



VIEW TIME OFF AND LEAVE OF ABSENCE

From the Absence application:

1. Click **My Absence** under the View section. A report of your Absence Requests displays.

My Absence

Brian Kaplan [Actions](#)

Organization

Global Modern Services >> Global Support - USA Group

Manager(s)

Amelia Casias

Absence Requests

Absence Balances as of Current Date

Absence Requests 40 items

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
08/16/2019	Friday	Vacation (Hours)	4	Hours		Submitted	Q
08/15/2019	Thursday	Vacation (Hours)	4	Hours		Submitted	Q
09/07/2018	Friday	Vacation (Hours)	8	Hours		Approved	Q

2. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today's date. Depending on the type of absence plan, Workday tracks balances in either days or hours.

VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES AS OF A CERTAIN DATE

From the Absence application:

1. Click the **Absence Balance** button under the View section.
2. Enter a date in the As Of field.
3. Click **OK**. The report Balances as Of Date displays reflecting the dates entered. Depending on the type of absence plan, Workday tracks the balances in either days or hours.



Note: Depending on your organization's configuration, you may not be able to view the balance for all absence types.



← Absence Balance

Brian Kaplan Actions

Balance As Of Date 06/02/2019

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 2 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	06/01/2019 - 06/15/2019 (Semi-monthly)
Paid Time Off	Hours	80	50	0	130	0	0	0	130	130	06/01/2019 - 06/15/2019 (Semi-monthly)
Total:									146	146	



SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

From the Absence application:

1. Click **Request Absence** under the Request section. The unified absence calendar displays.



Note: Depending on your organization's configuration, you may be able to see other coworkers' absence requests by clicking View Teams. This gives insight into when coworkers will be absent and decreases the likelihood of too many workers being out at the same time.

2. Click the day you wish to take off or click and drag to select multiple days. Click a selected day to deselect it.
3. (Optional) Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
4. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
5. Select the **Type** of absence requested. Your options will include both time off and other absence types.
6. Click **Next**.
7. The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balance tracking is in days or hours.
8. (Optional) To change the Quantity per Day amount, click **Edit Quantity per Day**. Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once, using the Update All Quantities field. Click **Done**.



Note: Depending on your organization's configuration, managers can include optional or required start and end times with a worker's time off request. This helps managers know when in the day the worker will be taking time off and better plan for absences within teams. Another feature, depending on your organization's configuration, can display the worker's position information alongside the worker's name in the Time Tracking and Absence application.



Request Absence

Brian Kaplan [Actions](#)

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.

If all the details are correct, click the **Submit** button to process your request.

Total 24 hours - Vacation (Hours)

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
+	08/19/2019	08/21/2019	Vacation (Hours)	8 hours	24 hours	Edit Quantity per Day

9. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.

10. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.



CANCEL A SUBMITTED TIME OFF REQUEST

You can cancel submitted, but not yet approved, time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click **Cancel this Request**.



Absence Calendar
Brian Kaplan [Actions](#)

Click and drag on the calendar or select date range.

[Select Date Range](#) [View Teams](#)

Balances

Balance as of 08/15/2019

Per Plan

Floating Holiday
16 Hours
(Floating Holiday (Hours))

Paid Time Off
150 Hours
(Sick (Hours), Vacation (Hours))

Total
0 Days
166 Hours

Today < > August 20

Sunday Monday

28	29					
4	5					
11	12					
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Details

When Monday, August 19, 2019 - Wednesday, August 21, 2019

Type Vacation (Hours)

Requested 24 Hours

Initiated On 08/15/2019 04:08 PM

Absence Event [Absence Request: Brian Kaplan](#)

Comment (empty)

[Cancel this Request](#)

[Close](#)

3. Enter a comment. Workday requires a comment for cancelations.
4. Click **Submit**, then **Done**. The process does not require further approval.

CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

You can cancel submitted, but not yet approved, leave of absence requests. Once approved, you must correct the request to cancel it. From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. Click the leave of absence entry on the calendar.
3. Click the Absence Event's **Related Actions**.



The screenshot displays the Workday interface for managing time off. A 'Details' modal is open, showing the following information:

- Last Day of Work: 02/08/2019
- First Day of Absence: 02/10/2019
- Estimated Last Day of Absence: 02/16/2019
- Type: Jury Duty
- Absence Event: Absence Request: Brian Kaplan

Below the details is a 'Close' button. An 'Actions' menu is open, showing the following options:

- Business Process > Cancel
- Development > View Remaining Process
- Favorite > View Remaining Process

The 'Cancel' option is highlighted. The background shows a calendar grid with dates 31, 1, 2, 12, 13, 19, and 20.

