

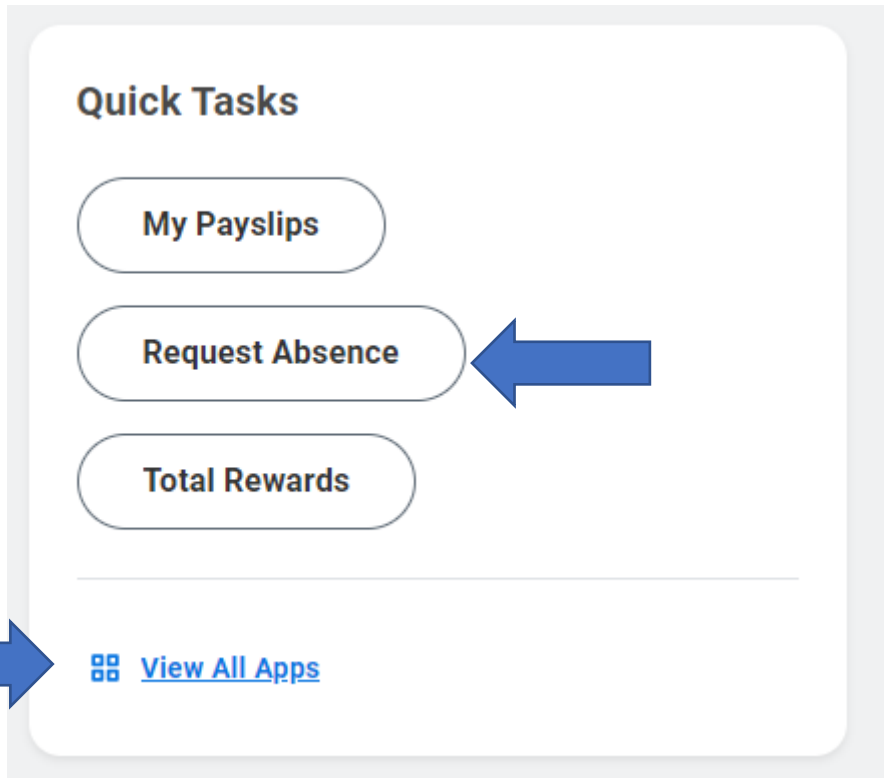
How to Manage Absences in Workday

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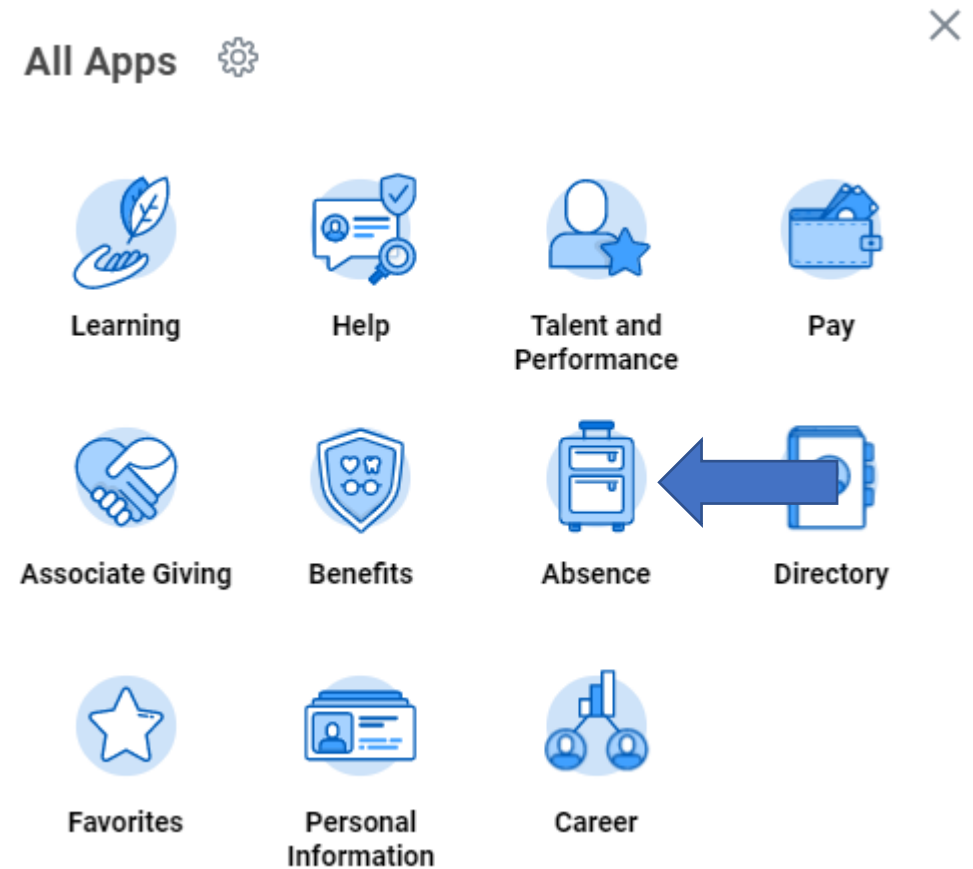
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Accessing your Absence Calendar

1. Click on “View All Apps”. You may also access the calendar by clicking on “Request Absence”



2. Click on “Absence”



Request or View Request

3. To see the calendar view, select “Request Absence” button under “Request”



4. To view a list of future dated absence requests, select the “My Absence” button under “View”

Starting an Absence Request

5. To start an absence request, click on the day you would like to request off. You can click on one day or select multiple days to request off

Today < > May 2022 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	Today	26	27
28	29	30	31	Jun 1	2	3
4						



Starting an Absence Request (cont.)

