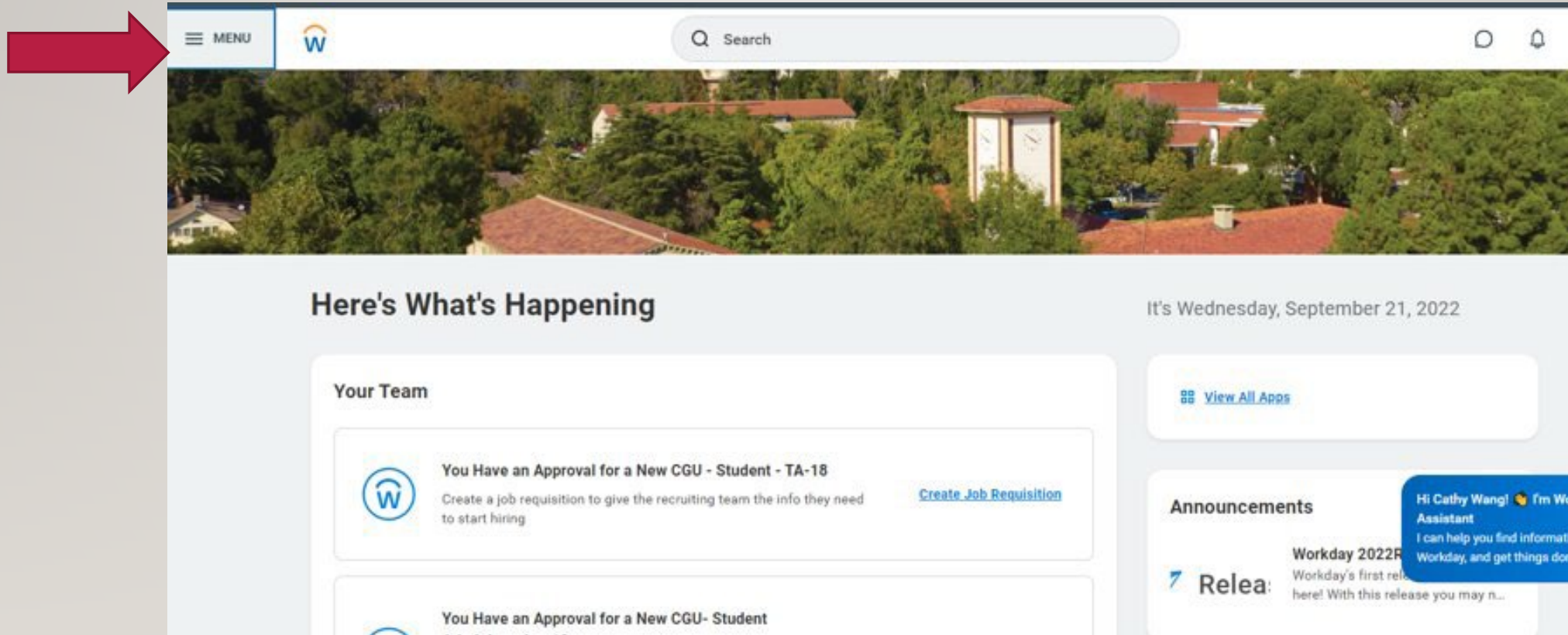


HOW TO CANCEL TIME OFF REQUEST



GO TO WORKDAY HOMEPAGE AND CLICK ON MENU



The screenshot shows the Workday homepage interface. At the top left, there is a navigation bar containing a hamburger menu icon and the word "MENU". A red arrow points to this "MENU" button. To the right of the menu is the Workday logo (a stylized 'W' with a sunburst). Further right is a search bar with a magnifying glass icon and the text "Search". On the far right of the navigation bar are two small circular icons, one of which is a notification bell. Below the navigation bar is a large banner image showing an aerial view of a campus with green trees and buildings. Underneath the banner, the text "Here's What's Happening" is displayed on the left, and "It's Wednesday, September 21, 2022" is on the right. The main content area is divided into several sections: "Your Team" on the left, which contains a card titled "You Have an Approval for a New CGU - Student - TA-18" with a "Create Job Requisition" link; a "View All Apps" button on the right; and an "Announcements" section on the right featuring a "Release" announcement. A blue chat bubble is overlaid on the right side of the page, containing the text "Hi Cathy Wang! I'm Workday Assistant. I can help you find information about Workday, 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,

Announcements

Workday 2022R1
Workday's first rele
here! With this rele

approval for a New CGU - Student - TA-18
requisition to give the recruiting team the info they need [Create Job Requisition](#)

approval for a New CGU- Student
-18
requisition to give the recruiting team the info they need [Create Job Requisition](#)

[View All Apps](#)

FROM HERE CLICK ON CORRECT MY ABSENCE

← Absence



Request	View
Request Absence	My Absence
Correct My Absence	Absence Balance



Available Balance as of Today

Does not include future absence requests

Available
83.98 Hours - Sick
117.94 Hours - Vacation

THEN YOU CAN CLICK ON ANY BOX THAT HAS APPROVED TIME OFF (PLEASE NOTE APPROVED TIME OFF WILL APPEAR GREEN AS SEEN BELOW)

Balances

Balance as of 03/13/2023

Per Plan

- Sick: 83.98 Hours
- Vacation: 117.94 Hours

Total

201.92 Hours


Today < > March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	26	27	28	1	2	3
	Vacation					
	5	6	7	8	9	10
					Sick	
	12	13	14	15	16	17
	Today					
	19	20	21	22	23	24
						25

WHEN YOU CLICK ON A BOX THIS WILL POP UP AND YOU CAN EDIT YOUR REQUEST OR DELETE IT

Select All 1 selected

Correct 1 item ☰ ☒

	Date	Type	Daily Quantity	Select
	Friday, March 10, 2023	Sick	2.5 Hours	<input checked="" type="checkbox"/>

Type *



Position

Quantity per Day

Unit of Time

Comment

> Details



AFTER YOU HAVE EDITED YOUR TIME, YOU WILL HAVE TO RESUBMIT YOUR REQUEST FOR APPROVAL BY PRESSING ON SUBMIT

Type *

Position

Quantity per Day

Unit of Time

Comment

> Details

Attachments

Drop files here

or

AFTER PRESSING ON SUBMIT YOU WILL BE TAKEN AGAIN TO YOUR ABSENCE CALENDAR AND THE REQUEST YOU HAVE EDITED WILL TURN GREY UNTIL IT IS APPROVED BY YOUR SUPERVISOR

Balances

Balance as of 03/13/2023

Per Plan

Sick
83.48 Hours

Vacation
117.94 Hours

Total
201.42 Hours

Today < > March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27	28	1	2	3	4	
	Vacation						
5	6	7	8	9	10	11	
					Sick		
12	13	14	15	16	17	18	
	Today						
19	20	21	22	23	24	25	