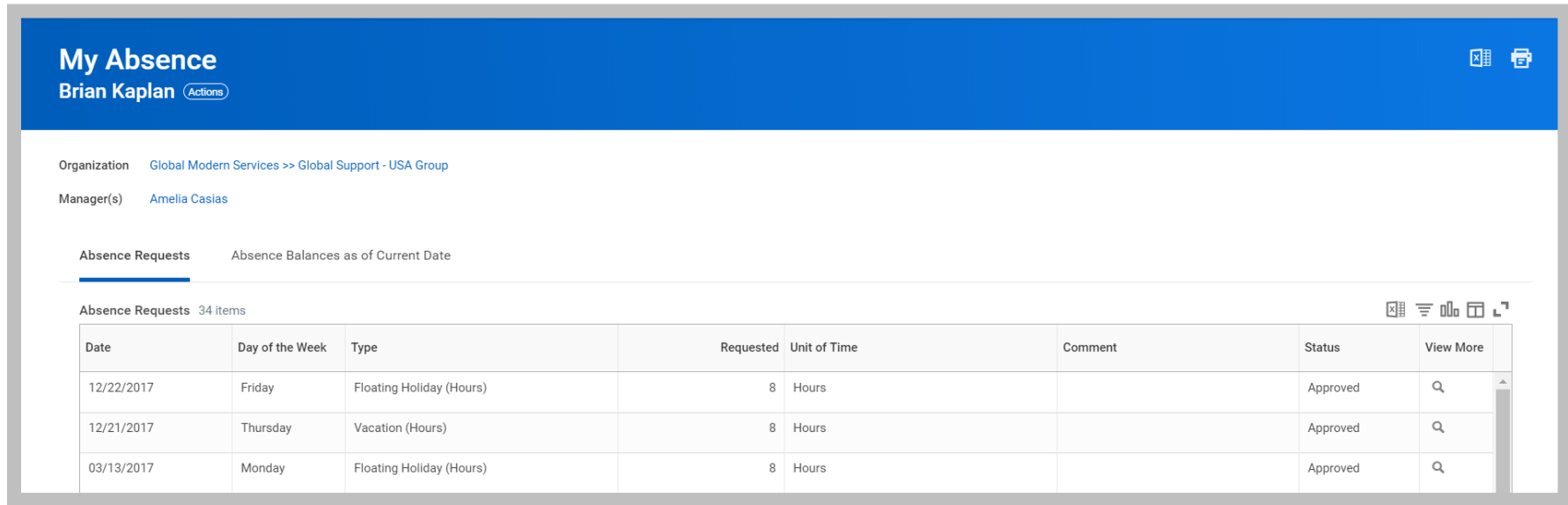


Time Off: Manage Your Time Off and Leave of Absence

VIEW TIME OFF AND LEAVE OF ABSENCE

From the Absence application:

1. Click **My Absence** under the View section. A report of your Absence Requests displays.



The screenshot shows the 'My Absence' interface for user Brian Kaplan. It includes organization and manager information, tabs for 'Absence Requests' and 'Absence Balances as of Current Date', and a table of absence requests.

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
12/22/2017	Friday	Floating Holiday (Hours)	8	Hours		Approved	Q
12/21/2017	Thursday	Vacation (Hours)	8	Hours		Approved	Q
03/13/2017	Monday	Floating Holiday (Hours)	8	Hours		Approved	Q

2. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today's date. Depending on the type of absence plan, balances are tracked either in days or hours.

VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES AS OF A CERTAIN DATE

Note: Absence balances comes from Kronos.

From the Absence application:

1. Click the **Absence Balance** button under the View section.
2. Enter a date in the As Of field.
3. Click **OK**. A report of your Balances As Of the date entered displays. Depending on the type of absence plan, balances are tracked either in days or hours.

Time Off: Manage Your Time Off and Leave of Absence

← Absence Balance
Brian Kaplan (Actions)

Balance As Of Date 08/09/2018

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

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	08/01/2018 - 08/15/2018 (Semi-monthly)	
Paid Time Off	Hours	80	70	0	150	0	0	0	150	150	08/01/2018 - 08/15/2018 (Semi-monthly)	
									Total:	166	166	

SUBMIT LEAVE OF ABSENCE REQUEST

From the Absence application:

1. Click **Request Absence** under the Request section. The unified absence calendar displays.
2. Click on the day you wish to take the leave or click and drag to select multiple days. Click on a selected day to deselect it.
3. (Optional) Click 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. Click **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.
6. Click **Next**.

