Time-off requests: 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) Navigate to the **All About Me** landing page, and click the **Time Off** worklet.

2) Under the **Request** menu, click the **Time Off** link. The **Request Time Off** page appears. **(Tip**: You can also access the **Request Time Off** page by clicking the **Related Actions** ⬇ button next to your name: from the drop-down menu select **Time Off and Leave** and then click **Request Time Off**.)

3) Enter the **Date** manually, or use the calendar function.
   Note: If you are taking multiple days off, you must enter each day individually – see step 6 below.

4) In the **Type** field, click the prompt 📇 icon and choose the type of time-off requested from the drop-down menu.

5) In the **Requested** field, enter a "**1**" if you are requesting the full day off, or "**.5**" to request a half day off. The **Day of the Week** and **Unit of Time** fields will fill automatically.

6) Click the ➕ icon to add another row. It will automatically fill with the next day/subsequent date(s).

   (**Note** : Click the ✖ icon in front of a line you want to remove/not take off: e.g., Saturdays and Sundays when the request spans across multiple weeks.

7) Click **Submit** to send the request for approval. A confirmation appears, with a **Next Steps** message regarding approval.

8) Click **Close**.

*Time-off requests: how to cancel a time off request **before** it has been approved:*

You cannot edit a time off request. If you need to make changes, cancel the request and submit a new one.

1) Navigate to the **All About Me** landing page, and click the **Inbox** worklet.

2) Click **View Entire Inbox** in the lower left portion of the screen, then select the **Process Status** tab.

3) **Note**: You can also access your Inbox from the slide-out tab on the right side portion of your Workday page. Click the **Process Status** tab.

4) Click the **Related Actions** arrow ⬇ to the left of the **Time Off Request** line that is **In Progress**.

5) Select **Business Process**, and then **Cancel**. The **Cancel Business Process** page appears displaying an overview of the requested time off.

6) Enter a comment regarding the cancellation, and then click **Submit**. A confirmation appears.

7) Click **Close**. (**Note**: Approval is not required for cancelling a time off request. The process is

complete.)

*Time-off requests: how to cancel a time off request **after** it has been approved.*

1) Navigate to the **All About Me** landing page, and click the **Inbox** worklet.

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

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.

4) Click **Submit** to send the request for approval. A confirmation appears, with a **Next Steps** message regarding approval.

5) Click **Close**.

workday.