5. Click **Business Process** > **Cancel**.
6. Enter a comment. Workday requires a comment for cancellations.
7. Click **Submit**, then **Done**. The process does not require further approval.



Note: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and click Cancel to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.



MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the days you want to correct or click the **Remove Row** icon to remove the days.
4. In the Type field, enter the type of time off.
5. Enter an adjustment to requested hours in the Quantity per Day field.

Correct Absence Brian Kaplan [Actions](#)

Total
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All ☐ 0 selected

Correct 3 items

<input type="checkbox"/>	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

Type

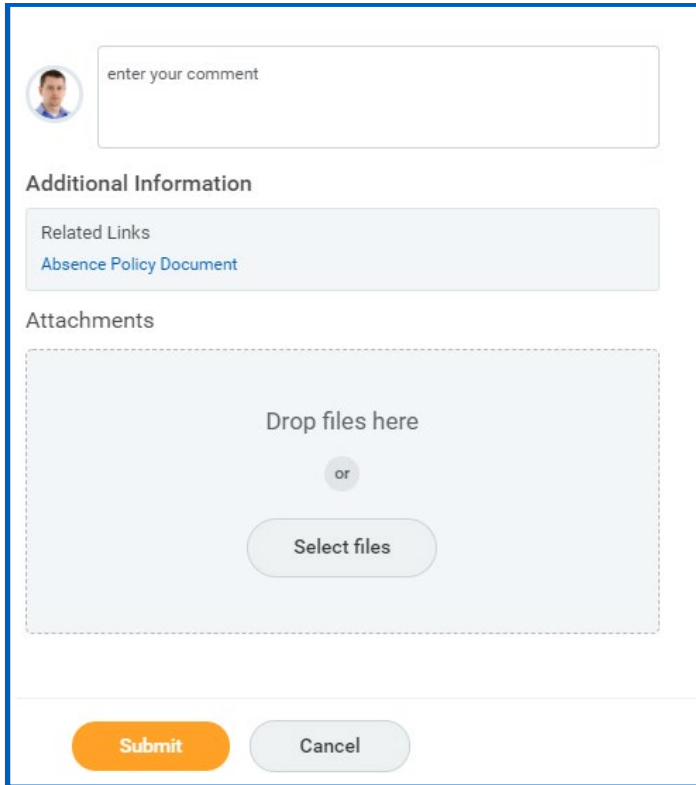
Quantity per Day

Unit of Time (empty)

Comment



Note: Depending on your organization's configuration, you may be able to attach documents to this correction.

A screenshot of a web form for submitting a time off request. The form is enclosed in a blue border. At the top left is a circular profile picture of a man. To its right is a text input field with the placeholder text "enter your comment". Below this is a section titled "Additional Information" which contains a "Related Links" box with a link to "Absence Policy Document". Underneath is an "Attachments" section with a large dashed box containing the text "Drop files here", a small circle with "or", and a "Select files" button. At the bottom of the form are two buttons: an orange "Submit" button and a grey "Cancel" button.

enter your comment

Additional Information

Related Links

[Absence Policy Document](#)

Attachments

Drop files here

or

Select files

Submit Cancel

6. Click **Submit**.



Note: To correct an approved leave of absence request, you will need to notify an HR administrator. Your organization may have additional procedures for managing leaves of absence requests.



