



Benefit eligible hourly employees can submit time off requests using the Workday **Time Off** icon. Unlike Kronos, you will not request time off on the timecard.



Note: Please be aware that accruals are granted on the last day of the pay period and only eligible to be used thereafter (i.e. not to be used retroactively).

Initiate a Time Off Request

1. On the Workday homepage, click on the **Time Off** icon. Under **Request**, select **Time Off**. The **Request Time Off** page appears. You will see the current month calendar. You will observe the following on the screen:

The screenshot shows the 'Request Time Off' interface. On the left, there are sections for 'Balances' (865.480037 Hours), 'Balance Per Plan' (Health & Personal Leave - BW: 558.820376 Hours), 'Paid Time Off - BW' (0 Hours), and 'Vacation - BW'. The main area is a calendar for September 2018. Red circles highlight several elements: the date selector '10 / 03 / 2018', the month navigation arrows, the 'Labor Day' label on the 3rd, 'Vacation (Ho)' labels on the 30th and 31st, and 'Health & Persor' on the 28th. At the bottom, a button shows '1 Day - Request Time Off'.

- Use the arrows to navigate to the month you are requesting time off in.
- Select a date under **Balances as of** field to see projected balances in the future.
- University Holidays display on the monthly calendar.
- Time off approved by your supervisor will display with a green checkmark.
- Time off requests submitted but not approved will display with a gray bar.
- Total number of days selected in the request appear on the **Request Time Off** Button.

2. On the calendar, click on the day or days you are requesting time off. They will appear highlighted in blue. You can use one of the options below to request time off for more than one day:

- To select multiple days off in a sequence, click on the first day and drag over consecutive days. Select days individually if you are requesting days off across workweeks.

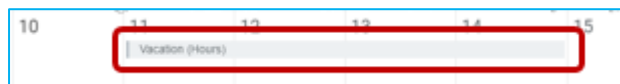
- To select multiple days off that are not in a sequence, you will click on each individual day.

Click the **Request Time Off** button.

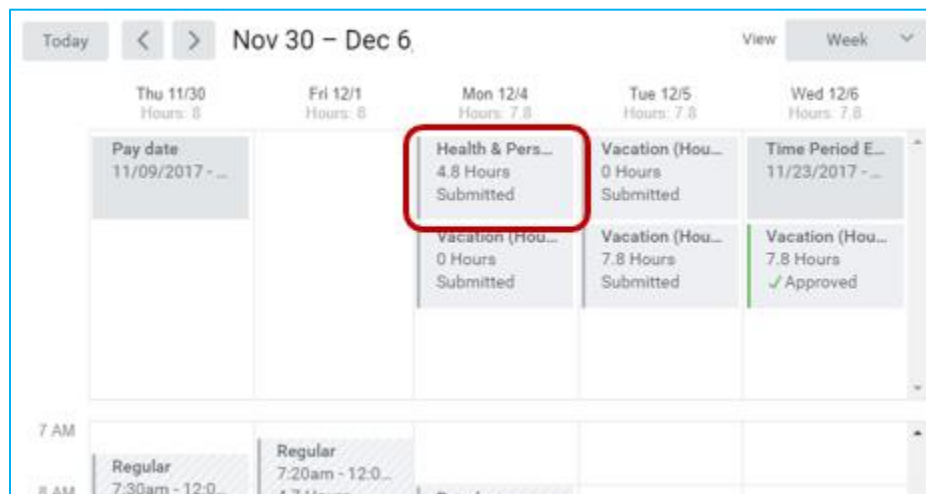
3. Complete the required fields(*) in the *Review Time Off* box:

- In the **Type** field, select the Time Off category. You will only see options that apply to your position. Please refer to the section below to see more details of the Time Off Types.
- In the **Position** field, you will see your position. If you have multiple benefits eligible positions, select the relevant position.
- Enter the **Daily Quantity**. In most cases, your typical daily total may be 7.8 hours (for a 39-hour employee). If you plan to work partial day and take off part of day:
 - Enter your time worked first on your timecard.
 - Determine the difference between your typical daily total and your time worked.
 - Enter that amount in the **Daily Quantity** field.
- Enter a **Comment**, if needed.

4. Click **Submit to send the request for approval to your manager or timekeeper. Once submitted, it will display on the calendar with a gray bar.**



It will also appear on your timecard as shown in the image below.



Time Off Types and Paid Time Off

- Bereavement/Funeral
- Health & Personal Leave (Hours)
- Jury Duty
- Paid Time Off (Hours)
- Vacation (Hours)
- Volunteer FF/EMT
- Voting

The image shows the time off types available to a benefit eligible hourly employee. Most of the time off types are self-explanatory. Paid Time Off is new. Paid Time Off is a repository of time hours that are granted by:

- The University when you work during an unscheduled closure.
- The University when you work Commencement or Convocation.
- Your manager for special circumstances

IMPORTANT: This is not a replacement for the generic PDL reason code in Kronos. To see the Workday practice for the scenarios where PDL was used prior in Kronos, click [here](#).

Cancel an Unapproved Time Off Request

1. On the Workday homepage, click the **Time Off** icon.
2. Under **Request**, select **Time Off**. The **Request Time Off** page appears.
3. On the calendar, click the submitted but unapproved time off request. The **Time Off Entry** window displays.
4. Click **Cancel this Request**.
5. On the **Cancel Business Process Time Off Request** window, you must add a note in the **Comments** box to specify why you are canceling the request.
6. Click **Submit** and then **Done**.

Time Off Entry

When: Tuesday, January 23, 2018

Type: Health & Personal Leave (Hours)

Position: 00127904 Customer Service Representative

Requested: 4 Hours

Initiated On: 12/06/2017 01:53 PM

Time Off Event: Time Off Request: Ellie Stotler

Comment: (empty)

Cancel this Request

Close

Edit an Approved Time Off Request

1. On the Workday homepage, click the **Time Off** icon.
2. Under **Request**, select **Time-Off Correction**. The **Correct My Time Off** page appears.
3. Click the approved time off day(s) on the calendar that you need to correct. The approved time off appears with a green check on the calendar.
4. In the **Correct Time Off** window :
 - **To Edit-**
 - Click the checkbox next to the day(s) you wish to edit.
 - Enter the new value in the **Daily Quantity** field.
 - **To Delete-**
 - Click the minus sign to remove the row(s).
5. Click **Submit** to submit the time off correction for approval. The changes you made are saved.

Correct Time Off

Total: 15.8 Hours

Tuesday, January 9, 2018 - Wednesday, January 10, 2018

Select All: 0 selected

Date	Type	Daily Quantity
Tuesday, January 9, 2018	Vacation (Hours)	7.8 Hours
Wednesday, January 10, 2018	Vacation (Hours)	7.8 Hours

Type: [dropdown]

Daily Quantity: [input]

Unit of Time: (empty)

Comment: [input]

Related Job Aids

- [Employee Enter Time](#)
- [Correct Approved Time Off](#)

Have Questions? [See how to contact your Pay Rep.](#)