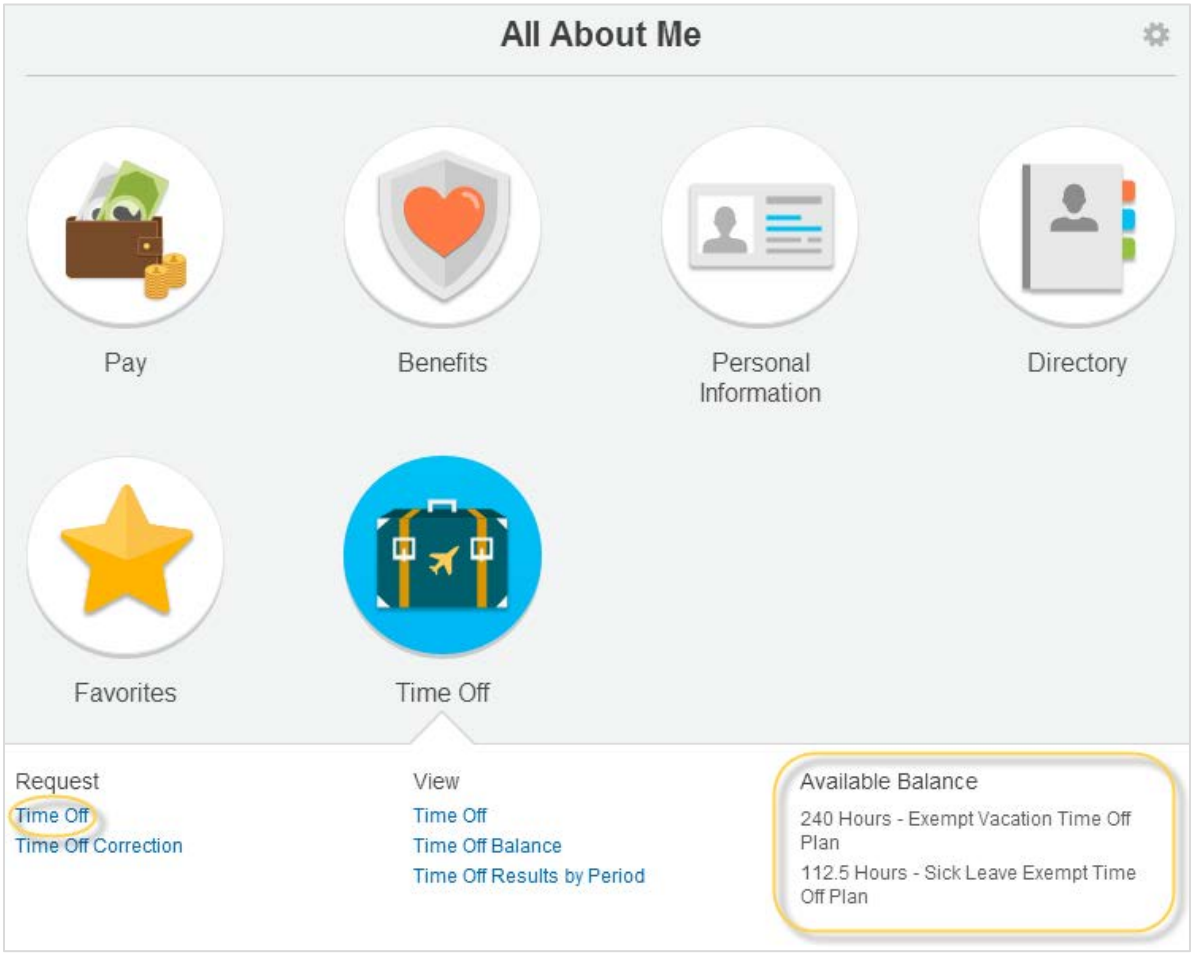
Request Time Off

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.

