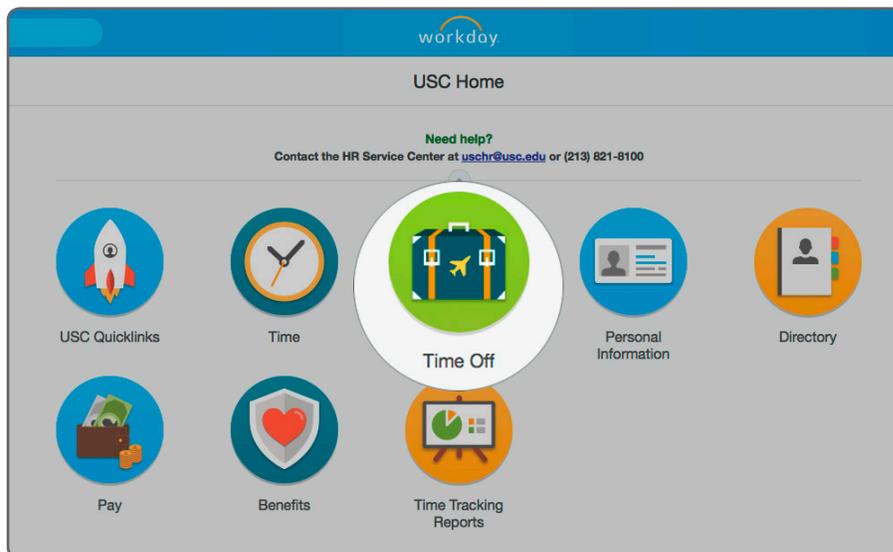
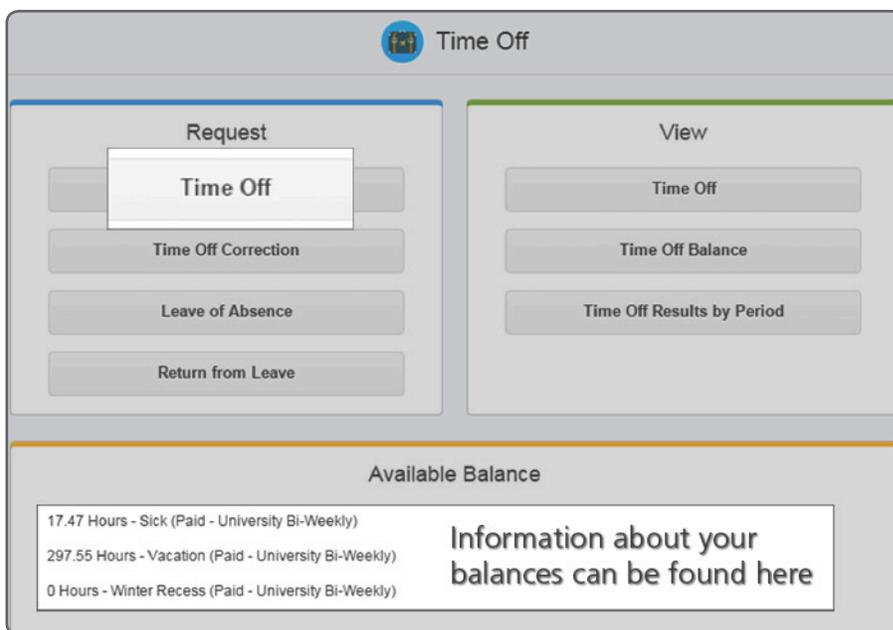


Requesting Time Off

From your Workday Home Page, select the **Time Off** worklet

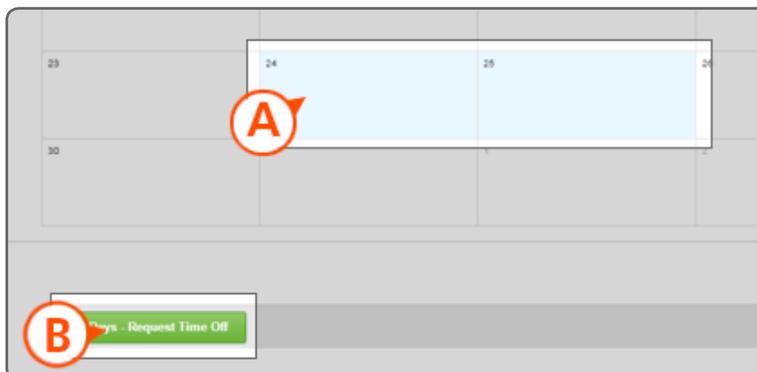


Select the **Time Off** option in the **Request** box



A. Click on the calendar dates that you wish to request as time off. They will turn blue.

B. Click on the **green button** at the bottom



C. From the pop-up window, click on the **prompt button*** in **Type** and select the type of time off you are requesting

D. The unit of time will default, but you may need to correct it. For example, if you work 7.5 hours a day, you will need to change the daily quantity to 7.5. (Please note, some time off plans are expressed in whole days but most of them are expressed in hours.)

E. You are required to enter a reason for certain types of time off. When you see this option, please select the prompt button and select the reason

F. If you have any comments you wish to record on this request, enter them here

G. Click on the **Submit** button to have your request routed to your manager



Request Time Off Hello Kitty ...

Total: 16 Hours

When Monday, August 24, 2015 - Tuesday, August 25, 2015

Type * Sick (Paid Hours) **C**

Daily Quantity * 8 **D**

Unit of Time Hours

Reason * search **E**

Comment

enter your comment **F**

Attachments

You can include supporting documentation here

Drop files here

G Submit Cancel