Manage Your Time Off in Workday

To begin these processes, log into **Workday** and
click your **Time Off** icon on your home screen to open the worklet.

Time Off

Submit Time Off Requests

From the Time Off worklet:

1. Click **Time Off** under the Request column.
2. Select the day(s) in the calendar you wish to take off. (Click on a selected day to deselect it if you make an error).
3. Click **Request Time Off** in the bottom right hand corner. The number of days you requested displays on the button to help confirm your request.
4. Enter the **Type** of time off requested by clicking the three sideways lines and choosing from the drop down menu.
5. Enter the number of hours requested per day in the **Daily Quantity** field.
6. Include a **Comment** if you would like!
7. Click **Submit**. The request is sent to your manager for approval.

__Holiday time should not be submitted as Time Off__. Hourly employees should enter Holiday hours in their usual timecard by using the Time Type of Holiday and entering their usual hours they would have worked. Exempt employees do not need to enter Holiday time.

Check on the Status of Your Request

From the Time Off worklet:

1. Click **My Time Off** under View.
2. Notice the status column shows Submitted or Approved on the table displayed.

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Cancel or Modify a Time Off Request

Submitted requests that *have not been approved* can be **canceled**.

Once approved, you must **correct** the request before you change it.

From the Time Off worklet:

1. Click **Time Off Correction** under Request.
2. Click the **Time Off Request** task you want to cancel or modify.
3. If the request hasn't been approved yet:
   a. Click on the day(s) in the calendar.
   b. Click on the **Cancel this Request** button.
   c. Enter a **Comment**. This step is required for a cancelation.
   d. Click **Submit**. No approval is required.
4. If the request has already been approved:
   a. Select the day(s) you want to correct.
   b. Enter an adjustment to **Daily Quantity**. Remove hours by entering "0" (zero). The projected balance at the top automatically updates once you leave the field.
   c. Enter comments, if necessary.
   d. Press **Submit** to send to your manager for approval.