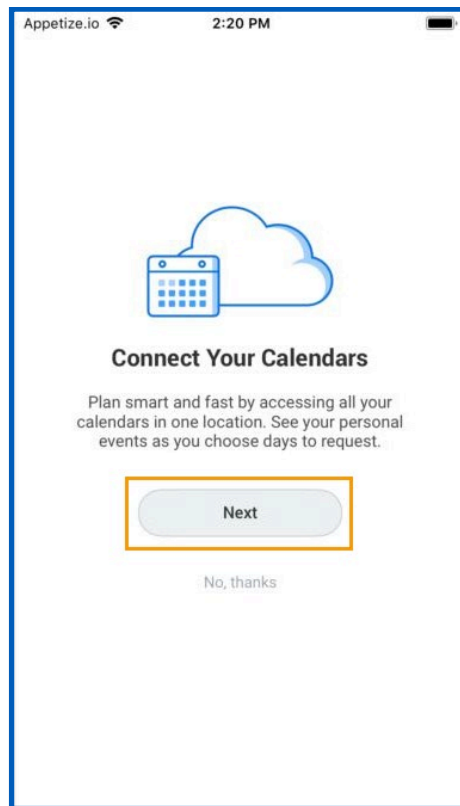
MANAGE YOUR TIME OFF AND LEAVE OF ABSENCE - MOBILE

SYNC CALENDAR INFORMATION – IPHONE, IPAD, & ANDROID

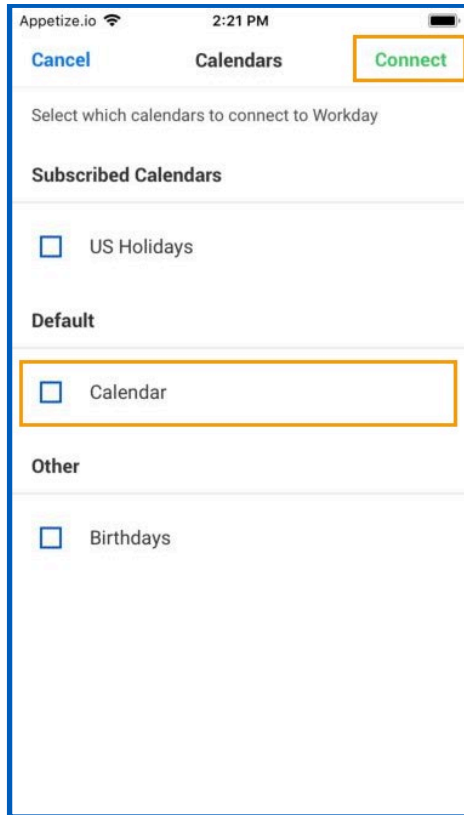
The Time Off app allows you to see personal events when you request time off by syncing your personal calendars.

From the Time Off app:

1. Click **Next** when prompted to connect your calendars.



2. Click **OK** when prompted to allow Workday access to your calendars.
3. Select which calendars to connect to Workday and click **Connect** to view personal calendar information in your Workday calendar.

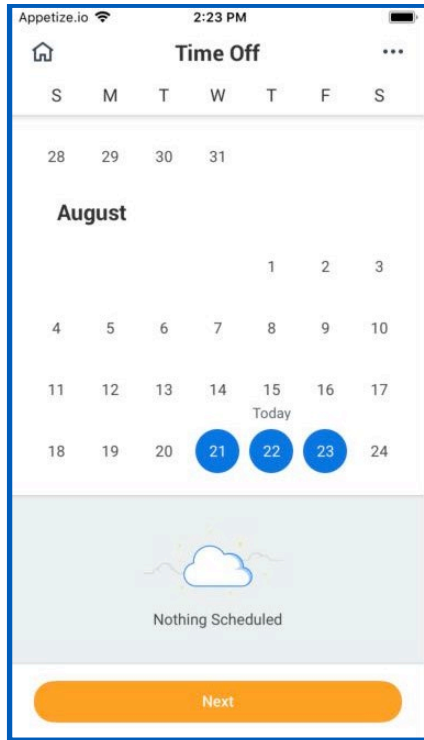


REQUEST TIME OFF - IPHONE & ANDROID

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

From the Time Off app:

1. Tap the days you want to request for time off to highlight them. You can tap a highlighted day to deselect it.

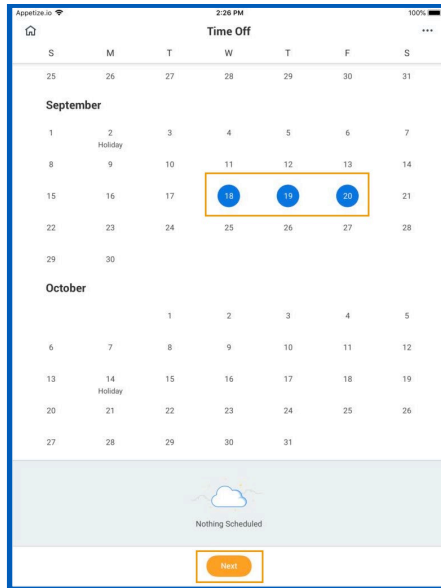


2. Tap **Next**.
3. Select the **Time Off Type**. The Review Time Off screen displays.
4. (Optional) Tap a day to adjust the number of requested hours for each day and enter a comment.
5. Tap **Submit** (Tap **Done** if on Android). A confirmation page displays. Your request routes to your manager for review and approval.

REQUEST TIME OFF - IPAD

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

1. Tap the **Time Off** app.
2. Select the days you want to request for time off. Tap a highlighted day to deselect it.



3. Tap **Next**.
4. Select the Time Off Type. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
6. Tap **Submit**. A confirmation displays. Your request routes to your manager for review and approval.

CORRECT TIME OFF - IPHONE

From their mobile devices, employees can correct time off that their manager has approved.

From the Time Off app:

1. Tap **Request Time Off**.
2. Select existing time off.
3. Update hours, as desired.
4. Click **Submit**.