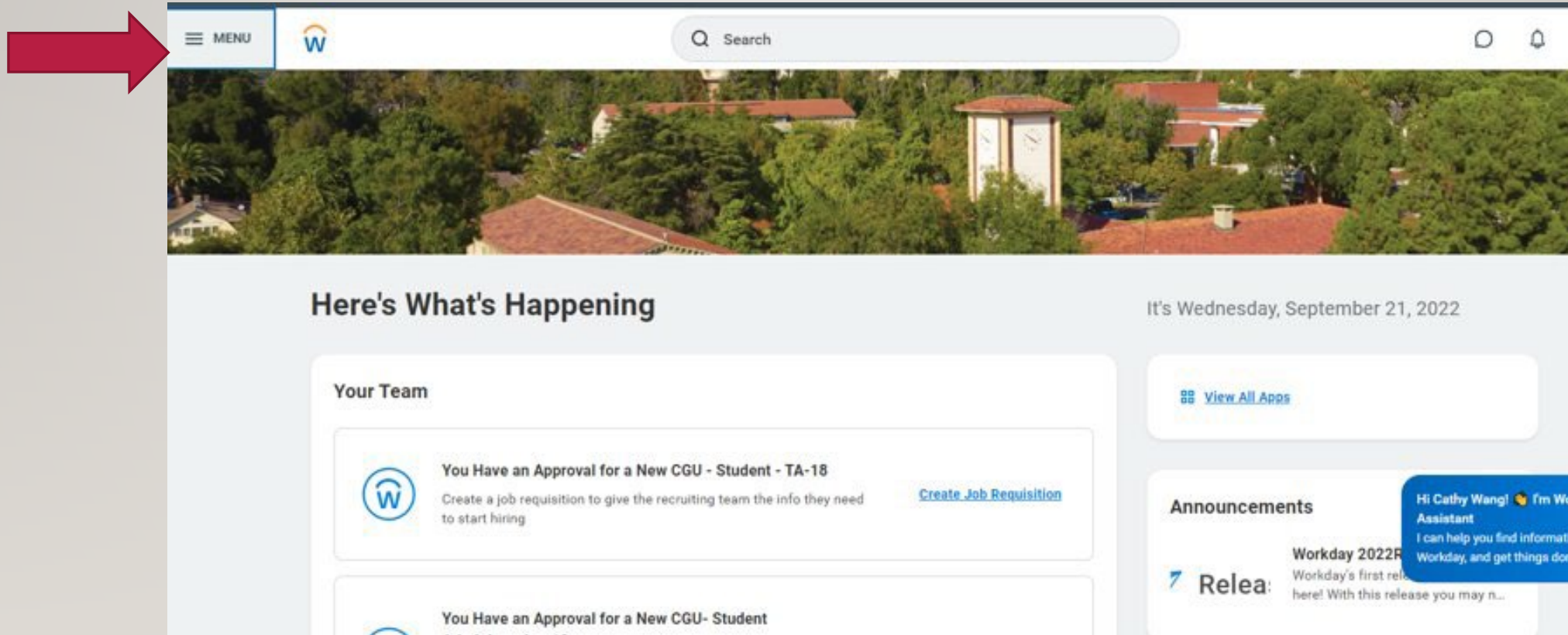


# HOW TO REQUEST TIME OFF




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# GO TO WORKDAY HOMEPAGE AND CLICK ON MENU




The image shows a screenshot of the Workday homepage. A red arrow points to the 'MENU' button in the top left corner of the navigation bar. The navigation bar also includes the Workday logo, a search bar, and notification icons. Below the navigation bar is a large banner image of a campus. The main content area is titled 'Here's What's Happening' and displays a 'Your Team' section with a notification about a new approval for a CGU-Student. To the right, there is a 'View All Apps' button and an 'Announcements' section with a 'Release' notification. A blue chat bubble is visible on the right side of the page.

