
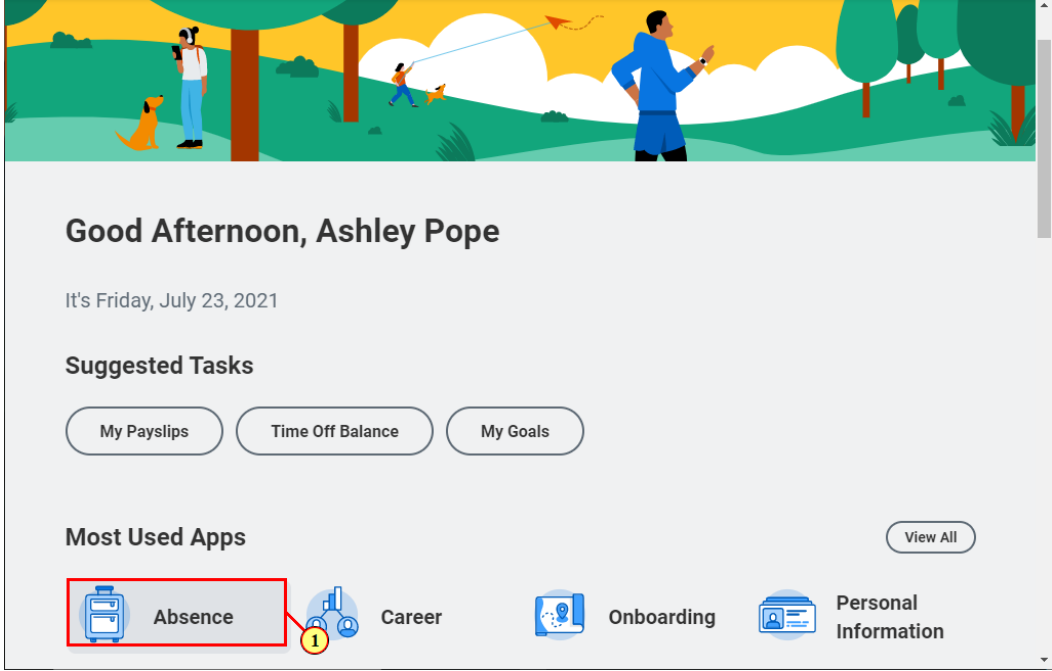
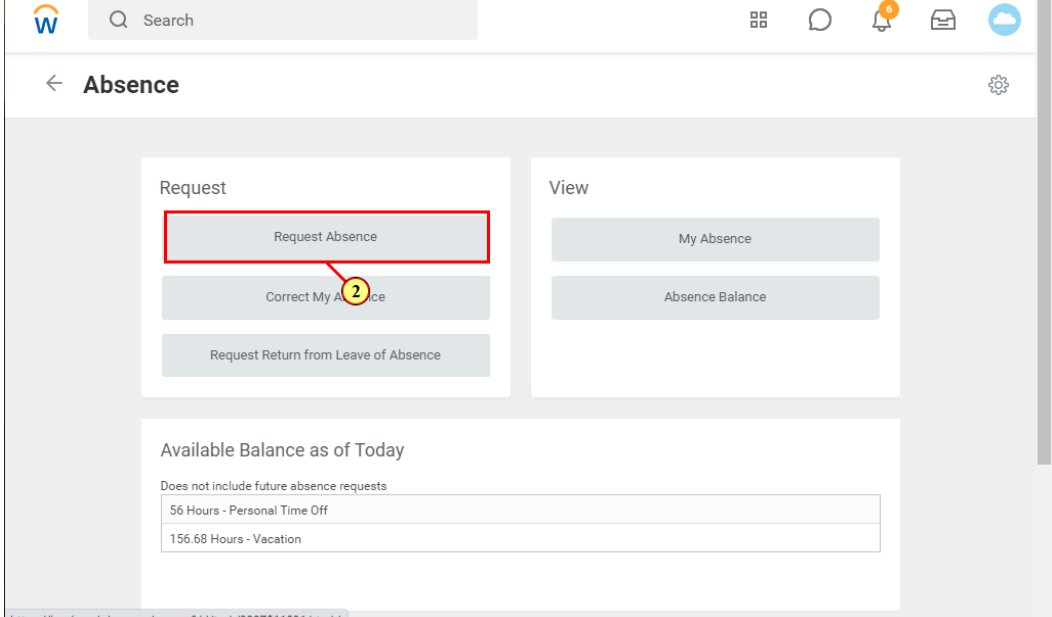

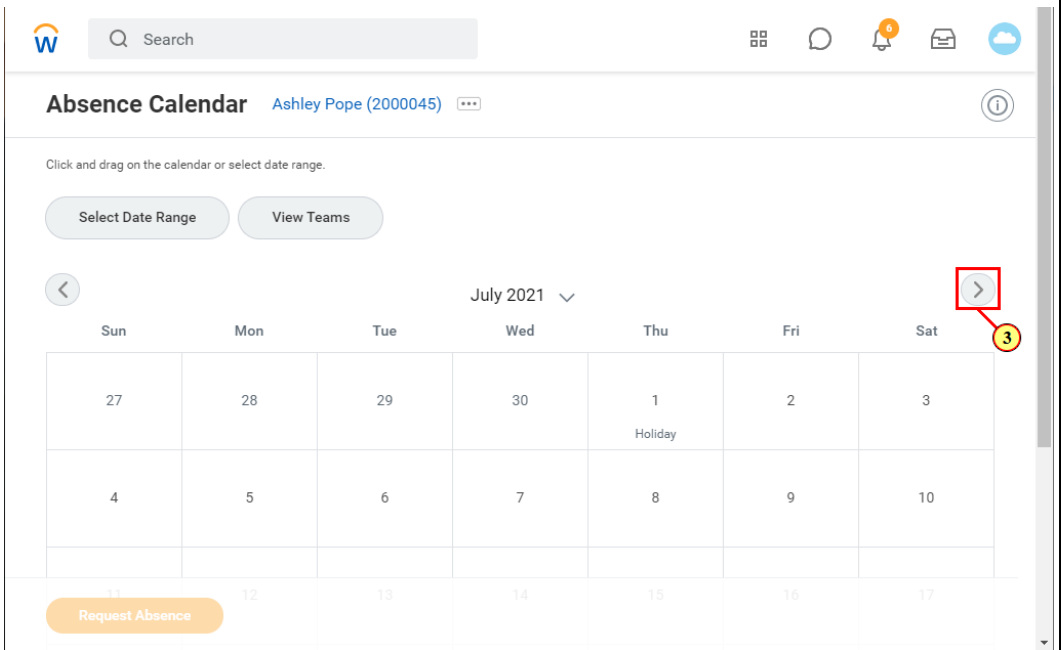

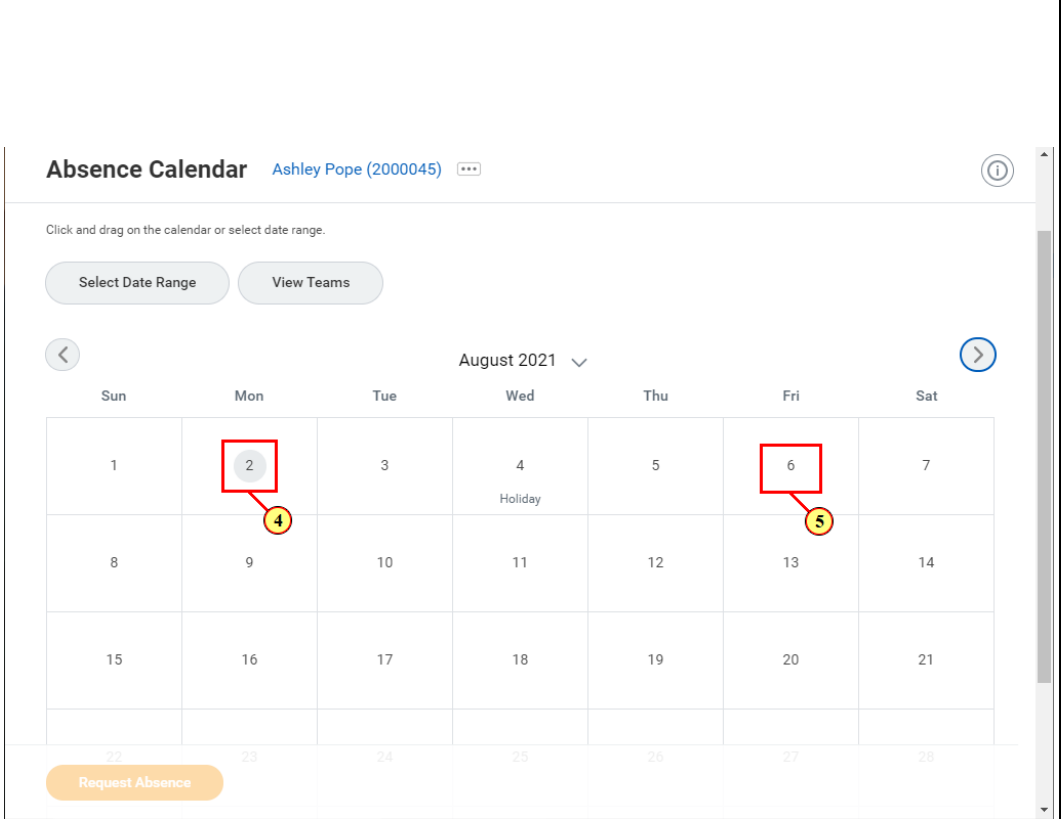
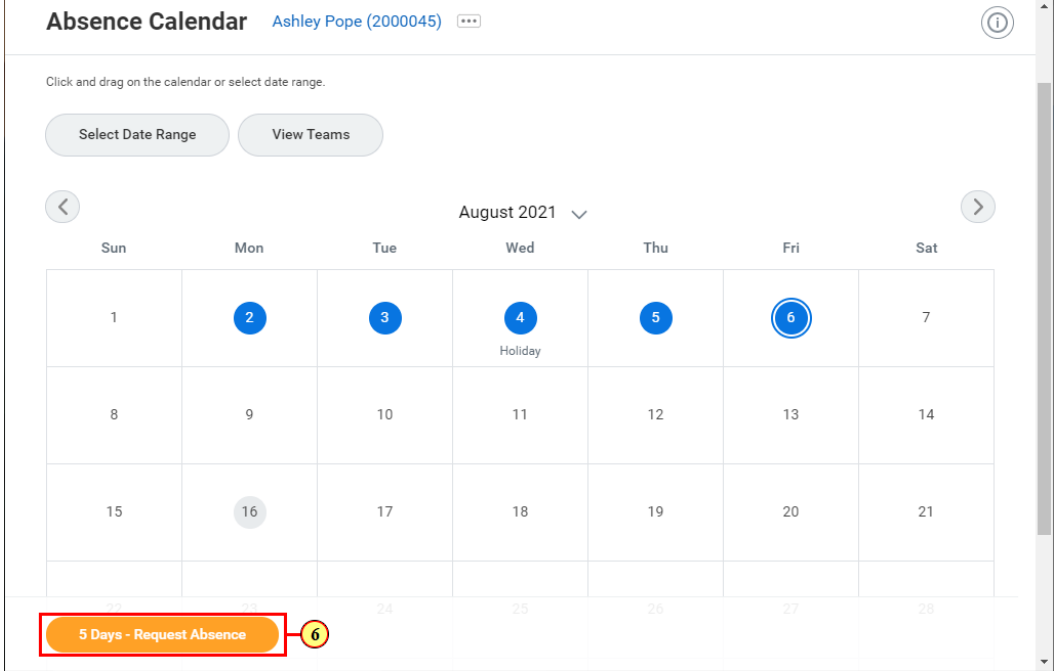



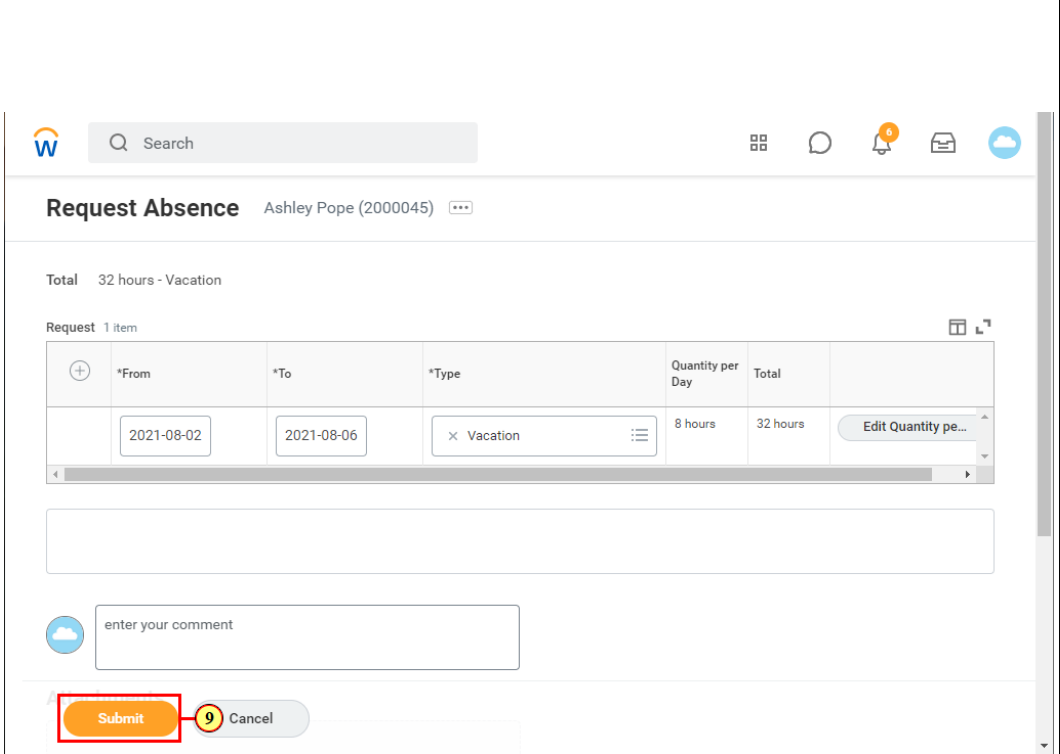

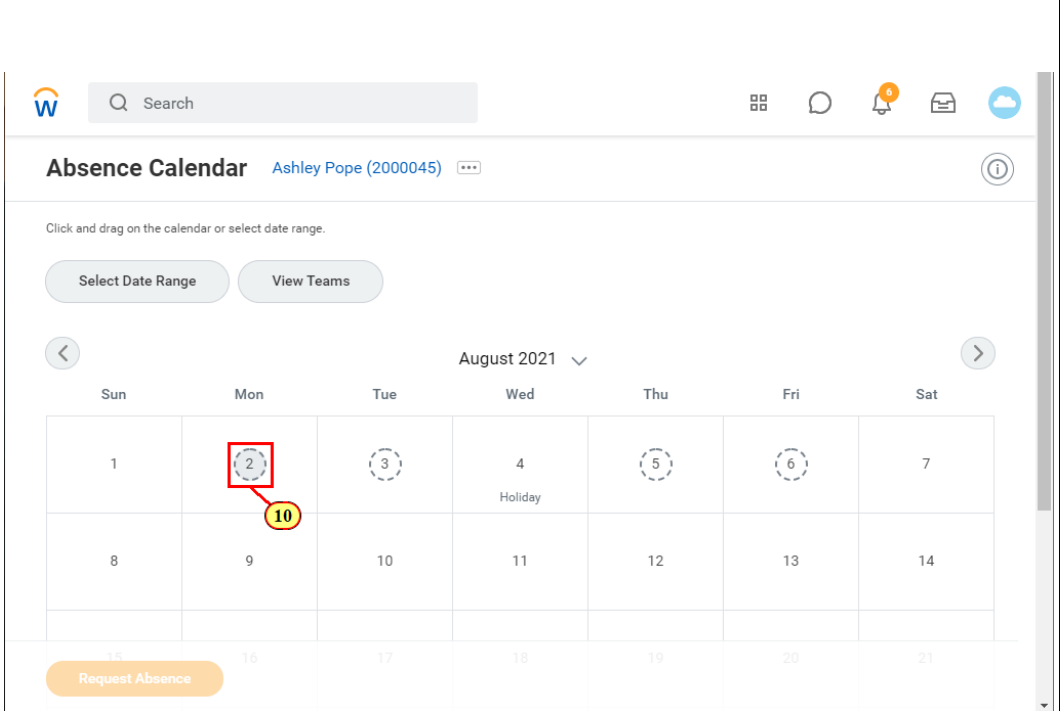
Procédure étape par étape

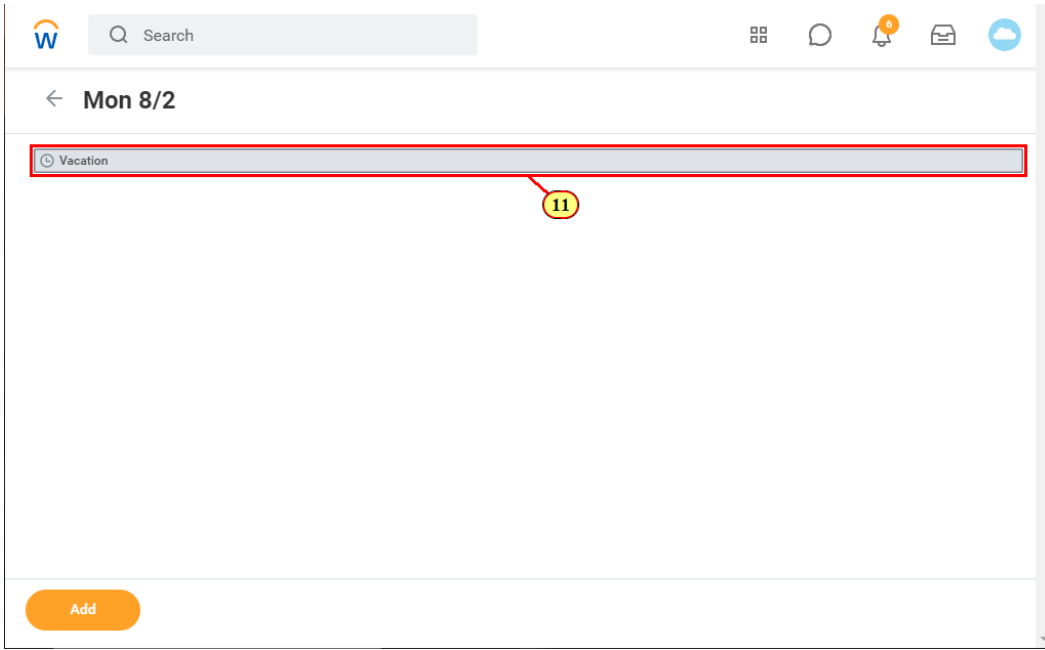
Explication	Capture d'écran
<p></p> <p>Cette simulation affichera les étapes de soumission d'une demande de congé dans Workday.</p> <p>1. Cliquez sur le classeur Absences (application).</p>	
