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Time Off

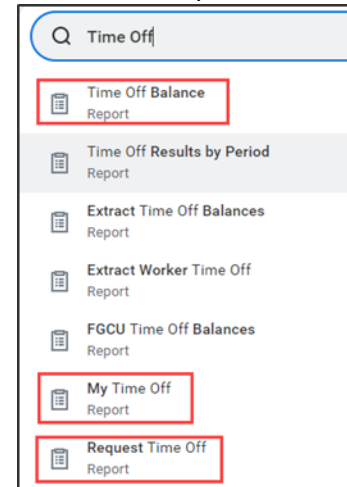
Faculty, SP, and A&P employees use the **Time Off** feature in Workday to request paid time off; OPS can use the **Time Off** feature to request days or times that they need to be out by using **Unpaid Time Off Time Type**.

FMLA Time Off is requested through this **Time Off** process; however, the initial paperwork and approval are handled outside of Workday. FMLA approval must occur before requesting FMLA Time Off. You will need to notify your supervisor and Absence Partner when you know you need to take FMLA leave to initiate the approval process.

Time Off requests should be submitted promptly. When the retro period for a pay period ends, you will no longer be able to submit **Time Off** requests. A retro period is 2 full pay periods after the pay period ends.

View Time Off Balances & Submit Requests

1. On the Workday **Home Page**, enter “Time Off” in the **Search** field, and select the desired report



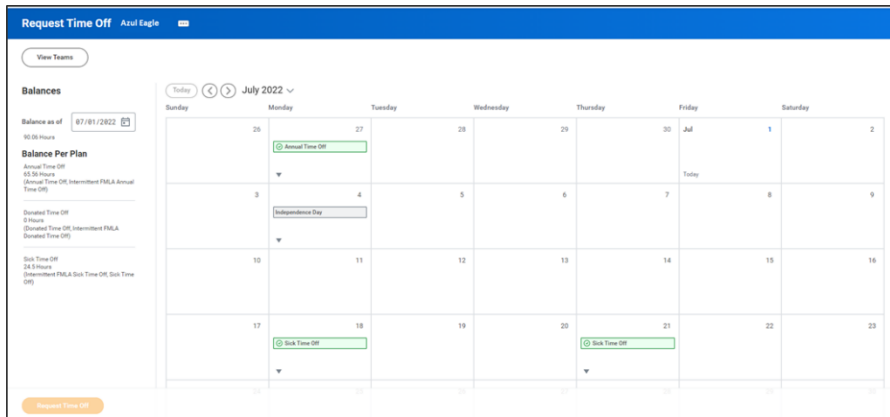
My Time Off

On the **My Time Off Report**, you can view a list of your Time Off Requests, including details and status, under the **Time Off Requests** tab.

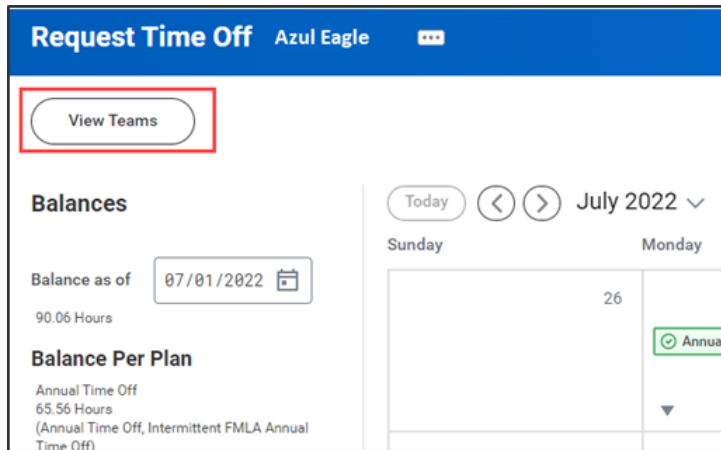
To view **time off balances**, select the **Time Off Balance as of Current Date** tab.

Request Time Off

The Request Time Off Report displays the **Unified Absence Calendar**; approved **Time Off** requests display in green, **Balance as of** date is indicated at the left.



