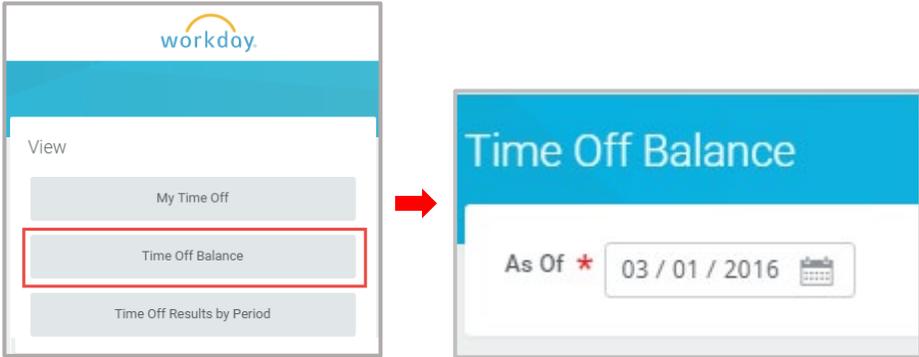


Manage Your Time Off

TASKS WITHIN THIS JOB AID

- [View Time off Balances](#)
- [Request time off](#)
- [Check the status of your time off requests](#)
- [Cancel a submitted Time off Request](#)
- [Modify previously submitted and approved Time off Requests](#)

PROCEDURE

View Time Off Balances	
Step 1	Login to Workday
Step 2	Click on the Time Off worklet on the homepage 
Step 3	Click the Time Off Balance under the <i>View</i> section. The Time Off Balance worklet displays with today's date in the As Of field. 
Step 4	Click OK to view your balance as of today's date To view past or future balances, change this date
Step 5	Select the Accrued Year To Date value to view more details for the Time Off Plan

Continued



Balance As Of Date: 03/31/2016

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

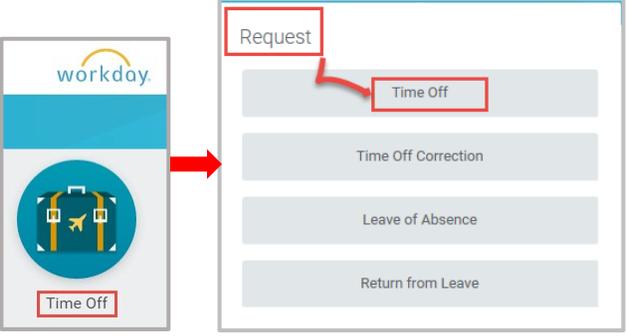
Balances Tracked in Hours: 22 items

Time Off Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Compensatory Time Off Plan (Program)	Hours		0	0	0	0	0	0	0	0	0	03/31/2016 - 03/31/2016 (Monthly Schedule - Absence)
Military Leave Plan	Hours		0	0	0	0	0	0	0	0	0	03/31/2016 - 03/31/2016 (Monthly Schedule - Absence)
Personal Leave With Pay	Hours		0	32	0	32	0	0	0	32	32	03/31/2016 - 03/31/2016 (Monthly Schedule - Absence)
Sick Plan	Hours		179.5	16	0	194.5	0	0	0	194.5	194.5	03/31/2016 - 03/31/2016 (Monthly Schedule - Absence)
Sick Pool Donation Plan	Hours		0	0	0	0	0	0	0	0	0	03/31/2016 - 03/31/2016 (Monthly Schedule - Absence)
Sick Pool Plan	Hours		0	0	0	0	0	0	0	0	0	03/31/2016 - 03/31/2016 (Monthly Schedule - Absence)

Request Time Off

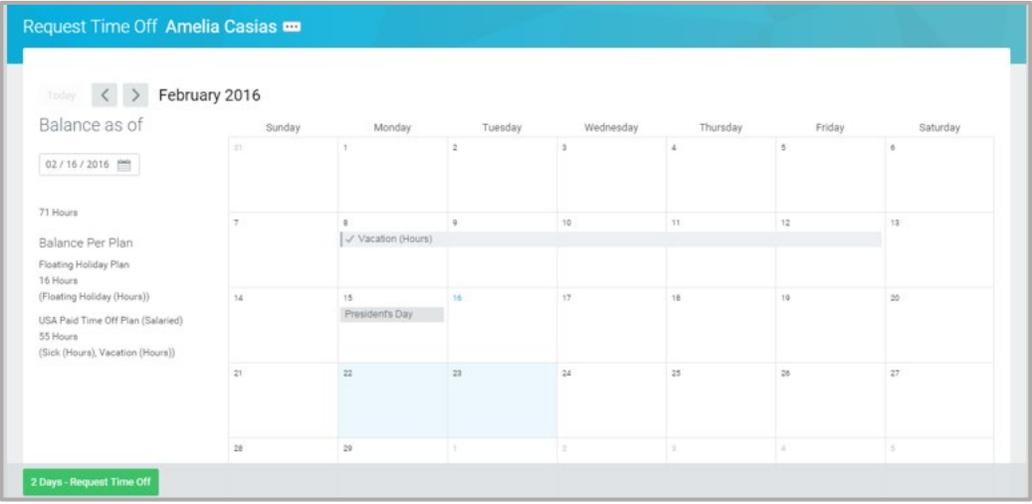
Step 1

From the **Time Off** worklet, click **Time Off** under *Requests*



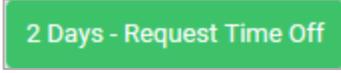
Step 2

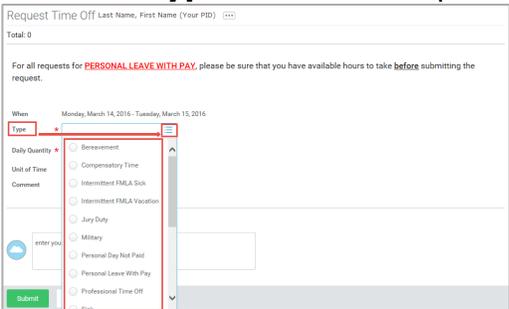
Select the day(s) you wish to take time off. Click on a selected day to deselect it