<p>2. Cliquez sur Demander une absence.</p>	 <p>https://impl.workday.com/suncor6/d/task/2997511831.html</p>


Explication	Capture d'écran
<p>3. Cliquez sur  pour afficher plus de mois dans le calendrier des absences.</p>	
<p> Les jours fériés sont affichés dans le calendrier des absences pour les travailleurs admissibles en fonction de leur lieu.</p> <p>4. Cliquez sur la date de début de la demande de congé. Pour cet exemple, cliquez sur 2 pour commencer votre congé au 2021-08-</p>	


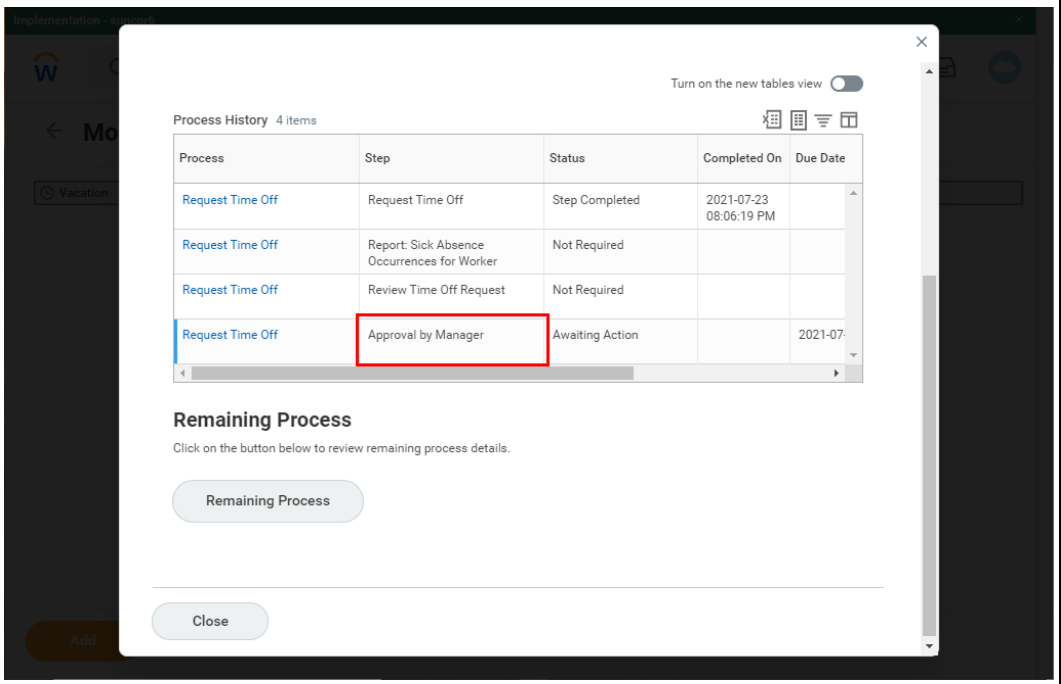
