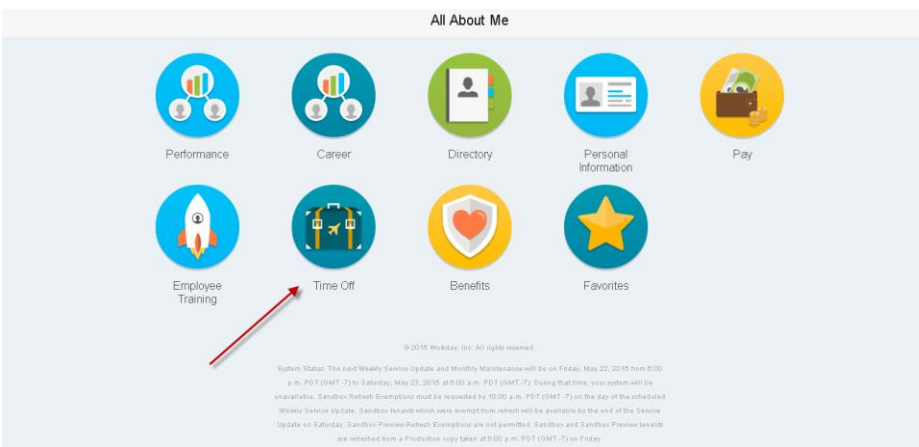
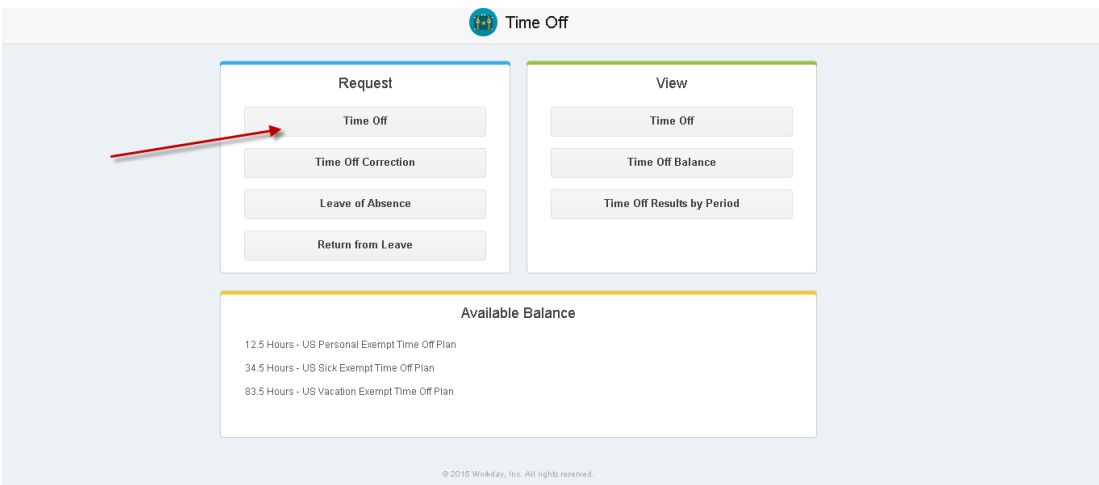


How to Request Time Off in Workday

In the "All About Me" screen click on Time Off.



Within the Time Off screen click on Time Off under the Request section



Complete the Date, Type (vacation, sick, personal, etc.) and Requested (number of hours – normally 7.5 for full day). Then click the green Submit button at the bottom.

Time Off Requests:

1. Select first day being requested
 2. Select time type
 3. Enter number of hours requested
- To add a new time off entry or additional day, click the add row button (+)
Scroll down and hit submit

Time Off Requests

To add a new time off entry, click the add row button.

+ Add Row	Date	Day of the Week	Type	Requested	Unit of Time	Comment
-	MM/DD/YYYY		search	0		

Projected Balances

The projected balances below are calculated as of 05/19/2015