Step 3

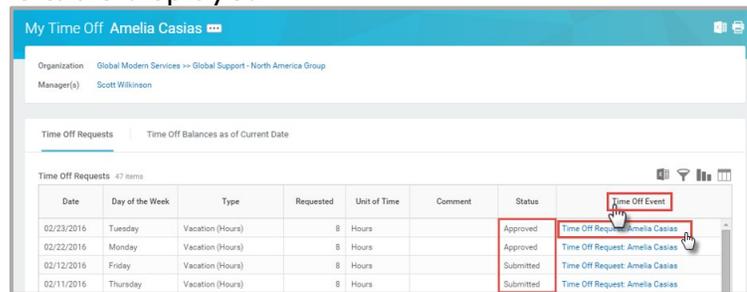
Click **Request Time Off**. The number of days you requested dynamically displays on the button to help confirm your requests.



Step 4	Enter the Type of time off requested 
Step 5	Enter the number of hours requested per day in the Daily Quantity field
Step 6	Enter Comments and click Submit
Next	The request is now pending approval with manager

Check the Status of Your Time Off Request

From the Time Off worklet, click **My Time Off** under view. You can see the status of your requests on the table displayed



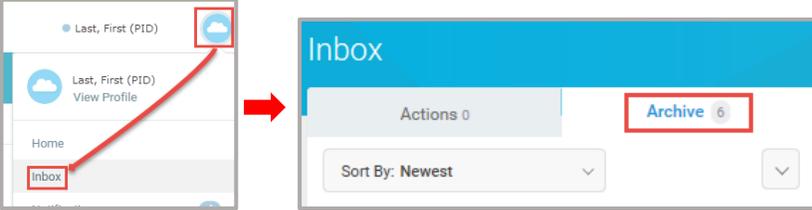
Click on the request in the *Time Off Event Field* > **Process** to view process status



Cancel a Submitted Time Off Request

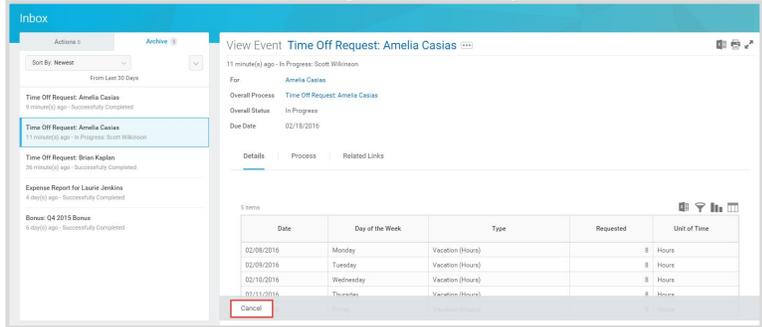
Submitted requests that have not been approved can be canceled. Once approved, you must modify the request.

Note: If you selected multiple days on the **Time Off Calendar**, cancelling time off request will cancel time off request for all of those days. If you wish to cancel just certain days, you must cancel the entire request and resubmit **Time Off Request** for the days you wish to take time off for.

Step 1	Click on your Workday Inbox and select the Archive tab 
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Note The *Archive* tab only includes Time Off requests completed within the last 30 days.

Step 2 Click the **Time Off Request** task you want to cancel



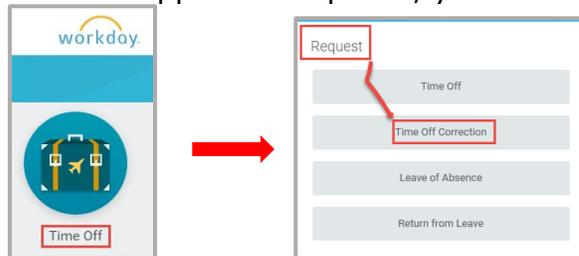
Step 3 Click **Cancel**

Step 4 Enter a **Comment**. This step is required for cancellation

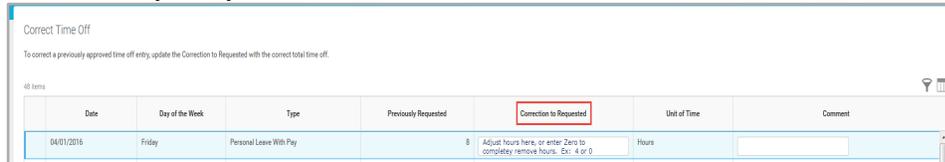
Step 5 Click **Submit**. No approval is required

Modify Previously Submitted and Approved Time Off Requests

Step 1 From the *Time Off* worklet, click **Time Off Correction** under *requests*. If you have no approved requests, you will receive an error message.



Step 2 Select the day(s) you want to correct and enter an adjustment to requested hours in the **Correction to Requested** field. To remove hours completely, enter "0" (zero)



Step 3 Enter comments (not required)

Step 4 Click **Submit > Done**

Next Request is now pending approval with Primary Manager

Approval Path & Remaining Process Click on > icon to expand **Details and Process** and click on **Process** tab to view the progress of the approval path and the remaining process

