WORKDAY QUICK GUIDE

1. Select the Absence Worklet. Image: Constant of the select the absence of the select the absence of the select the to the last day of the absence you are requesting. Request Absence 2. Select the Balance as of date to the last day of the absence you are requesting. Image: Correct My Absence 3. Set the Balance as of date to the last day of the absence you are requesting. Image: Correct My Absence 4. Find the month you want to take off. Select Date Range 5. Select the day(s) you want to request off. Image: Correct My Absence 5. Select Request Absence. Image: Correct My Absence	REQUEST TIME OFF	
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1 Day - Request Absence	 Select the day(s) you want to request off. Select Request Absence. 	27 28 29 1 Day - Request Absence

 7. Enter the Type of absence you want to take. You must use up your absence Type in the following order: Holiday Credit Time Off Discretionary (Awarded) Time Off Vacation Time Off Other Paid Time Off Unpaid Time Off 8. If you have more than one position, choose the Position you want to use for the time-off request. 	Select Absence Type When Tuesday, March 28, 2017 Type Holiday Credit Time Off (hours) Position Position * PN-0030082 PROGRAM OPERATIONS SPECIALIST, CSS Communications Solutions & Relationship Management
9. Select Next .	Next Cancel
10. Select Edit Quantity per Day.	Edit Quantity per Day
 11. In Quantity per Day, enter the number of hours you want to take off each day. 12. Select Done. 	Update All Quantities I item Date Quantity per Day
	Fri, May 26, 2017 Cancel
13. To add another time-off request, select Plus (+), and repeat steps 4–12.	Request 1 item
14. Select Submit.	Submit