
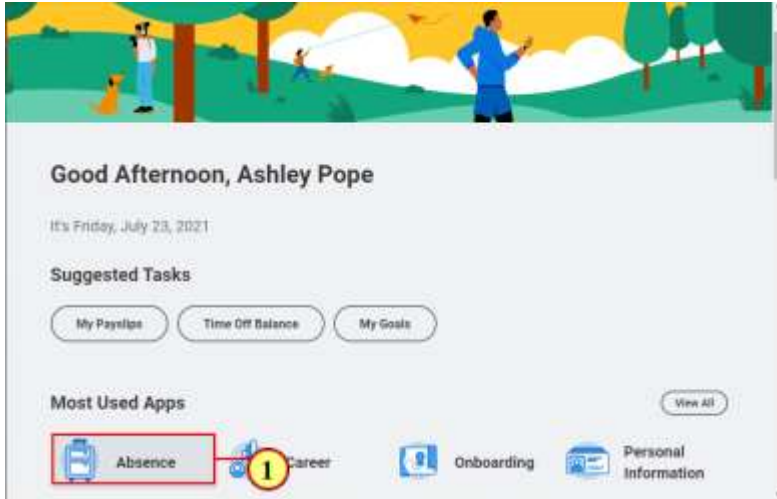
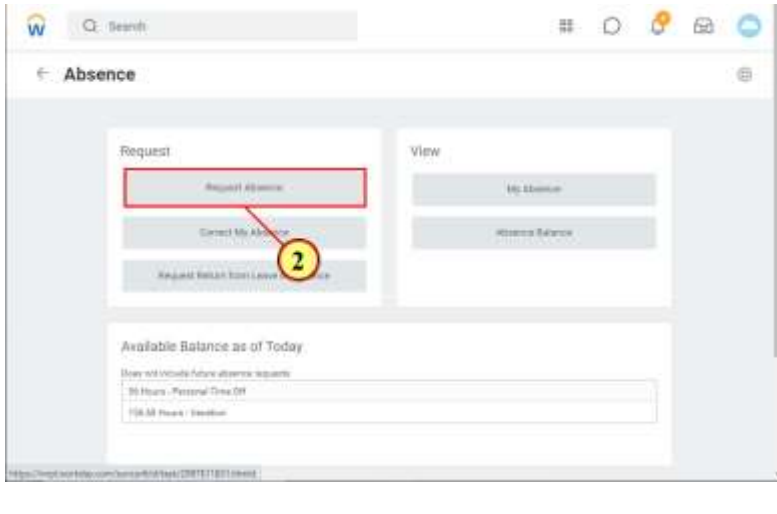