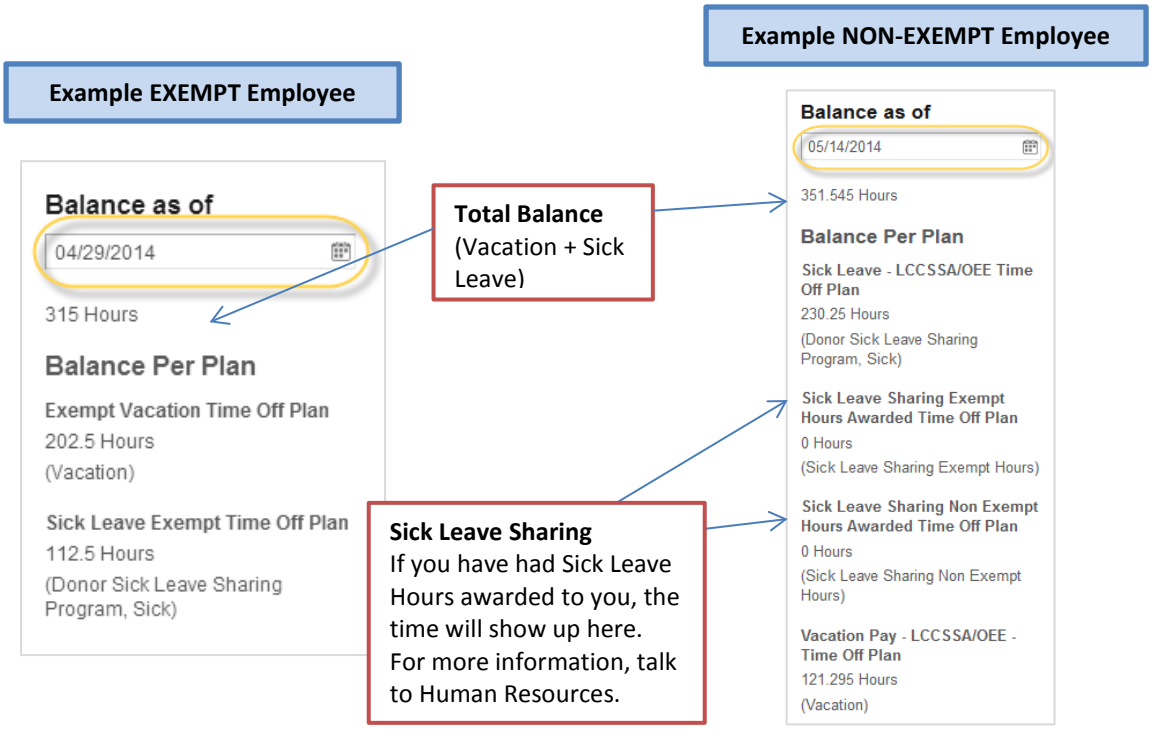
1. Go to *top left corner* of Workday to access the **Menu**, and select **All About Me**.



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



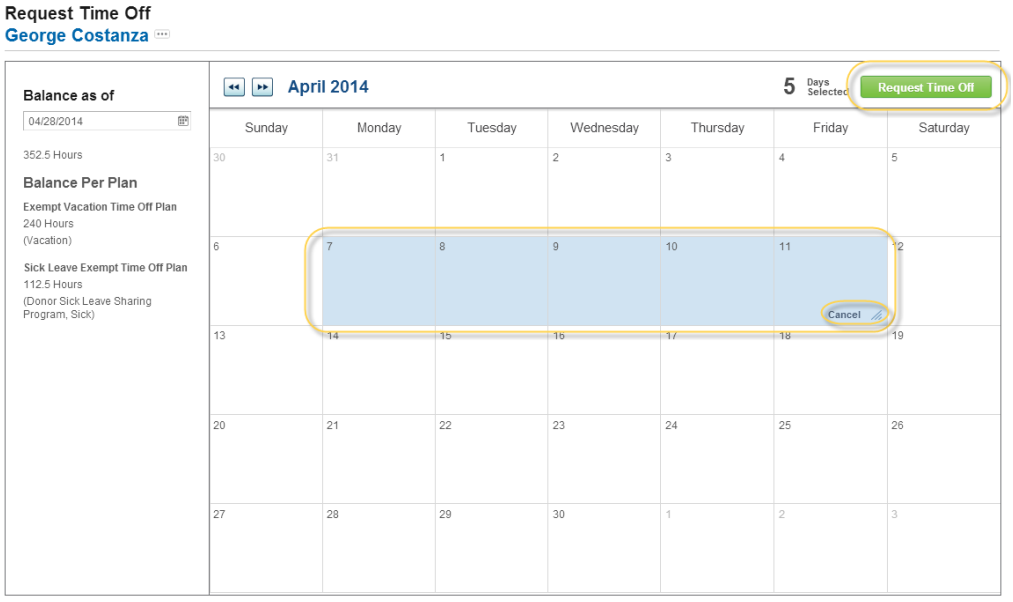
3. You can view your balance as of a certain date, to the left of the calendar. As you change the "Balance as of" date, the numbers will change based on your accrual rate. This will help you plan for future time off.