**MENU**    


**Here's What's Happening** It's Wednesday, September 21, 2022


**Your Team**

 **You Have an Approval for a New CGU - Student - TA-18**  
Create a job requisition to give the recruiting team the info they need to start hiring [Create Job Requisition](#)

**View All Apps**

**Announcements**

 **Relea:** **Workday 2022R**  
Workday's first release is here! With this release you may n...

**Hi Cathy Wang!**  I'm Workday Assistant  
I can help you find information, create job requisitions, and get things done.

# CLICK ON ABSENCE



**Menu** [Close]

Apps Shortcuts

- Absence
- Time
- Time and Absence
- Workday Resources
- Career
- Benefits
- Pay
- Kronos Timekeeping
- Favorites
- My Team

[Add Apps] [Edit]

Search

It's Wednesday, September 21,

View All Apps

Announcements

Relea: Workday 2022R1

ON THIS PAGE YOU CAN SEE YOUR BALANCES. TO REQUEST TIME OFF, YOU CLICK ON REQUEST ABSENCE.


The screenshot shows a mobile application interface for managing absences. At the top left, there is a back arrow and the text 'Absence'. The main content area is divided into three sections:

- Request**: Contains two buttons: 'Request Absence' and 'Correct My Absence'. A red arrow points to the 'Request Absence' button.
- View**: Contains two buttons: 'My Absence' and 'Absence Balance'.
- Available Balance as of Today**: A section with a title and a sub-note 'Does not include future absence requests'. Below this is a table with two rows of balance information. A red arrow points to the title of this section.

Does not include future absence requests	
44.52 Hours - Sick	
134 Hours - Vacation	

# YOU CAN SELECT THE DAYS YOU WANT TO REQUEST OFF AND SEE YOUR ACCRUAL AGAIN. AFTER SELECTING YOUR DATES CLICK ON REQUEST ABSENCE