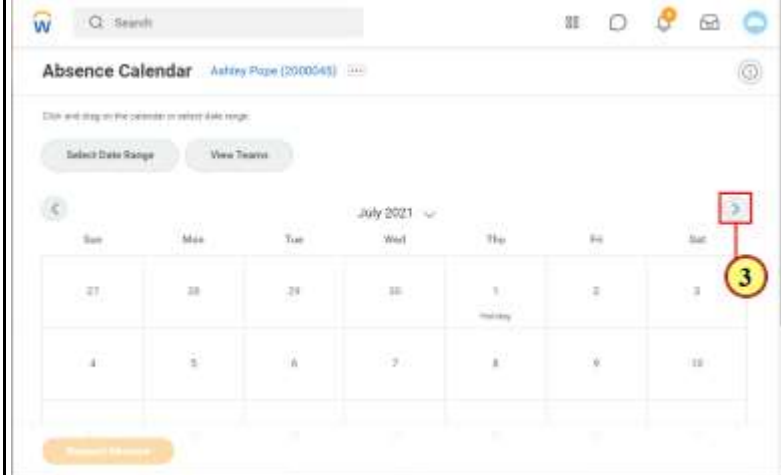



Step-by-Step Procedure

<p></p> <p>This simulation will show the steps to submit a time off request in Workday.</p> <p>1. Click the Absence worklet (app).</p>	 <p>Good Afternoon, Ashley Pope</p> <p>It's Friday, July 23, 2021</p> <p>Suggested Tasks</p> <p>My Payslips Time Off Balance My Goals</p> <p>Most Used Apps View All</p> <p>Absence Career Onboarding Personal Information</p>
<p>2. Click Request Absence.</p>	 <p>W Search</p> <p>Absence</p> <p>Request</p> <p>Request Absence</p> <p>Cancel My Absence</p> <p>Request Single Time Leave Balance</p> <p>View</p> <p>My Balance</p> <p>Absence Balance</p> <p>Available Balance as of Today</p> <p>Does not include future absence requests</p> <p>39 Hours - Personal Time Off</p> <p>196.88 Hours - Available</p>

3. Click  to view more months in the **Absence Calendar**.

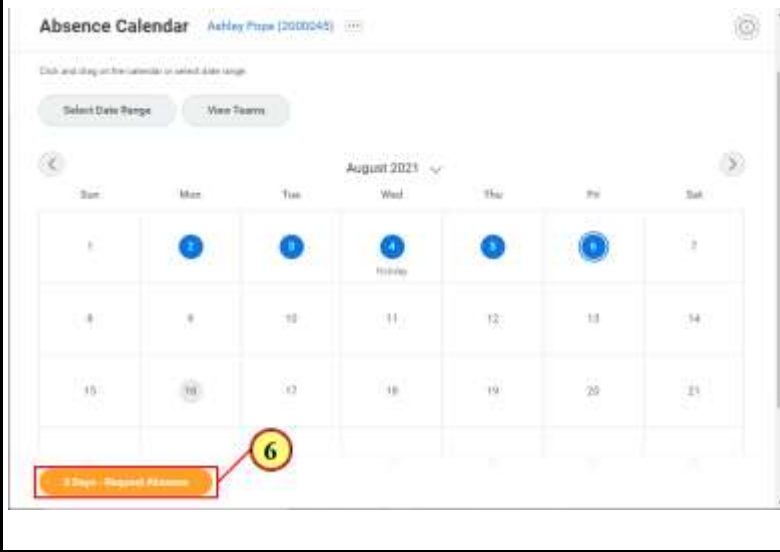
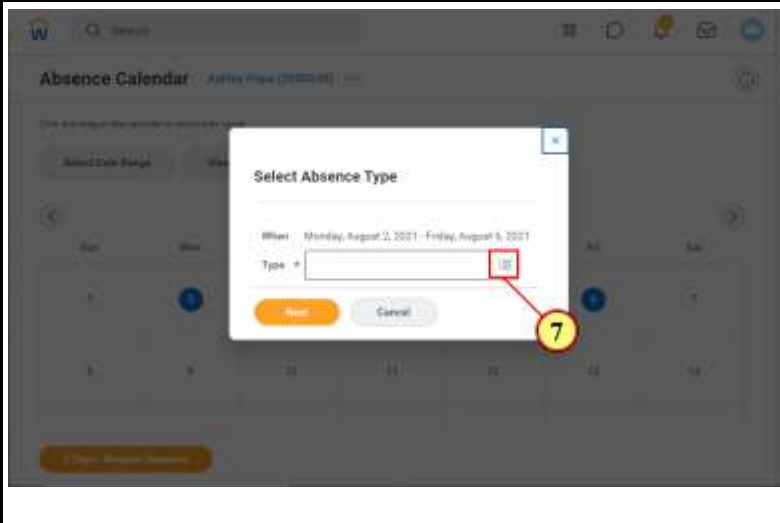


 Statutory holidays are displayed in the **Absence Calendar** for eligible workers based on their location.