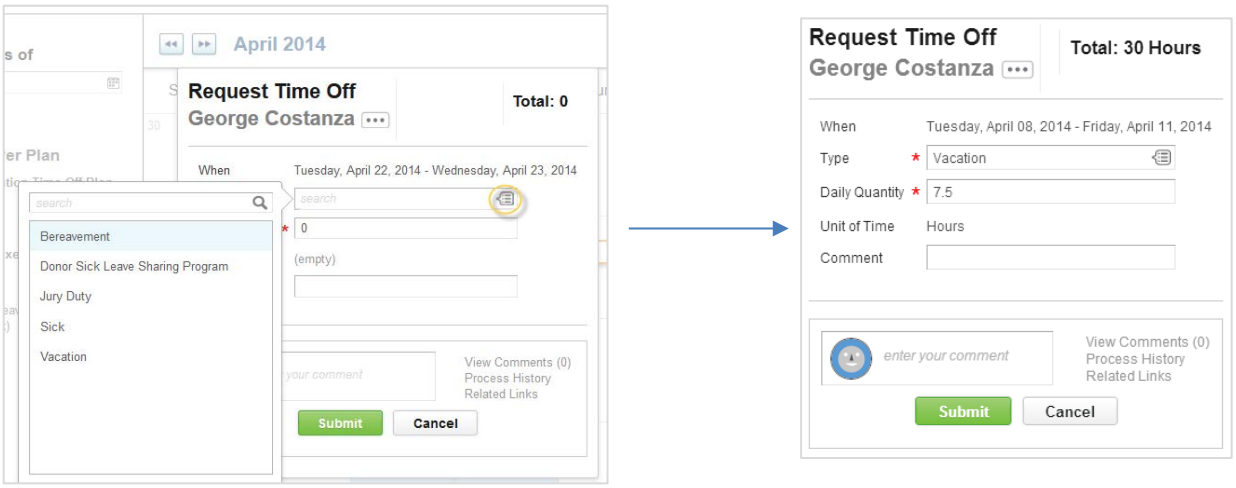
4. Select desired days for time off by clicking on the calendar. You can select the days individually or drag your cursor over the days you want to include. All of the days you are requesting in a block will be the same type of time off (i.e. all vacation or all sick).

   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.

