



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:

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), and 'Paid Time Off - BW' (0 Hours). The main area is a calendar for September 2018. Red circles highlight several elements: the date '10 / 03 / 2018' in the 'Balance as of' field, the navigation arrows, the 'Labor Day' label on the 4th, '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.

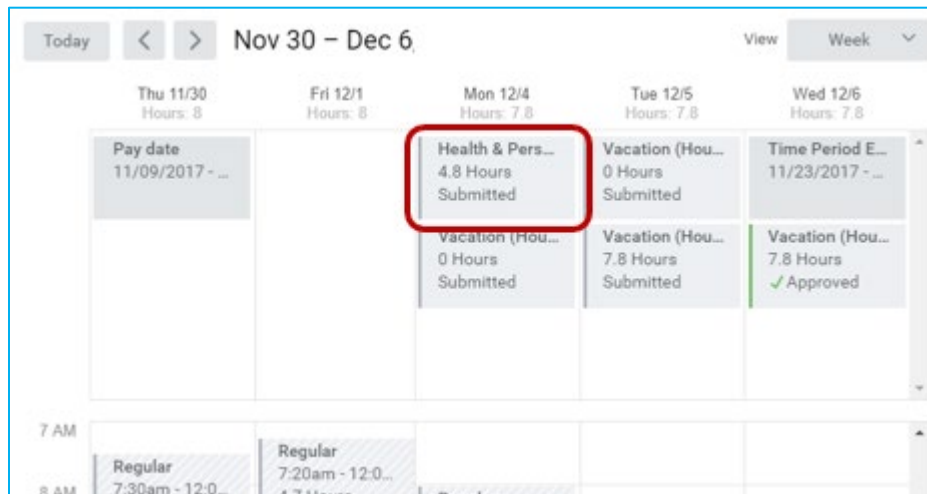
3. Complete the required fields(*) in the *Review Time Off* box:

- 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.

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**.

The screenshot shows a 'Time Off Entry' window with the following details:

- 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: Elie Stotler
- Comment:** (empty)

A red box highlights the 'Cancel this Request' button at the bottom of the window.

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.

The screenshot shows the 'Correct Time Off' window with a table of entries:

Date	Type	Daily Quantity
Tuesday, January 9, 2018	Vacation (Hours)	7.0 Hours
Wednesday, January 10, 2018	Vacation (Hours)	7.0 Hours

A red box highlights the minus sign icon in the table, used for deleting rows.

Related Job Aids

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

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