6. Click on the request button on the bottom left corner



7. Select the absence type that you would like to request by clicking on "Type"

A screenshot of a form titled "Select Absence Type" with a close button (X) in the top right corner. The form contains a "When" field with the value "Thursday, May 19, 2022 - Saturday, May 21, 2022". Below it is a "Type" field with a red asterisk and a dropdown menu icon. A blue arrow points from the left towards the "Type" field. At the bottom of the form are two buttons: "Next" (orange) and "Cancel" (white with a grey border).

Selecting Time Off Type

8. Click on "Time Off"

A screenshot of a mobile application interface. At the top left, the text "Select" is partially visible. Below it is a dropdown menu with the following options: "Time Off", "Leave", "Intermittent Leave", and "Offsite Hours". The "Time Off" option is highlighted in blue. A blue arrow points to the right side of the "Time Off" option. Below the dropdown menu, there is a "When" field with the date "022" and a "Type" field with a search icon. At the bottom, there are two buttons: "Next" (orange) and "Cancel" (white with a grey border).

9. Select the Time Off Type that you would like to request

A screenshot of a mobile application interface showing a list of Time Off types. The list includes: "Bereavement", "CSPL", "Jury Duty (Exempt)", "Paid Sick Leave (PSL)", "PTO", "Unpaid Time Off", and "Voting Time". The "Bereavement" option is selected and highlighted in blue. The interface also shows a "When" field with the date "022" and a "Type" field with a search icon. At the bottom, there are two buttons: "Next" (orange) and "Cancel" (white with a grey border).

10. Once you have selected the Time Off Type, click "Next"

Select Absence Type

When Thursday, May 19, 2022

Type * PTO

Next

Cancel

Verifying Amount of Hours Requested

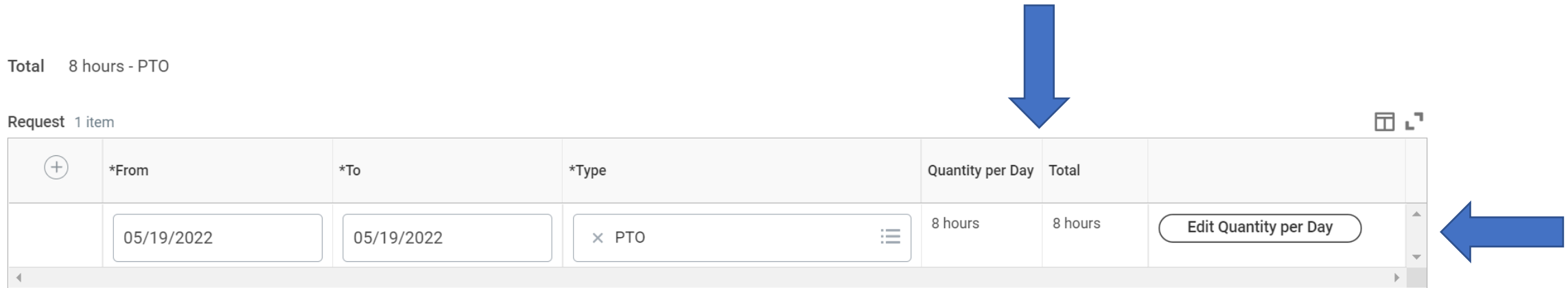
11. The daily quantity will default to your scheduled hours

* For example, if you work 8 hours per day, it will default to 8 hours

Total 8 hours - PTO

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
(+)	05/19/2022	05/19/2022	× PTO	8 hours	8 hours	Edit Quantity per Day

A screenshot of a web application interface showing a request table. The table has columns for From, To, Type, Quantity per Day, and Total. A single row is visible for a PTO request on 05/19/2022 with a quantity of 8 hours. A blue arrow points from the top of the page down to the '8 hours' value in the 'Quantity per Day' column. Another blue arrow points from the right side of the page left to the 'Edit Quantity per Day' button in the same row.

12. You can make changes to the daily quantity by clicking on “Edit Quantity per Day”

* You can edit the quantity for specific days within your request, or for all days requested

Finalizing Absence Request

13. For the “Reason” field, you will need to indicate if the absence was Scheduled, Unscheduled, or Manger Requested

A screenshot of a web form titled "Details for: PTO". The "Reason" field is highlighted with a blue box and contains a search bar and three radio button options: "Manager Requested Time Off", "Scheduled", and "Unscheduled". A blue arrow points to the "Scheduled" option. The text "enter" is visible to the left of the dropdown menu.

14. You may enter a comment regarding your request, but it is optional

A screenshot of a text input field with the placeholder text "enter your comment". A blue arrow points to the right side of the field.

15. Once you are ready to submit your absence request, click “Submit”



This will now route to your Kronos Editor or Manager for approval

LONG LIVE CHILDHOOD

Contact: Need additional assistance? Create a Workday Help Case!