**Balances**

Balance as of 09/21/2022 

**Per Plan**


Sick  
44.52 Hours

---

Vacation  
134 Hours


---

**Total**  
178.52 Hours

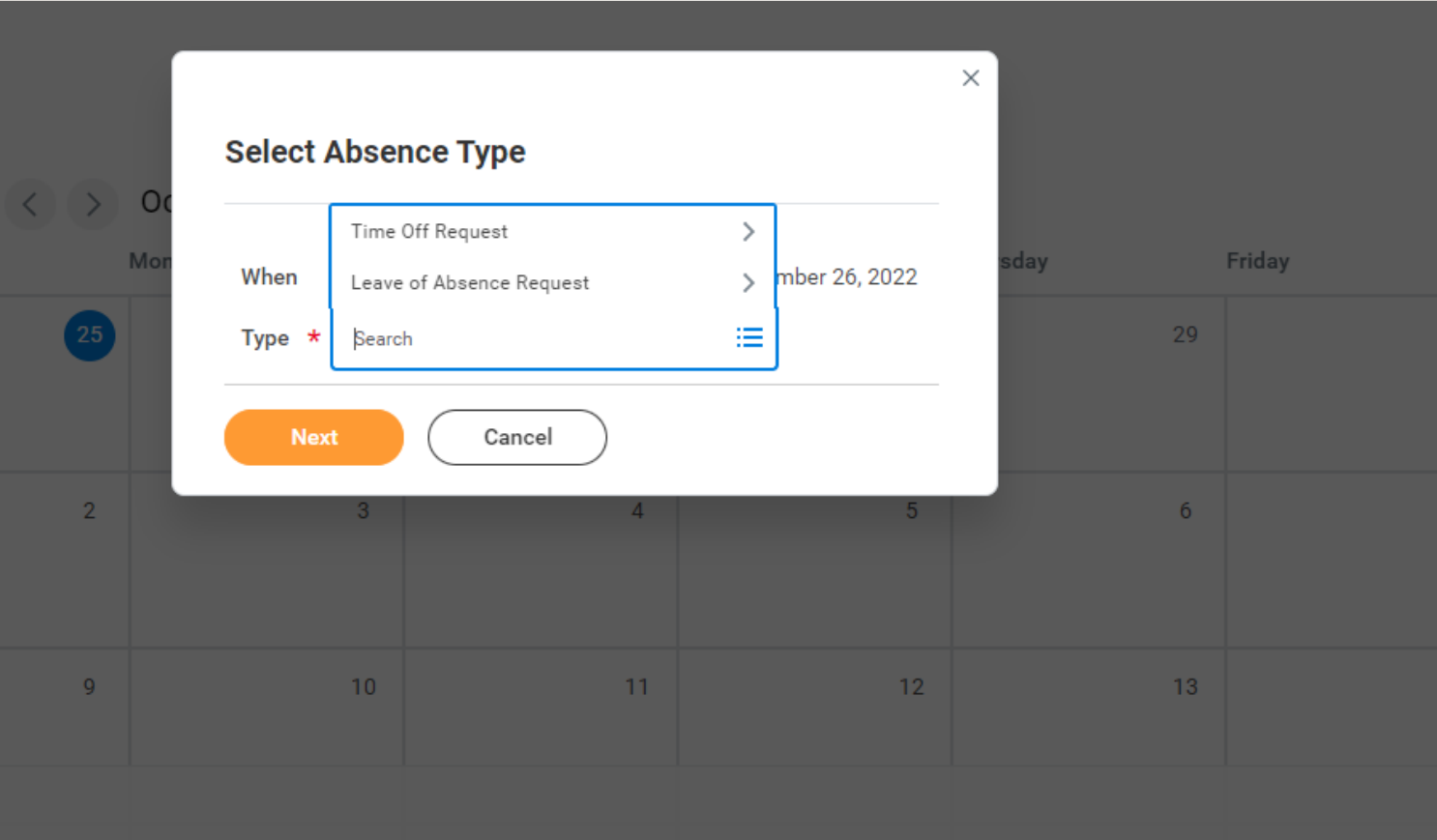
Today < > October 2022 

Sunday	Monday	Tuesday	Wednesday
	25	26	27
	2	3	4
	9	10	11
	16	17	18
	23	24	25
	30	31	Nov 1