Explication	Capture d'écran																																			
<p>02.</p> <p>5. Cliquez jusqu'à la date de fin de la demande de congé. Dans cet exemple, cliquez jusqu'à 6 pour terminer votre congé au 06/08/2020.</p>																																				
<p>6. Cliquez sur Demander une absence pour demander une absence pour les 5 jours sélectionnés.</p>	 <p>Absence Calendar Ashley Pope (2000045) ⓘ</p> <p>Click and drag on the calendar or select date range.</p> <p>Select Date Range View Teams</p> <p>August 2021</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4 Holiday</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> </tbody> </table> <p>5 Days - Request Absence 6</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4 Holiday	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Sun	Mon	Tue	Wed	Thu	Fri	Sat																														
1	2	3	4 Holiday	5	6	7																														
8	9	10	11	12	13	14																														
15	16	17	18	19	20	21																														
22	23	24	25	26	27	28																														

Explication	Capture d'écran
<p>7. Cliquez sur l'icône Invite du champ Type d'absence pour sélectionner le type d'absence applicable dans la liste.</p>	
<p>8. Cliquez sur Suivant.</p>	

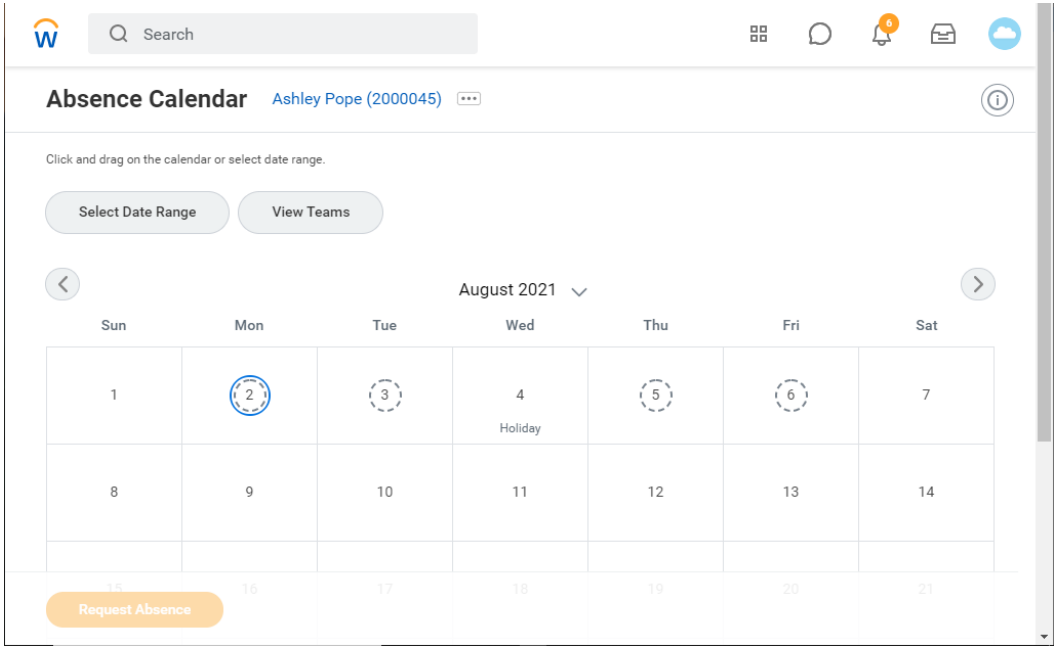
Explication	Capture d'écran																												
<p>  Vérifiez votre demande de congé avant de la soumettre. Lorsque vous cliquez sur Soumettre, la demande de congé est envoyée pour approbation par le responsable. </p> <p>9. Cliquez sur Soumettre.</p>	 <p>Request Absence Ashley Pope (2000045)</p> <p>Total 32 hours - Vacation</p> <p>Request 1 item</p> <table border="1"> <thead> <tr> <th></th> <th>*From</th> <th>*To</th> <th>*Type</th> <th>Quantity per Day</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>2021-08-02</td> <td>2021-08-06</td> <td>x Vacation</td> <td>8 hours</td> <td>32 hours</td> <td>Edit Quantity pe...</td> </tr> </tbody> </table> <p>enter your comment</p> <p>Submit 9 Cancel</p>		*From	*To	*Type	Quantity per Day	Total			2021-08-02	2021-08-06	x Vacation	8 hours	32 hours	Edit Quantity pe...														
