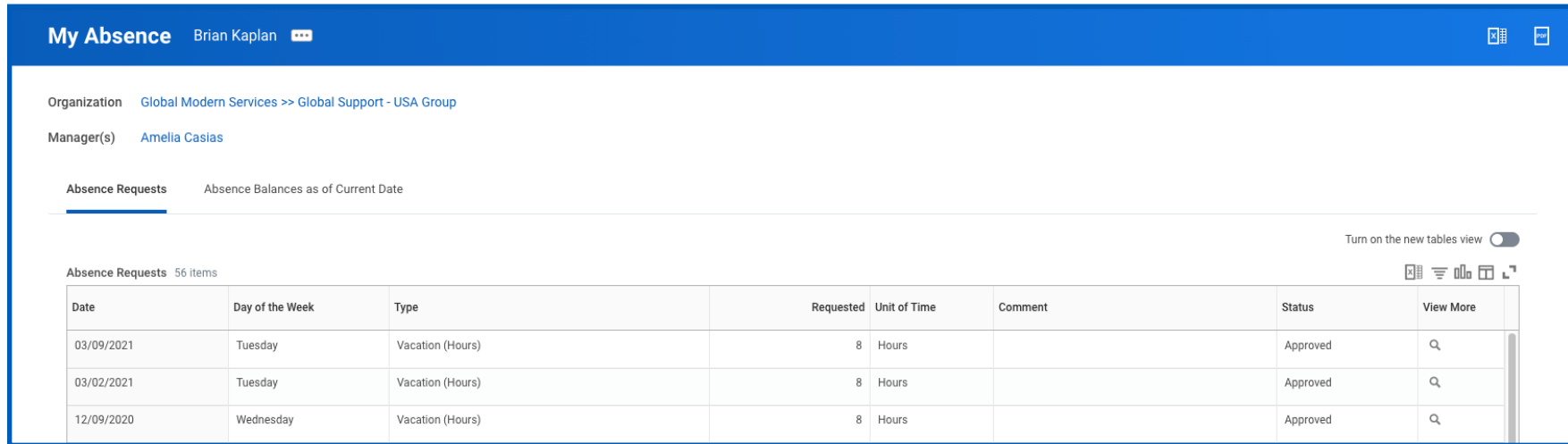


VIEW TIME OFF

From the Absence application:

1. Under the View section, choose **My Absence**. A report of your absence requests displays.



The screenshot shows the 'My Absence' interface for user Brian Kaplan. It displays the organization 'Global Modern Services >> Global Support - USA Group' and manager 'Amelia Casias'. There are two tabs: 'Absence Requests' (selected) and 'Absence Balances as of Current Date'. A table of absence requests is shown with the following data:

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
03/09/2021	Tuesday	Vacation (Hours)	8	Hours		Approved	Q
03/02/2021	Tuesday	Vacation (Hours)	8	Hours		Approved	Q
12/09/2020	Wednesday	Vacation (Hours)	8	Hours		Approved	Q

2. Choose the **Absence Balances as of Current Date** tab to review your absence balances as of today's date. Workday tracks balances in either days or hours depending on the type of absence plan.

VIEW TIME OFF BALANCES AS OF A CERTAIN DATE

From the Absence application:

1. Under the View section, choose the **Absence Balance** button.
2. In the As Of field, enter a date.
3. Select **OK**. The report Balances As Of Date displays reflecting the dates entered. Depending on the type of absence plan, Workday tracks the balances in either days or hours.



Note: Depending on your organization's configuration, you may not be able to view the balance for all absence types.

Absence Balance

Brian Kaplan
...
01/16/21

Balance As Of Date 02/23/2021

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Turn on the new tables view

Balances Tracked in Hours 2 items 🔍 ⌵ 📄 🔄

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	02/16/2021 - 02/28/2021 (Semi-monthly)
Paid Time Off	Hours	80	20.01	0	100.01	0	0	0	100.01	100.01	02/16/2021 - 02/28/2021 (Semi-monthly)
Total:									116.01	116.01	

SUBMIT TIME OFF REQUESTS

From the Absence application:

1. Under the Request section, select **Request Absence**. The unified absence calendar displays.
2. Select the day you wish to take off or select and drag to select multiple days. Select a selected day to clear it.
3. (Optional) Select the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
4. Select **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
5. Select the Type of absence requested. Your options will include both time off and other absence types.
6. Select **Next**.
7. The Quantity per Day may default to a set amount or to your daily scheduled hours depending on whether balance tracking is in days or hours.
8. (Optional) To change the Quantity per Day amount, select **Edit Quantity per Day**. Enter the desired amount and any comments. You can also update all quantities to the same amount at once using the Update All Quantities field. Select **Done**.

Request Absence Brian Kaplan

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the **Edit Quantity per Day** option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day. If all the details are correct, click the **Submit** button to process your request.