Time Off: Manage Your Time Off and Leave of Absence

Request Absence
Brian Kaplan [Actions](#)

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	Total
02/24/2020	02/27/2020	Military Leave	4 days

7. Add any comments you would like to give to your manager.
8. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.

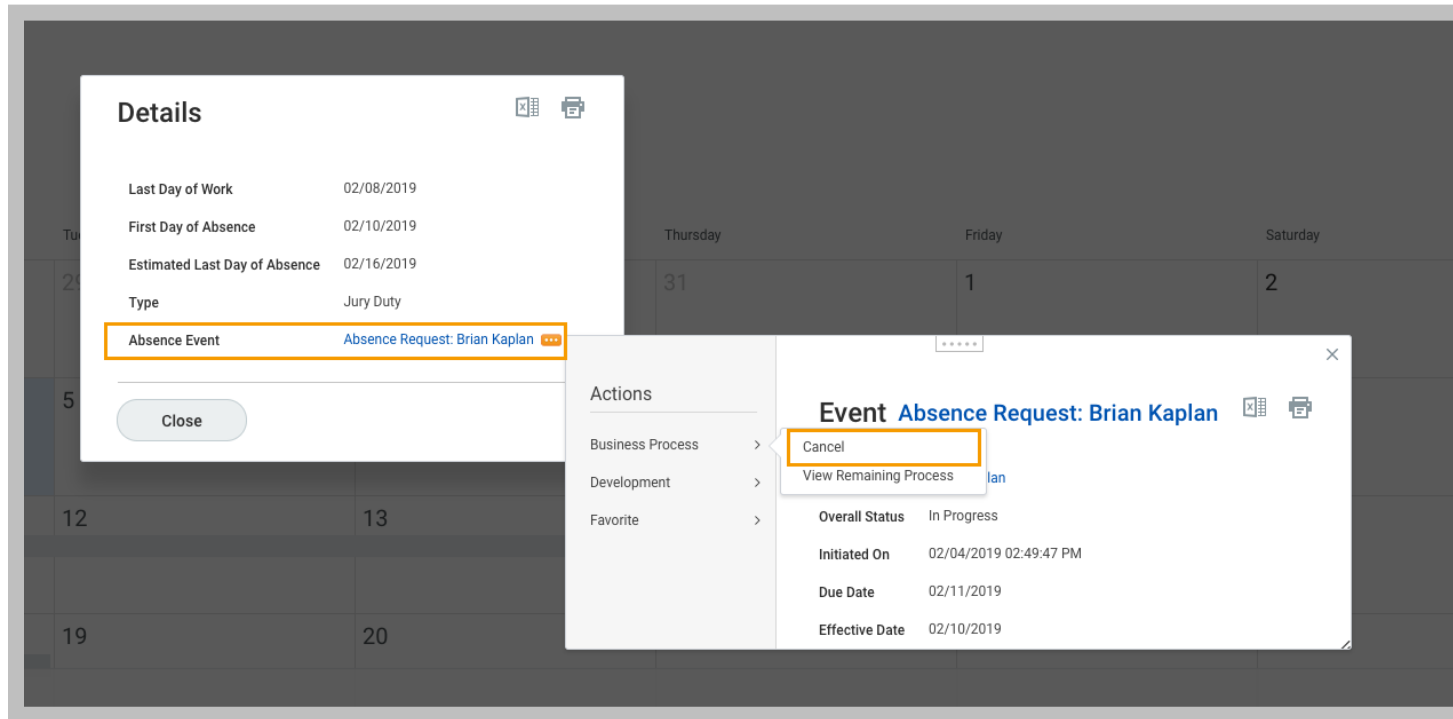
CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

You can cancel leave of absence requests that have been submitted but not yet approved. Once approved, you must correct the request to cancel it. From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. Click the leave of absence entry on the calendar.
3. Click the Absence Event's **Related Actions**.



Time Off: Manage Your Time Off and Leave of Absence



4. Click **Business Process** > **Cancel**.
5. Enter a comment. Commenting is required for a cancelation.
6. Click **Submit**, then **Done**. No approval is required.

MANAGE YOUR TIME OFF AND LEAVE OF ABSENCE - MOBILE

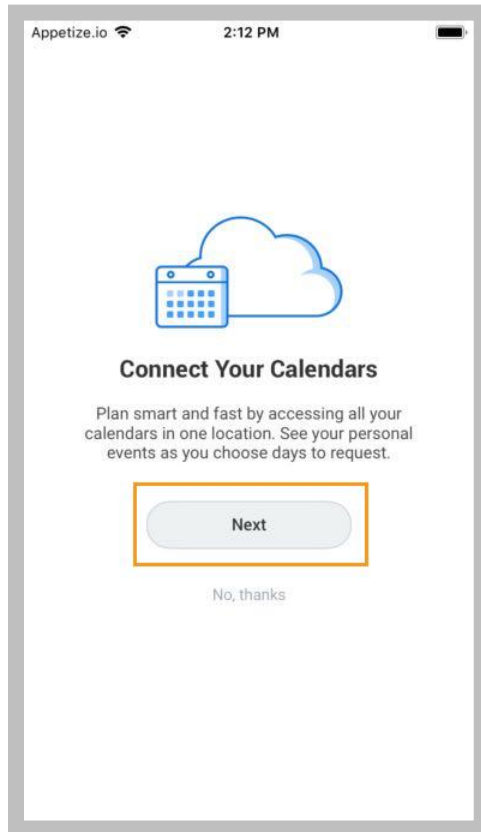
SYNC CALENDAR INFORMATION – IPHONE, IPAD, & ANDROID

The Time Off app allows you to see personal events when you request time off by syncing your personal calendars.