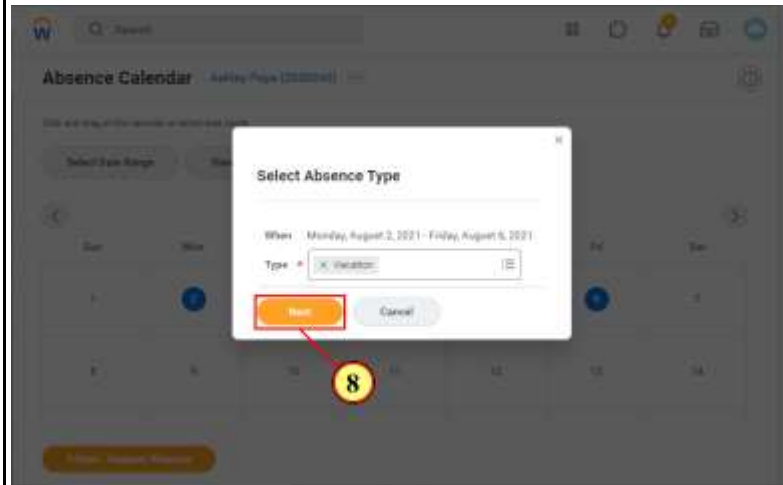
4. Click the **Start** date of the **Time Off** request and drag to select the last day of the request. For this example, click **2** to start your time off from **2021-08-02**.




5. Drag and drop on the **End date** of the **Time Off** request. For this example, select **6** to select your last day of

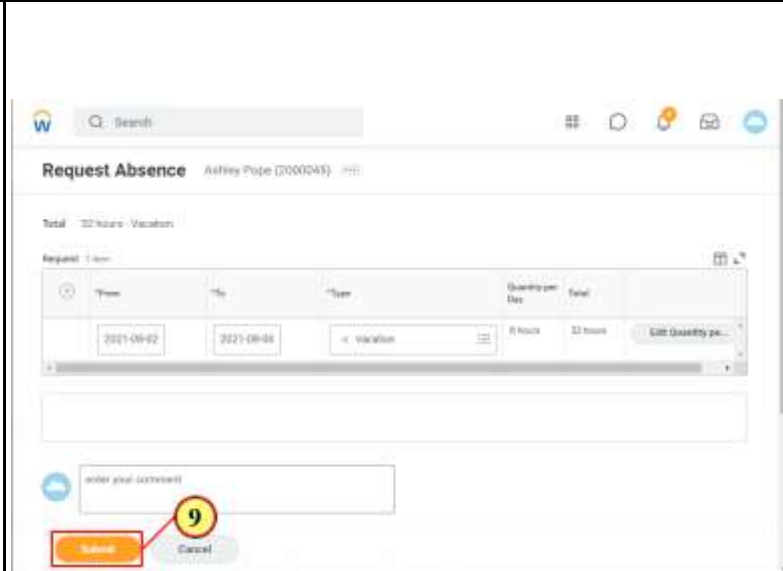
<p>Time Off as 2021-08-06.</p>	
<p>6. Click Request Absence to request absence for the 5 days selected.</p>	
<p>7. Click the Prompt icon for the Absence Type field to select the applicable Absence Type from the list.</p>	