Total 24 hours - Vacation (Hours)

Request 1 item

*From	*To	*Type	Quantity per Day	Total	
02/23/2021	02/25/2021	× Vacation (Hours)	8 hours	24 hours	Edit Quantity per Day

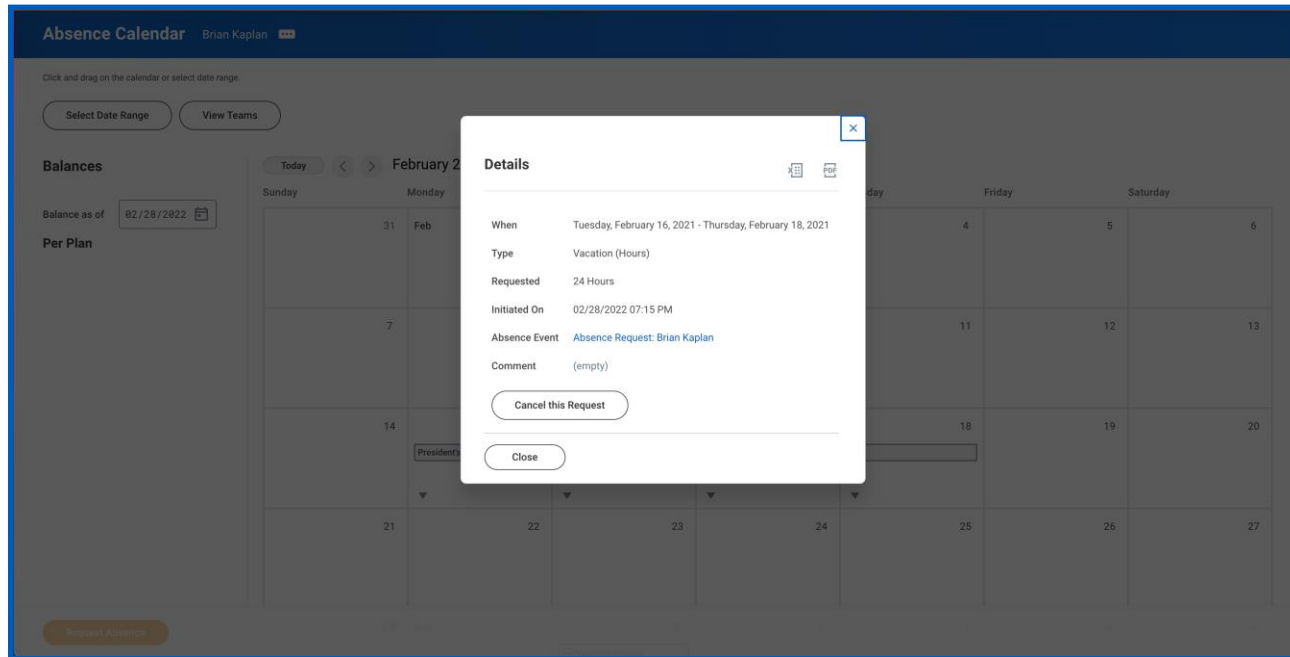
9. In the Attachments field, attach any appropriate supporting documents by dragging them to the field or by selecting **Select files**.
10. Select **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.

CANCEL A SUBMITTED TIME OFF REQUEST

You can cancel submitted but not yet approved time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Choose **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. On the calendar, select the time off entry.
3. Select **Cancel this Request**.



4. Enter a comment. Workday requires a comment for cancelations.
5. Select **Submit**. The process does not require further approval.

MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Choose **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. On the calendar, select the time off entry.
3. Select the days you want to correct or select the **Remove Row** icon to remove the days.
4. In the Type field, select the type of time off.
5. In the Quantity per Day field, enter an adjustment to requested hours.

Correct Absence

Brian Kaplan

Total
16 Hours

Wednesday, February 24, 2021 - Thursday, February 25, 2021

Select All 0 selected

Correct 2 items

	Select	Date	Type	Daily Quantity
<input type="radio"/>	<input type="checkbox"/>	Wednesday, February 24, 2021	Vacation (Hours)	8 Hours
<input type="radio"/>	<input type="checkbox"/>	Thursday, February 25, 2021	Vacation (Hours)	8 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

The screenshot shows a user interface for managing a time off request. At the top, there is a profile picture and a text input field labeled "enter your comment". Below this is a section titled "Additional Information" containing a "Related Links" box with a link to "Business Policy Document". The "Process History" section lists two steps: "Request Time Off - Step Completed" by Brian Kaplan (Due 03/02/2022) and "Approval by Manager - Awaiting Action" by Amelia Casias (Due 03/02/2022). At the bottom, there are "Attachments" and two buttons: "Submit" (orange) and "Cancel" (white with orange border).

6. Select **Submit**.