From the Time Off app:

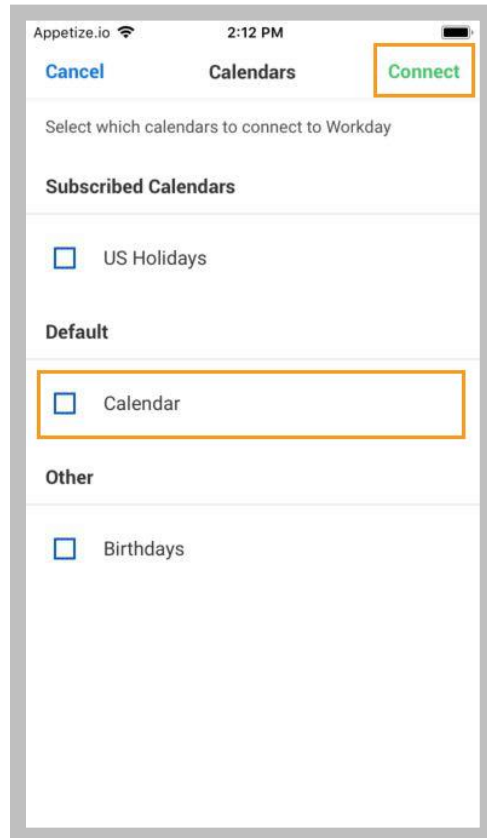
1. Click **Next** when prompted to connect your calendars.

Time Off: Manage Your Time Off and Leave of Absence



2. Click **OK** when prompted to allow Workday access to your calendars.
3. Select which calendars to connect to Workday and click **Connect** to view personal calendar information in your Workday calendar.

Time Off: Manage Your Time Off and Leave of Absence



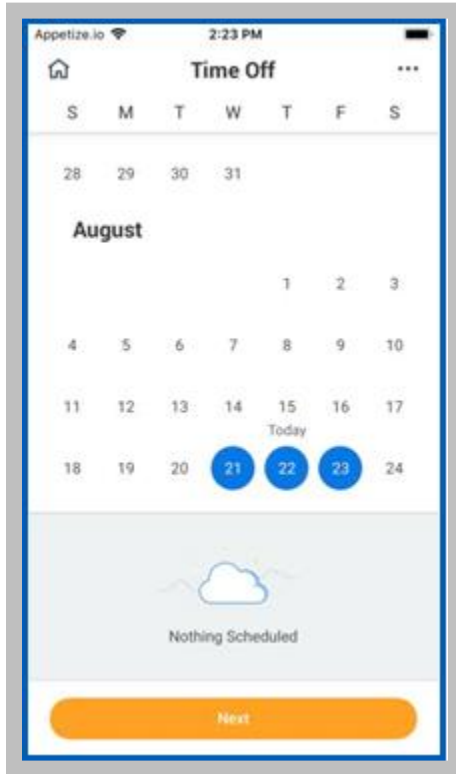
REQUEST TIME OFF - IPHONE & ANDROID

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

From the Time Off app:

1. Tap the days you want to request for time off to highlight them. You can tap a highlighted day to deselect it.

Time Off: Manage Your Time Off and Leave of Absence



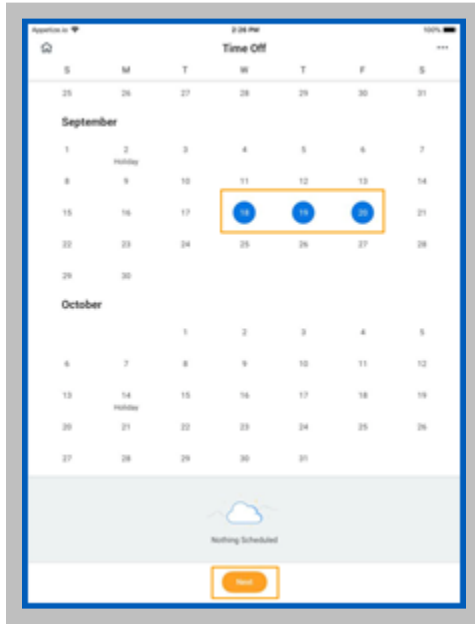
2. Tap **Next**.
3. Select the **Time Off Type**. The Review Time Off screen displays.
4. (Optional) Tap a day to adjust the number of requested hours for each day and enter a comment.
5. Tap **Submit** (Tap **Done** if on Android). A confirmation page displays. Your request is routed to your manager for review and approval.

REQUEST TIME OFF - IPAD

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

1. Tap the **Time Off** app.
2. Select the days you want to request for time off. Tap a highlighted day to deselect it.

Time Off: Manage Your Time Off and Leave of Absence



3. Tap **Next**.
4. Select the Time Off Type. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
6. Tap **Submit**. A confirmation displays. Your request is routed to your manager for review and approval.

CORRECT TIME OFF - IPHONE

Employees can correct time off that has been approved by a manager from their mobile devices.

From the Time Off app:

1. Tap **Request Time Off**.
2. Select existing time off.
3. Update hours, as desired.
4. Click **Submit**.