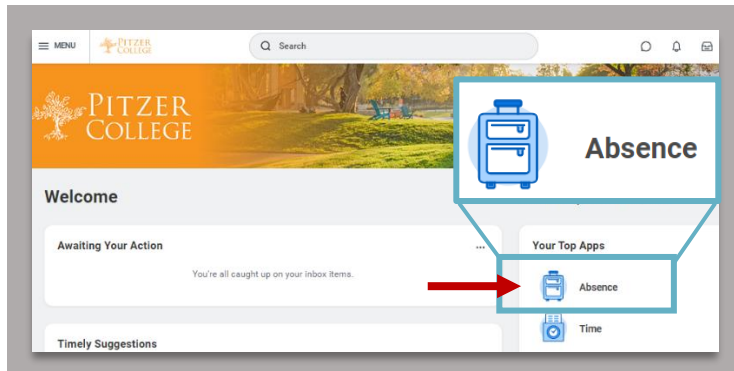
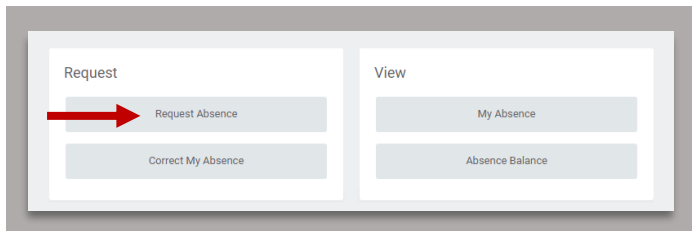


Absence: Request an Absence

1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Absence**.



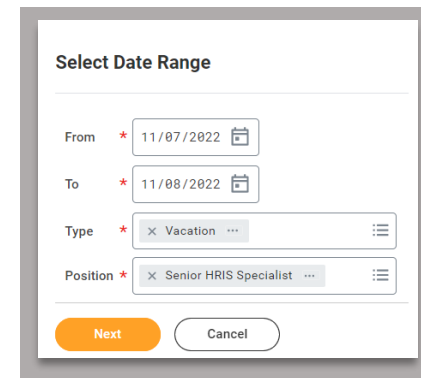
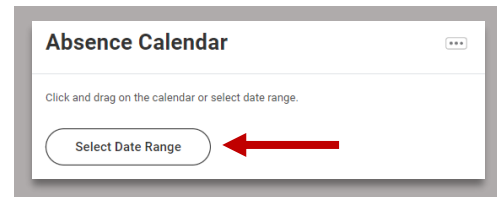
3. Under Request, select **Request Absence**.



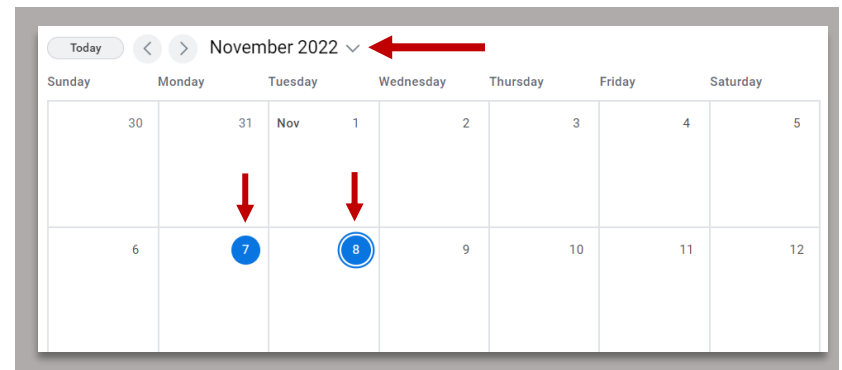
[Click Here](#) for additional "How To" Workday Time Tracking videos & job aids.

There are 2 ways to select the day(s) you are requesting time off for.

4. **Method 1** – request one day or consecutive days:
Click on Select Date Range and enter the date(s).

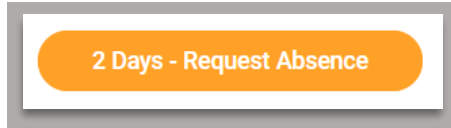


Method 2 – request one day, consecutive days or a variety of days:
Navigate to the month. Select the day(s) you are requesting off.

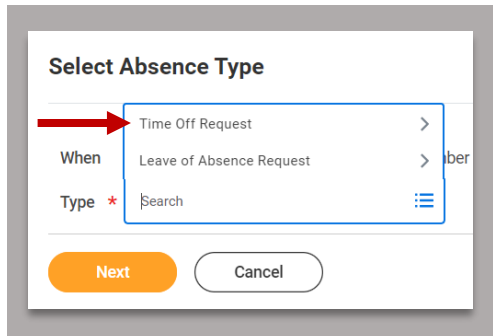


Absence: Request an Absence

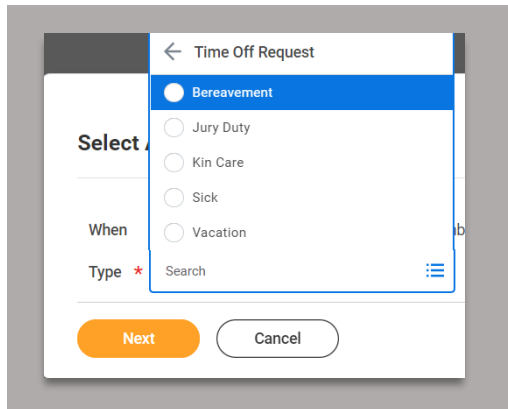
5. Select **Request Absence** on the bottom, left corner.



