Request Time Off: How to Initiate a Request

⚠️ **Important Note:** Only exempt employees will initiate time-off requests through Workday; non-exempt employees will continue to use KRONOS for time-away requests.

1) Click on the **Time Off** worklet.

2) Under the **Request** menu, click the **Time Off** link and the **Request Time Off** page appears.

   **Note:** You can also access the **Request Time Off** page from your Worker Profile, by clicking the **Orange Prompt** icon next to your name. Under Available Actions, select **Time and Leave > Request Time Off**.

3) The current month’s calendar will appear. If your time off request is in a different month, use the arrows (← →) in the upper left hand corner to change the month.

4) Click on the day or days in which you are requesting off – they will be highlighted in **blue**.

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1. As you select the days off, you will see the total number of days requested display as Days Selected in the bottom left hand corner.

2. Cancel button is available for ease of changing daily time off requests prior to submitting Request Time Off.

3. Balances for Health & Personal Leave as well as Vacation can be viewed by date ranges on the far left side of the calendar.

4. University Holidays are displayed on the monthly calendar for ease of identifying employee holidays.

5. Time off that has been requested but not approved will display in grey (approved time is in green).
**Notes:** If you are taking multiple days off in a sequence, you may click on the first day and drag to select multiple days off. For example, Employee A is requesting Monday 11/4 thru Friday 11/8

- Click on Monday, 11/4 and drag thru Friday, 11/8 until all 5 days are highlighted

If you are requesting multiple days off that are not sequential, you must click on each individual day.

For example, Employee B is requesting Monday, 11/4 AND Friday, 11/8

- Click on Monday, 11/4
- Click on Friday, 11/8

Similarly, should your time off request cross from one work week to another (but not include the weekend), you will need to click your time off day(s) individually. For example, Employee C is requesting Friday, 11/1 thru Friday, 11/8

- Click on Friday, 11/1
- Click on Monday, 11/4 and each day individually remaining day in that work week

5) Once the **Requested Time Off** has been selected, click on the **Request Time Off** button.

6) Identify the **Type** of time off you are requesting, either Health and Personal Leave or Vacation.

7) Your **Position** will default unless you have multiple positions, in which case, select the relevant position.

8) Enter the **Daily Quantity**. All time off is measured in units equal to a standard 8 hour full time day.

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are a full time employee and work a standard work week,</td>
<td>Enter half day or full day increments.</td>
</tr>
<tr>
<td>If you are a full-time employee and you work a non-standard week (for example, four ten hour days),</td>
<td>Please use the <strong>Time Off Calculation tool</strong> to assist you in determining the appropriate value to enter.</td>
</tr>
<tr>
<td>If you are a part-time employee,</td>
<td>Please use the <strong>Time Off Calculation tool</strong> to assist you in determining the appropriate value to enter.</td>
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</tbody>
</table>
9) Enter a **Comment** if needed.

10) Click **Submit** to send the request for approval. A confirmation will display at top of page.

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**Time Off Requests: How to Cancel a Time Off Request before it has been approved:**

⚠️ **Important Note:** You cannot edit a time off request that hasn't been approved. If you need to make changes, cancel the request and submit a new one.

1) If the Time Off request has not been approved, click your name in the upper right-hand corner, then click on the **Inbox** link.

2) Within your Inbox, click on the **Archive** tab (on the left-hand side of your screen).

3) Select the appropriate Time Off request (with an Overall Status of In-Progress), and click on **Cancel**. You must add a note in the **Comments** box before you click on the final **Submit** button.

  **Note:** Approval is not required for cancelling a time off request.

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**Time Off Requests: How to Correct or Cancel a Time Off Request after it has been approved:**

1) Click the **Time Off** worklet from the **Home** page.

2) On the **Request** menu, click **Time-Off Correction**. The **Correct My Time Off** page appears.

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3) In the Correct Time Off section, change the Correction to Requested field and enter the new value. For example, if you do not want to take the day, enter a “0” in the field. Complete this for each day you wish to change. You can modify the quantity (change from .5 to 1) or change the Type, you can select the day and Correct the details of the approved Time Off.

4) Click Submit to send the request for approval. A confirmation appears, with an Up Next message regarding approval. Click the by Details and Process to see details of the entire process flow

5) Click Done.

Note: If the users did not use the time off, they can choose to Delete the select approved Time Off day. This will remove the day from the employee’s calendar, as explained by this warning message.

```
Correct My Time Off Calendar

Deleting this request will remove it from your Calendar. Are you sure you want to delete?
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