	*From	*To	*Type	Quantity per Day	Total																								
	2021-08-02	2021-08-06	x Vacation	8 hours	32 hours	Edit Quantity pe...																							
<p>  Le cercle gris autour de la date de votre demande de congé dans le calendrier des absences indique que l'approbation du responsable est en attente. Si le cercle est vert, cela signifie que la demande a été approuvée par le manager. </p>	 <p>Absence Calendar Ashley Pope (2000045)</p> <p>Click and drag on the calendar or select date range.</p> <p>Select Date Range View Teams</p> <p>August 2021</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4 Holiday</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> </tbody> </table> <p>Request Absence</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4 Holiday	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Sun	Mon	Tue	Wed	Thu	Fri	Sat																							
1	2	3	4 Holiday	5	6	7																							
8	9	10	11	12	13	14																							
15	16	17	18	19	20	21																							

Explication	Capture d'écran
<p>10. Cliquez sur la date de la demande de congé pour afficher le statut d'approbation.</p>	
<p>11. Cliquez sur la demande de congé pour accéder aux détails. Dans cet exemple, cliquez sur Vacances</p>	

Explication	Capture d'écran																									
<p>12. Cliquez sur le lien Demande d'absence : Ashley Pope (2000045) pour afficher les détails de la demande de congé.</p>	<p>The screenshot shows a mobile application interface with a 'Details' modal open. The modal contains the following information:</p> <ul style="list-style-type: none"> When: Monday, August 2, 2021 - Tuesday, August 3, 2021; Thursday, August 5, 2021 - Friday, August 6, 2021 Type: Vacation Requested: 32 Hours Initiated On: 2021-07-23 08:06 PM Absence Event: Absence Request: Ashley Pope (2000045) (highlighted with a red box and callout '12') Comment: (empty) <p>Buttons at the bottom of the modal include 'Cancel this Request' and 'Close'.</p>																									
<p> Aucune heure de congé n'est demandée pour le mercredi 2021-08-04 en raison d'un jour férié légal pour le lieu de ce travailleur. Ce travailleur n'est pas prévu travailler le jour férié légal et par conséquent, aucune heure de congé n'est demandée.</p> <p>13. Cliquez sur l'onglet</p>	<p>The screenshot shows the 'Process' tab of the absence request details. It includes the following information:</p> <ul style="list-style-type: none"> Overall Process: Absence Request: Ashley Pope (2000045) Overall Status: In Progress Calendars In Use: Consecutive Days (No Calendars Selected) <p>Below this is a table titled 'Request Details' with 4 items:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Day of the Week</th> <th>Type</th> <th>Requested</th> <th>Unit of Time</th> </tr> </thead> <tbody> <tr> <td>2021-08-02</td> <td>Monday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-08-03</td> <td>Tuesday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-08-05</td> <td>Thursday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-08-06</td> <td>Friday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> </tbody> </table> <p>The 'Process' tab is highlighted with a red box and a yellow callout '13'.</p>	Date	Day of the Week	Type	Requested	Unit of Time	2021-08-02	Monday	Vacation	8	Hours	2021-08-03	Tuesday	Vacation	8	Hours	2021-08-05	Thursday	Vacation	8	Hours	2021-08-06	Friday	Vacation	8	Hours
Date	Day of the Week	Type	Requested	Unit of Time																						
2021-08-02	Monday	Vacation	8	Hours																						
2021-08-03	Tuesday	Vacation	8	Hours																						
2021-08-05	Thursday	Vacation	8	Hours																						
2021-08-06	Friday	Vacation	8	Hours																						

Explication	Capture d'écran																									
<p>Processus/traitement pour afficher le statut de la demande de congé.</p>																										