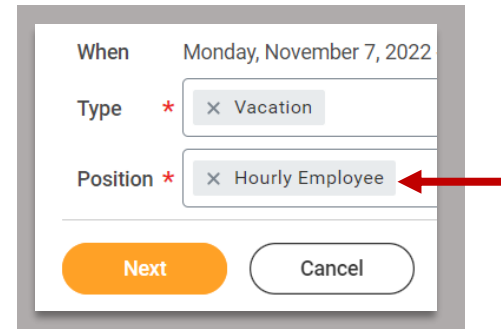
6. On the popup window, select **Type > Time Off Request**.



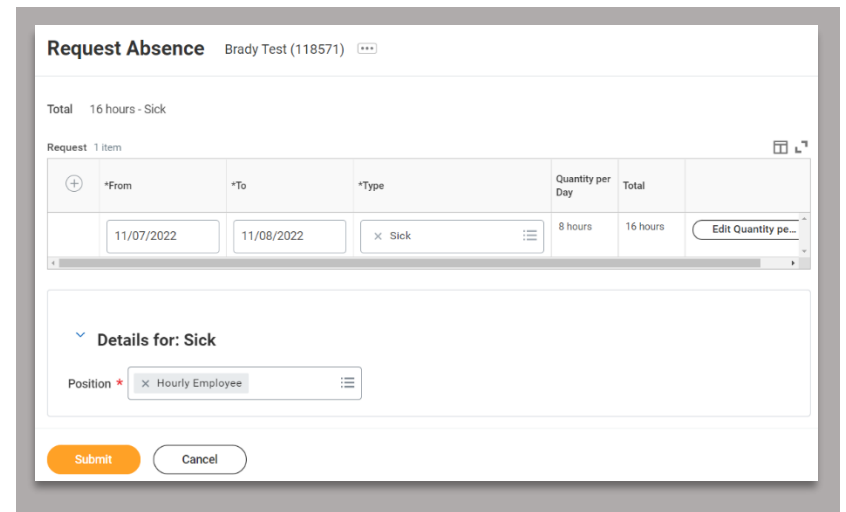
7. Select the type of time off you are requesting.



8. You will notice **Position** will be automatically updated. *Employees with multiple jobs should select the position which they are requesting time off for.*

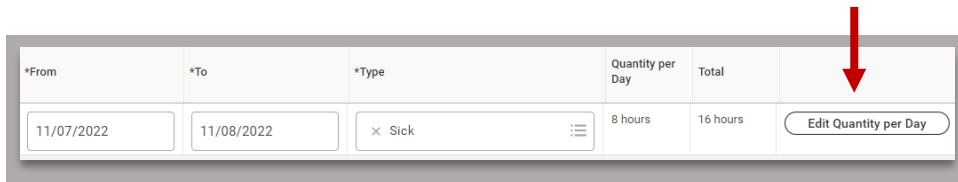


9. Click **Next** to be directed to the below screen.

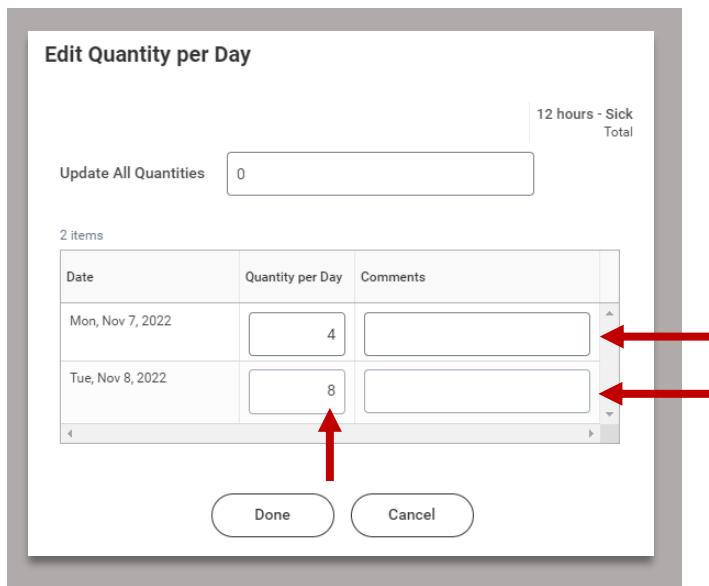


Absence: Request Time Off (as an Employee)

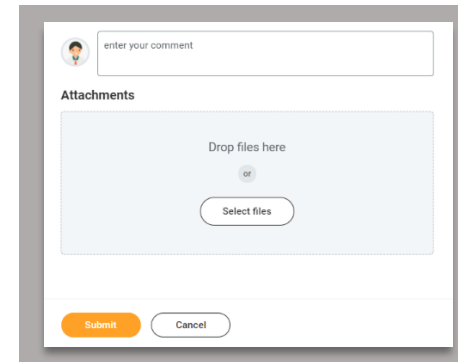
- 10. Taking less than 8 hours of Time Off?
If yes, click **Edit Quantity per Day** (right side of screen).
If no, skip to #12.



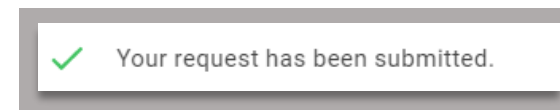
- 11. Update **Quantity per Day** and add comments, if desired.
Select **Done**.



- 12. Scroll down to add comments or supporting documentation, if necessary.



- 13. Click **Submit**.

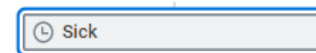


APPROVALS/DENIALS

Your request will be routed to your supervisor for approval/denial and you will receive and email communication once approved/denied.

Absence Calendar Icons

Pending Approval



Approved