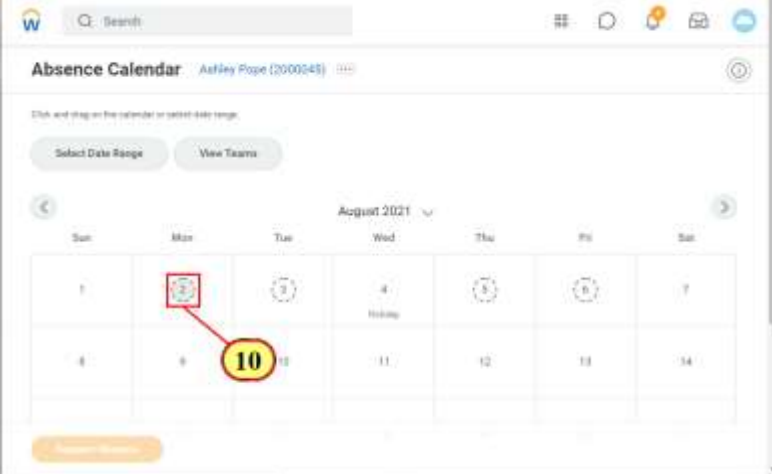

8. Click **Next**.



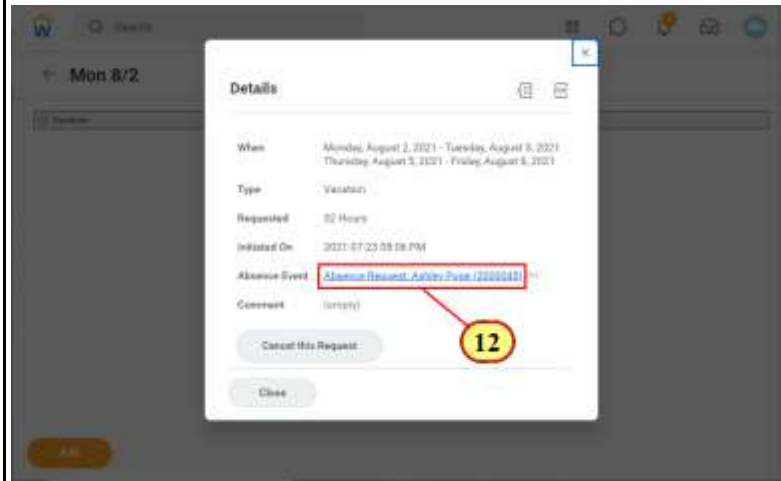
 Review your **Time Off** request before you submit. When you click **Submit**, the **Time Off** request will be sent for the manager's approval.

9. Click **Submit**.

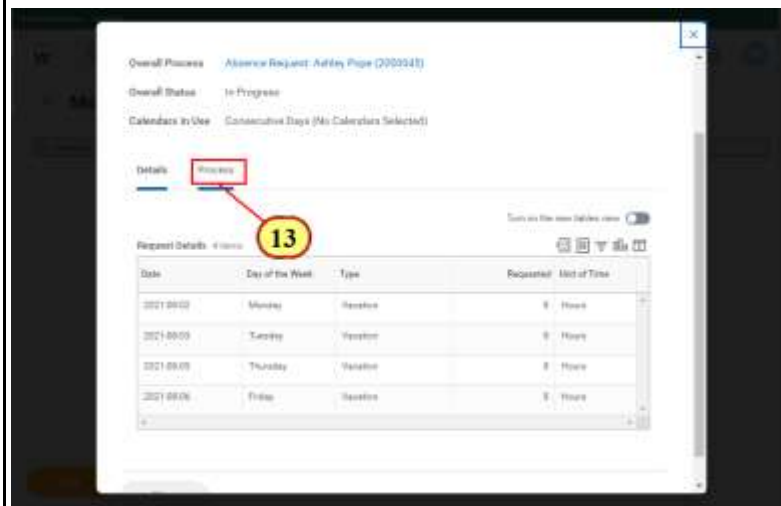


<p></p> <p>The gray circle around your Time Off request date in the Absence Calendar indicates that the manager approval is pending. If the circle is green, it means the request has been approved by the manager.</p> <p>10. Click the Time Off request date to view the approval status.</p>	
<p>11. Click the time off request to access the details. For this example, click Vacation.</p>	


12. Click the **Absence Request: Ashley Pope (200045)** link to open the details of the **Time Off** request.



There are no vacation hours requested for Wednesday, **2021-08-04** due to a statutory holiday for this worker's location. This worker is not scheduled to work on the statutory holiday and therefore no hours of vacation are requested.