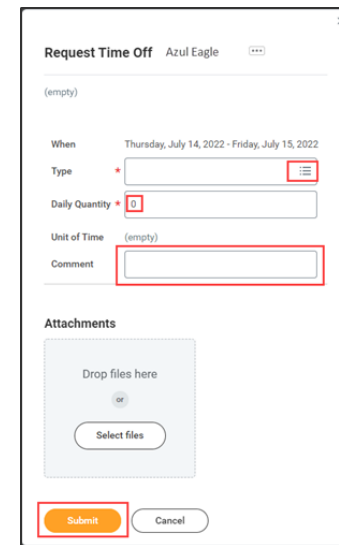
1. To see Time Off requests for members of your Team, click the **View Teams** button.



2. Your organization will auto-populate the **Organizations** field; click **OK**.
3. Time Off requests for the other members of your team display on the calendar.
4. Click the date(s) on which you wish to take **Time Off**; to request multiple days, click each day. Click a selected day to deselect it. ***NOTE: A Time Off Request for less than a full**

work day must be submitted separately from those for a full work day; i.e. one **Request** for an 8-hour day and a separate **Request** for a 4-hour day.

5. Click the **Request Time Off** button. The number of days you requested dynamically displays on the button to help confirm your request.
6. Click the menu icon and select the appropriate **Type of Time Off** requested, click to enter; enter the desired **Daily Quantity - Unit of Time** will default to **Hours**. (Fields with a red asterisk are required.) Add **Comments** as necessary; if requesting a partial day, indicate the hours requested here, i.e. "1-5 pm".



***NOTE:** SP employees requesting **Sick Time Off** for a previous pay period will also need to correct their **Time** entry for that pay period to avoid overpayment.

Attach any necessary supporting documents and click **Submit**.
The request is routed to your supervisor.

***NOTE: FMLA** has multiple **Time Off/Leave** types to choose from; click the appropriate type based on your situation.

If you are on an approved continuous FMLA, your time will be entered by the Leave Coordinator. If you are on an approved Intermittent FMLA leave, your FMLA Time Off is requested through this **Time Off** process, using one of the designated Intermittent Leave choices. The initial paperwork and approval are handled outside of Workday and approval must occur before requesting FMLA Time Off. You will need to notify your supervisor and Absence Partner when you know you need to take FMLA leave to initiate the approval process.

7. Time Off Requests that have been **submitted** but not **approved** appear in gray. View the status of your requests in your My Time Off report.

View Time Off Balances as of a Certain Date

1. On the **Workday Home Page** enter **Time Off** in the **Search** field and select the **Time Off Balance** Report, or click the **Time** worklet and select the **Time Off** button under the **View** section. Insert screenshots as you deem appropriate, but keep them to a minimum. Use the “Top and Bottom” image Layout Option to anchor the image within the text.
2. Enter the desired date in the **As Of** field (or use the calendar icon to select); click **OK**.
3. On the **Time Off Balance** page, the **Balance As Of Date** report displays, reflecting the date entered.

Cancel a Submitted Time Off Request

Time Off requests that have been submitted *but not yet approved* can be canceled by the requester. Once a **Time Off Request** has been **approved**, you must contact the **Approver** to cancel it.

1. From the **Home Page**, enter **Request Time Off** in the Search field and select the **Request Time Off Report**.
2. Click the submitted **Time Off** entry on the calendar.
3. Click **Cancel this Request**.
4. Enter a comment. *Comment is required for cancellation.*
5. Click **Submit**, then **Done**. No approval is required to cancel a **Submitted Time Off Request**.

***NOTE:** To cancel an approved Time Off request, contact the approver (outside Workday); the approver must cancel a request once it has been approved.

Entering a Time Off Request as a Delegate

If requesting **Time Off** for someone who has delegated you to do so, please refer to the **Delegation Overview Job Aid** for specific instructions on acting “on behalf of” someone else to initiate a business process. An example of submitting a **Time Off Request** as a **Delegate** appears below.

Example: Request Time Off “on behalf of”

1. Follow **Steps 1-3** as outlined in the **Initiating a Business Process as a Delegate (“Start on my behalf”)** section of the **Delegation Overview Job Aid**.

2. Enter **Time Off** in the **Search** field on the **Delegate Dashboard** screen.
3. Select the **Request Time Off** report.
4. Select the date on which you wish to request **Time Off** and click the **Request Time Off** button.
5. Complete the details of the **Request** and click **Submit**.
6. The **Request** will be routed for appropriate approval; **Process History** will include indication that the **Request** was submitted “on behalf of” the individual.