**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.

**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.

*Holiday time should not be submitted as Time Off. Hourly employees should enter Holiday hours in their usual timecard by using the Time Type of Holiday and entering their usual hours they would have worked. Exempt employees do not need to enter Holiday time.*

**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.