

Requesting Time Off

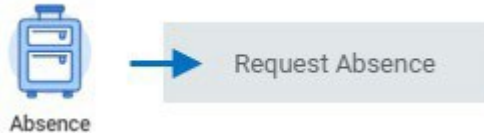
****This guide is for EXEMPT EMPLOYEES ONLY. Non-Exempt employees will continue to track their time in ADP.**

Exempt workers must request all time off / absences in Workday. For time off policy details, please refer to the [Employee Handbook](#).

To begin, navigate to [Okta](#) and select Workday.



- From the Workday Home Page select the **Absence** application, and then select **Request Absence**



- Next, use the calendar feature to select one or more days. You may drag your cursor to select multiple dates and Workday will exclude weekends and approved holidays. Then, click **Request Absence**. (Users may check their current or future absence balance using the left panel)

Balances

Balance as of

Per Plan

Bereavement
40 Hours

Jury Duty/Witness
40 Hours

Today < > July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	Jul 1	2	3	4
5	6	7	8	9	10	11

5 Days - Request Absence

- Select an **Absence Type** and click Next
Bereavement | Jury Duty / Witness | Unpaid School Related | Sick | Unpaid Time Off | Vacation | Voting

- Select **Edit Quantity per Day** to enter absence hours for each day. Select start and end times in increments of 4 or 8 hours. For example, for a full day absence you might enter 8:00 – 4:00 or for a half day you might enter 8:00 – 12:00. Then select **Done**.

Update All Start Times

Update All End Times

or

Update All Start Times

Update All End Times

- Review your total requested hours, then click **Submit**.



This request will now show a status of “Submitted” and appear in your manager’s queue for approval.

****NOTE:**

- All absence requests will be routed to your manager for review and approval
- Absence balances will reflect those absences with a status of Submitted if the “As of” date is in the future (beyond the requested absence dates)
- You will be unable to request an absence beyond the maximum for borrowing against time not yet accrued as specified in the Employee Handbook
- Some absences such as Jury Duty may require you to attach documentation

Corrective Absence

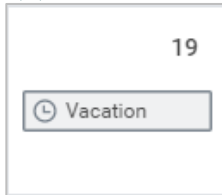
If you need to correct requested absence, please review the following:

SUBMITTED - NOT YET APPROVED

If the absence request has **not yet been approved**: From the **Absence** application, select **Correct My Absence**

Correct My Absence

- 1) Select the date(s) requiring correction



19
Vacation

- 2) Select **Cancel this Request**

Cancel this Request

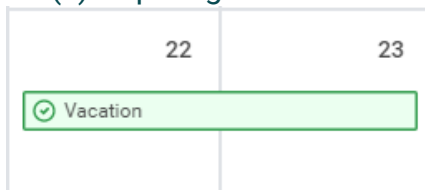
(Note: This will cancel this entire absence request that was submitted and you must then submit a new absence request with the updated information.)

APPROVED

If the absence request **has been approved**: From the **Absence** application, select **Correct My Absence**

Correct My Absence

- 1) Select the date(s) requiring correction



22 23
Vacation

- 2) Use the popup window "**Correct Absence**" that appears to remove dates or alter times as needed.

Correct 2 items

	Select	Date	Type	Start Time	End Time	Daily Quantity
⊖	<input checked="" type="checkbox"/>	Monday, June 22, 2020	Vacation	08:00:00 AM	04:00:00 PM	8 Hours
⊖	<input type="checkbox"/>	Tuesday, June 23, 2020	Vacation	08:00:00 AM	04:00:00 PM	8 Hours

- 3) Review your total corrected hours, then click **Submit**.

Submit

(Note: The modifications will be submitted to your manager for approval.)