Requesting Time Off

THIS JOB AID IS FOR: All Teammates

REQUEST TIME OFF- WEB VERSION

From the Workday home page

1. On the upper left-hand corner, select **MENU.**
2. Select the **Request Absence** app.
3. Select the day or days you would like to request off on the **Request Absence Calenda**r.
    Note: you can also click **Date Range** and enter the dates.
4. Select **Continue.**
5. In the Request Absence pop-up window, in the **Type of Absence** box, use the prompt to select the type of absence.
6. If you need to specify specific times for specific dates, click on the pen icon next to **Edit Individual Days. If you don't need to add any details, go to Step 7.**
    a. Select the date on the left side, edit the **Type of Absence** and hours, or add **Comments** for specific days.
        Note: You can add comments for the approver or Attachments below the Additional Information Heading.
7. Select **Submit Request.**
    Note: you may select **Go to Calendar** to verify your absence request.

Notes: Verifying with your manager that your absence has been approved is recommended.

REQUEST TIME OFF- MOBILE VERSION

From the Mobile App Home Screen

1. Select the **Apps** icon located on the bottom menu.
2. Select the **Absence** app.
3. On the calendar, select the days you would like to request time off by pressing them.
4. Select the **Request # Days** button at the bottom of the page.
5. Select the **Type of Absence** you want to request.
6. On the **Request Absence Screen**, verify or enter the following:
    a. Type of Absence field.

        Note: you may change it from this screen by clicking the prompt and selecting the correct one

    b. Duration (defaults at 8 hours but can be changed).
    c. Comment field- enter any comments for your supervisor to consider (optional).
    d. Add attachments you would like your supervisor or HR to consider (optional).
    e. Click **Submit.**

Questions? Contact the benefits Hotline: 888-403-6089