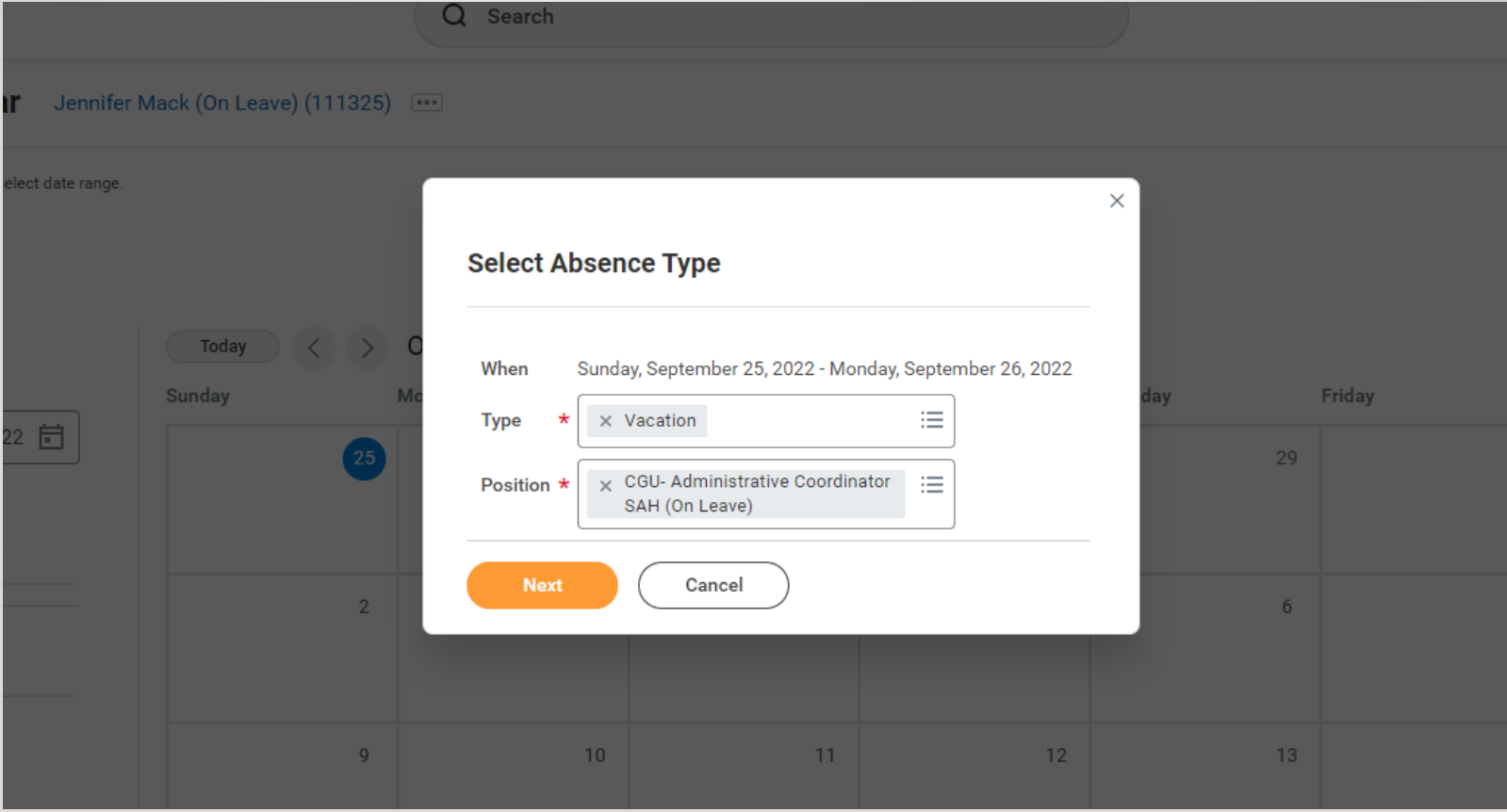
2 Days - Request Absence



# ON THE NEXT POP UP YOU CAN SELECT THE TYPE OF TIME OFF.



# AFTER SELECTING A TIME OFF TYPE, YOU WOULD CLICK NEXT AFTER VERIFYING YOUR POSITION



YOU CAN VERIFY HOW MUCH TIME YOU ARE REQUESTING PER DAY OR PRESS SUBMIT. YOU CAN CLICK ON EDIT QUANTITY PER DAY TO CHANGE HOW MANY HOURS YOU ARE REQUESTING.


Total 7.5 hours - Vacation

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	09/25/2022	09/26/2022	x Vacation	7.5 hours	7.5 hours	<a href="#">Edit Quantity per Day</a>


**Details for: Vacation**

Position \*



**Attachments**

[Submit](#) [Cancel](#)





# IF NEEDED YOU CAN ADJUST HOW MANY HOURS YOU WOULD LIKE TO USE PER DAY.

**Edit Quantity per Day**

7.5 hours - Vacation  
Total

Update All Quantities

2 items

Date	Quantity per Day	Comments
Sun, Sep 25, 2022	<input type="text" value="0"/>	<input type="text"/>
Mon, Sep 26, 2022	<input type="text" value="7.5"/>	<input type="text"/>

IF YOU DO NOT NEED TO ADJUST HOURS YOU CAN PRESS SUBMIT FOR YOUR SUPERVISOR TO APPROVE IT

**Request Absence**

Total 15 hours - Sick

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
<input type="checkbox"/>	10/12/2022	10/13/2022	<input type="text" value="Sick"/>	7.5 hours	15 hours	<input type="button" value="Edit Quantity per Day"/>

**Details for: Sick**


Position \*


**Attachments**







# ONCE SUBMITTED, YOU WILL SEE A MESSAGE SAYING YOUR REQUEST HAS BEEN SUBMITTED AND IT WILL BE UP TO YOUR SUPERVISOR TO APPROVE YOUR TIME OFF

On behalf of: Cathy Wang (113037)

MENU 

Search 


  

**Absence Calendar** 

Click and drag on the calendar or select date range.

Select Date Range

**Balances**

Balance as of  

**Per Plan**

Sick  
100.75 Hours

---


Vacation  
85.06 Hours

---

**Total**

[Request Absence](#)

Today < > October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	25	26	27	28	29	30 Oct
				 Vacation		1
	2	3	4	5	6	7
					8	