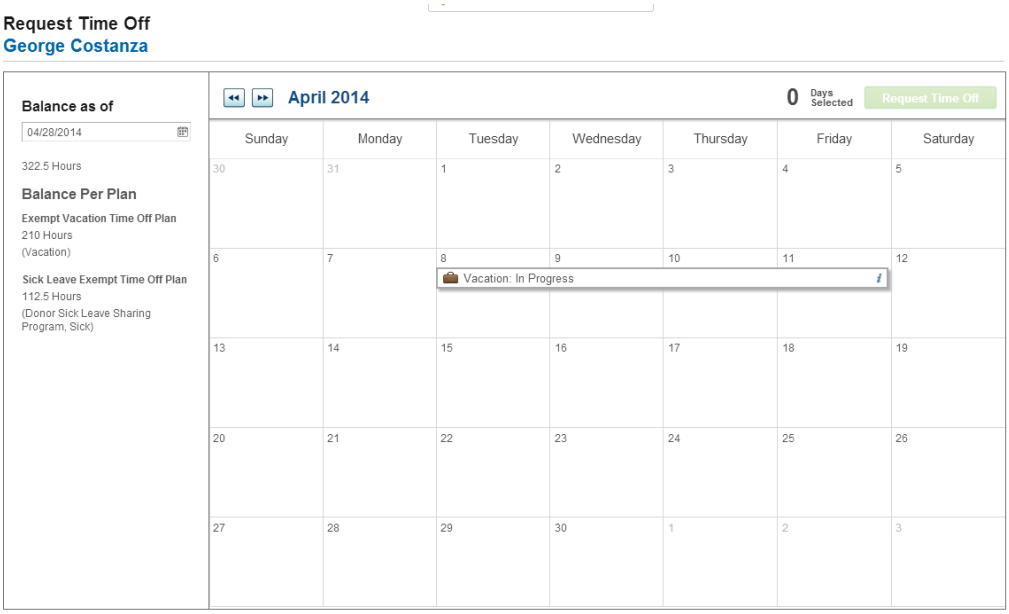


5. For **Time Off Type**, press the **prompt** button to bring up a list of options. Select relevant **Time Off Type**, and **Daily Quantity** (enter the number of hours taken off each day). Press **Submit**.



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.*



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.

Cancel Time Off Request

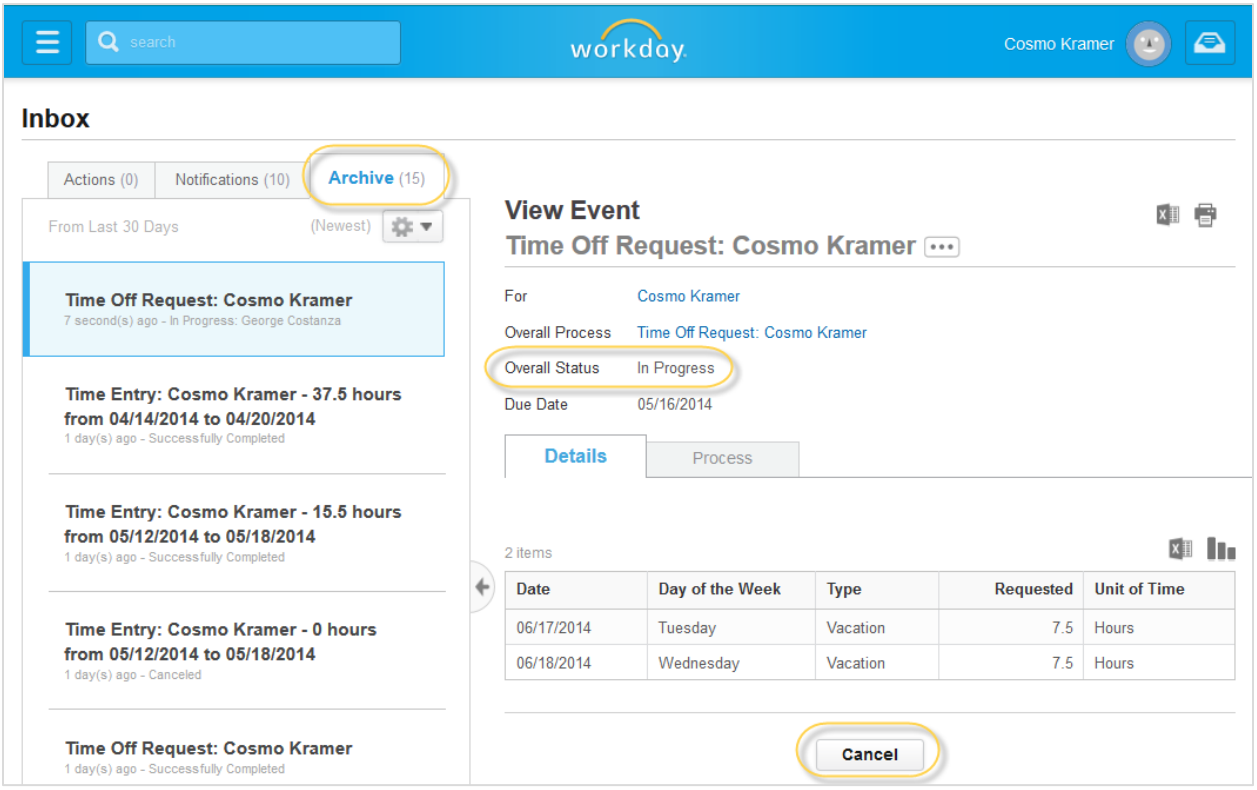
Before your supervisor approves/denies your Time Off Request, you have the ability to **Cancel** the request. This can be helpful if your plans change, or you submitted the request in error.