<p> L'approbation du responsable a été demandée.</p> <p>Une fois approuvée, le statut de cette étape passe de En attente d'une action à Étape terminée.</p>	 <p>The screenshot shows a 'Process History' window with 4 items. The table below is a representation of the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Step</th> <th>Status</th> <th>Completed On</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Request Time Off</td> <td>Request Time Off</td> <td>Step Completed</td> <td>2021-07-23 08:06:19 PM</td> <td></td> </tr> <tr> <td>Request Time Off</td> <td>Report Sick Absence Occurrences for Worker</td> <td>Not Required</td> <td></td> <td></td> </tr> <tr> <td>Request Time Off</td> <td>Review Time Off Request</td> <td>Not Required</td> <td></td> <td></td> </tr> <tr> <td>Request Time Off</td> <td>Approval by Manager</td> <td>Awaiting Action</td> <td></td> <td>2021-07-</td> </tr> </tbody> </table> <p>Below the table, there is a 'Remaining Process' section with a button labeled 'Remaining Process' and a 'Close' button at the bottom.</p>	Process	Step	Status	Completed On	Due Date	Request Time Off	Request Time Off	Step Completed	2021-07-23 08:06:19 PM		Request Time Off	Report Sick Absence Occurrences for Worker	Not Required			Request Time Off	Review Time Off Request	Not Required			Request Time Off	Approval by Manager	Awaiting Action		2021-07-
Process	Step	Status	Completed On	Due Date																						
Request Time Off	Request Time Off	Step Completed	2021-07-23 08:06:19 PM																							
Request Time Off	Report Sick Absence Occurrences for Worker	Not Required																								
Request Time Off	Review Time Off Request	Not Required																								
Request Time Off	Approval by Manager	Awaiting Action		2021-07-																						

Explication	Capture d'écran																									
<p>14. Cliquez sur Fermer.</p>	<p>Process History 4 items</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Step</th> <th>Status</th> <th>Completed On</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Request Time Off</td> <td>Request Time Off</td> <td>Step Completed</td> <td>2021-07-23 08:06:19 PM</td> <td></td> </tr> <tr> <td>Request Time Off</td> <td>Report: Sick Absence Occurrences for Worker</td> <td>Not Required</td> <td></td> <td></td> </tr> <tr> <td>Request Time Off</td> <td>Review Time Off Request</td> <td>Not Required</td> <td></td> <td></td> </tr> <tr> <td>Request Time Off</td> <td>Approval by Manager</td> <td>Awaiting Action</td> <td></td> <td>2021-07-</td> </tr> </tbody> </table> <p>Remaining Process</p> <p>Click on the button below to review remaining process details.</p> <p>Remaining Process</p> <p>Close</p>	Process	Step	Status	Completed On	Due Date	Request Time Off	Request Time Off	Step Completed	2021-07-23 08:06:19 PM		Request Time Off	Report: Sick Absence Occurrences for Worker	Not Required			Request Time Off	Review Time Off Request	Not Required			Request Time Off	Approval by Manager	Awaiting Action		2021-07-
Process	Step	Status	Completed On	Due Date																						
Request Time Off	Request Time Off	Step Completed	2021-07-23 08:06:19 PM																							
Request Time Off	Report: Sick Absence Occurrences for Worker	Not Required																								
Request Time Off	Review Time Off Request	Not Required																								
Request Time Off	Approval by Manager	Awaiting Action		2021-07-																						
<p>15. Cliquez sur Fermer pour fermer les détails.</p>	<p>Details</p> <p>When: Monday, August 2, 2021 - Tuesday, August 3, 2021 Thursday, August 5, 2021 - Friday, August 6, 2021</p> <p>Type: Vacation</p> <p>Requested: 32 Hours</p> <p>Initiated On: 2021-07-23 08:06 PM</p> <p>Absence Event: Absence Request: Ashley Pope (2000045)</p> <p>Comment: (empty)</p> <p>Cancel this Request</p> <p>Close</p>																									

Explication	Capture d'écran
<p>Une fois que votre responsable a approuvé votre demande de congé, celle-ci apparaît en vert dans le calendrier des absences.</p> <p>Vous avez terminé avec succès les étapes pour demander un Congé dans Workday.</p>	 <p>The screenshot shows the Workday Absence Calendar interface. At the top, there is a search bar and navigation icons. The main heading is 'Absence Calendar' for 'Ashley Pope (2000045)'. Below this, there are buttons for 'Select Date Range' and 'View Teams'. The calendar itself is for 'August 2021' and shows a grid of dates from 1 to 21. A 'Request Absence' button is located at the bottom left of the calendar grid.</p>