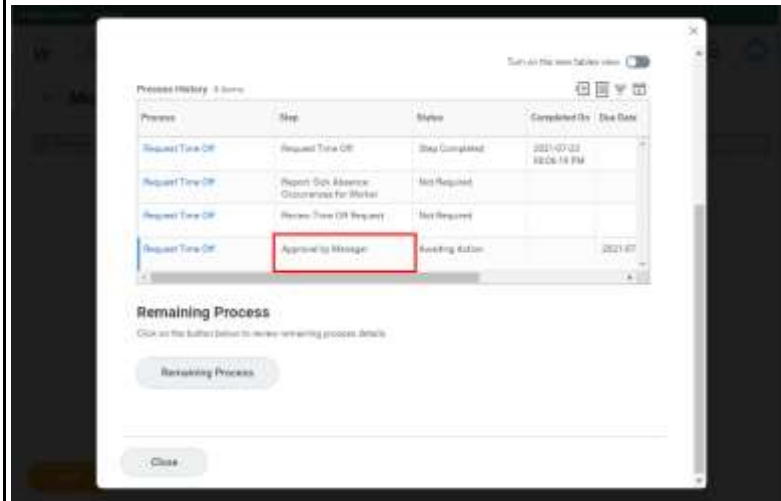


13. Click **Process** tab to view the status of the **Time Off** request.

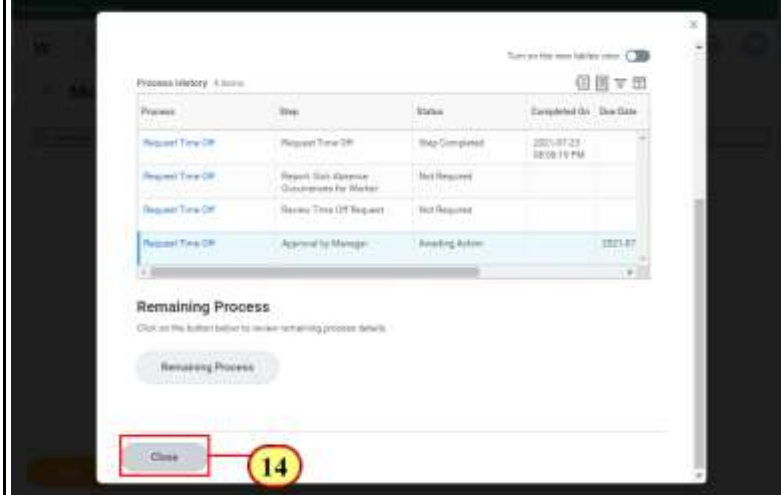


 Manager approval has been requested.

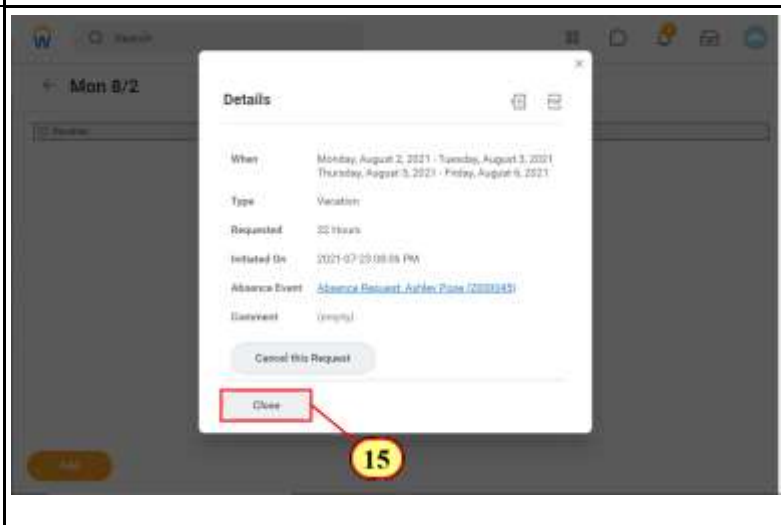
Once approved, the status of this step will change from **Awaiting Action** to **Step Completed**.





14. Click **Close**.



15. Click **Close** to close the details.



<p> Once your leader has approved your Time Off request, the request will appear green in the Absence Calendar.</p> <p> You have successfully completed the steps to request a Time Off in Workday.</p>	