Benefit eligible hourly employees can submit time off requests using the Workday Time Off icon.

**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:

   - 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

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.

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.

Edit an Approved Time Off Request

1. On the Workday homepage, click the Time Off icon.
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.
Related Job Aids

- Employee Enter Time
- Correct Approved Time Off

Have Questions? See how to contact your Pay Rep.