WORKDAY QUICK GUIDE

REQUEST TIME OFF	
1. Select the **Absence** Worklet.	Absence
2. Select **Request Absence**.	Request Request Absence Correct My Absence
3. Set the **Balance as of** date to the **last day** of the absence you are requesting.	Today < > Balance as of 05 / 09 / 2017 Per Plan
4. Find the month you want to take off.	Select Date Range Today < > March 2017
5. Select the day(s) you want to request off. 6. Select **Request Absence**.	27 28 29 1 Day - Request Absence
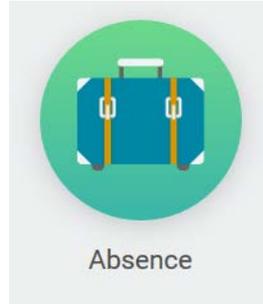
7. Enter the **Type** of absence you want to take. You must use up your absence **Type** in the following order:
 	
    • Holiday Credit Time Off
    • Discretionary (Awarded) Time Off
    • Vacation Time Off
    • Other Paid Time Off
    • Unpaid Time Off
 	
8. If you have more than one position, choose the **Position** you want to use for the time-off request.
 	
9. Select **Next**.
	Select Absence Type
	
	When Tuesday, March 28, 2017
	
	Type * ✕ Holiday Credit Time Off (hours)
	
	Position * ✕ PN-0030082 PROGRAM OPERATIONS SPECIALIST, CSS Communications Solutions & Relationship Management
	
	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 8 1 item | Date	Quantity per Day
Fri, May 26, 2017	8 | Done Cancel
13. To add another time-off request, select **Plus** (**+**), and repeat steps 4–12.	Request 1 item ⊕
14. Select **Submit**.	Submit