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.

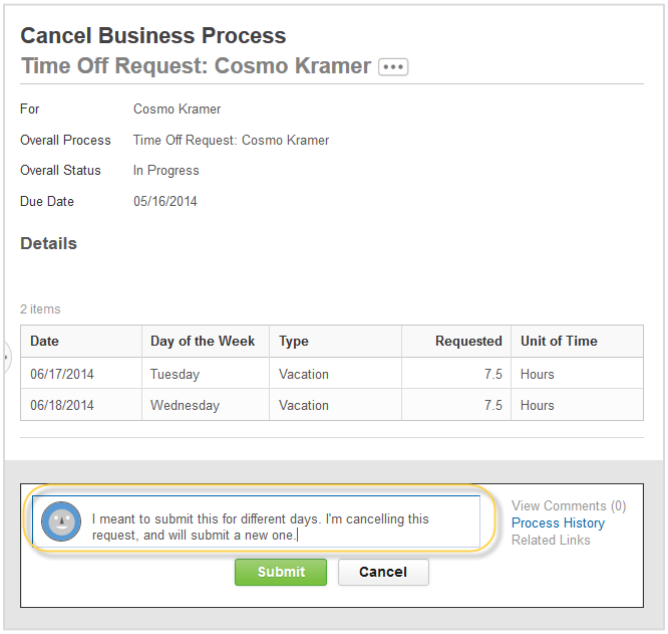
1. Go to your Workday Inbox. There are tabs for Actions, Notifications, and **Archive**. The **Archive** is a record of your actions in Workday.

   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.

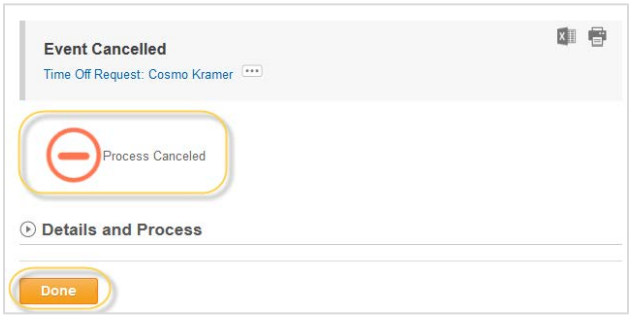
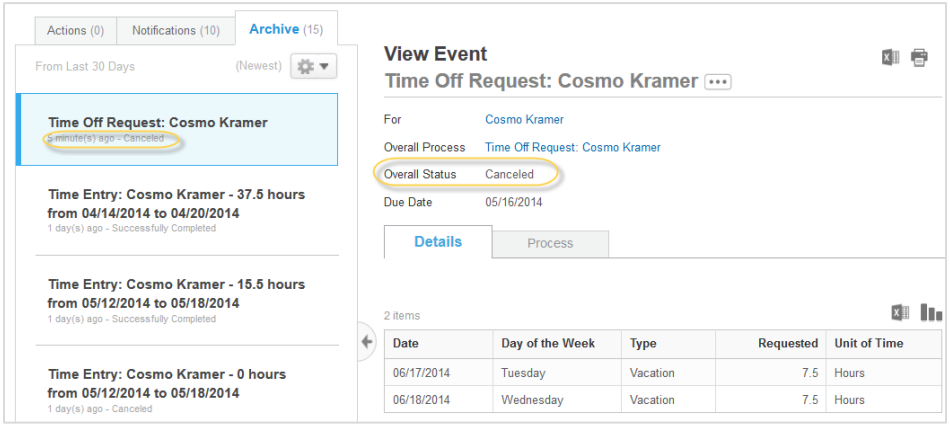
   Click the **Cancel button** at the bottom of the screen.



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



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.*



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