

Manage Your Time Off in Workday

To begin these processes, log into **Workday** and click your **Time Off** icon on your home screen to open the worklet.



Time Off

Submit Time Off Requests

From the Time Off worklet:

1. Click **Time Off** under the Request column.
2. Select the day(s) in the calendar you wish to take off. (Click on a selected day to deselect it if you make an error).
3. Click **Request Time Off** in the bottom right hand corner. The number of days you requested displays on the button to help confirm your request.
4. Enter the **Type** of time off requested by clicking the three sideways lines and choosing from the drop down menu.
5. Enter the number of hours requested per day in the **Daily Quantity** field.
6. Include a **Comment** if you would like!
7. Click **Submit**. The request is sent to your manager for approval.

Check on the Status of Your Request

From the Time Off worklet:

1. Click **My Time Off** under View.
2. Notice the status column shows Submitted or Approved on the table displayed.

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Cancel or Modify a Time Off Request

Submitted requests that *have not been approved* can be **canceled**.

Once approved, you must **correct** the request before you change it.

From the Time Off worklet:

1. Click **Time Off Correction** under Request.
2. Click the **Time Off Request** task you want to cancel or modify.
3. If the request hasn't been approved yet:
 - a. Click on the day(s) in the calendar.
 - b. Click on the **Cancel this Request** button.
 - c. Enter a **Comment**. This step is required for a cancelation.
 - d. Click **Submit**. No approval is required.
4. If the request has already been approved:
 - a. Select the day(s) you want to correct.
 - b. Enter an adjustment to **Daily Quantity**. Remove hours by entering "0" (zero). The projected balance at the top automatically updates once you leave the field.
 - c. Enter comments, if necessary.
 - d. Press **Submit** to send to your manager for approval.