

# Employee: Request, Correct or Cancel Time Off

## Using Workday Desktop or Mobile App.



### Help



• [Workday Login](#)

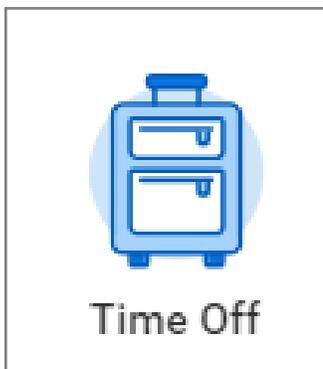


• Training materials [The Bridge](#)



Help

• Contact MyHR by clicking on the 'Help' Workday Worklet or Click [here](#)



### Icon Definitions

	Mandatory Field		Home
	Related Actions		Gear/Action Icon
	Edit		Prompt
	Add Row/ Document		Remove
	Expand/ Contract		Print to PDF
	Save		Restore
	Graph Reports		Filter Reports

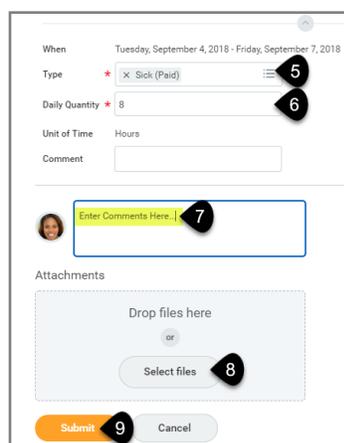
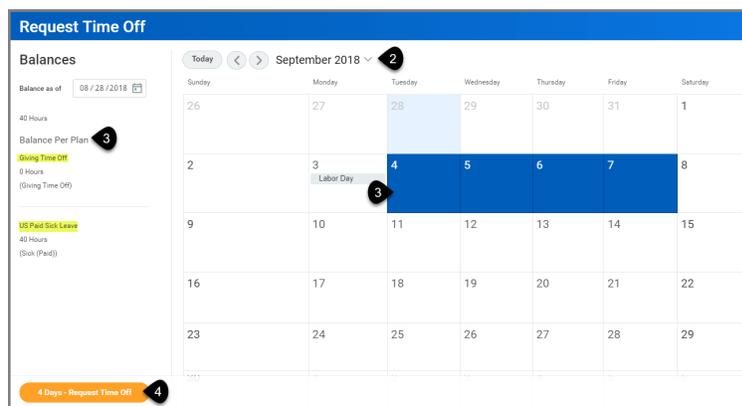
### Information

Based on eligibility, when taking time off of work, please submit your request for time off using Workday application either on your desktop or mobile device.

### Steps to Take

#### Request Time Off:

1. Select '**Time Off**' icon > select '**Time Off**' button.
2. Navigate to the month to initiate the time off.
3. Select by clicking on the date(s). Only select the days you are on shift. Do not select a holiday.
  - To unselect, click the highlighted day.
  - Note '**Balance Per Plan**' hours in left column. These are country specific plan balances such as 'Time in Lieu' & 'Giving Time Off' for selecting 'Type' on next page.
4. Select '**X Days—Request Time Off**'.
5. '**Type**': Make selection as applicable.
  - [Country specific Time Off Policies](#).
  - If Sabbatical, [review guide](#).
6. '**Daily Quantity**': 8 hours will default in. Edit as needed.
  - If On-Call, select '1' Daily Quantity
  - Ireland/Germany: Only enter full or half day increments.
7. Enter '**Comment**' next to your photo.
8. If applicable, attach supporting documentation.
9. Select '**Submit**'. The request will route to your manager to approve.

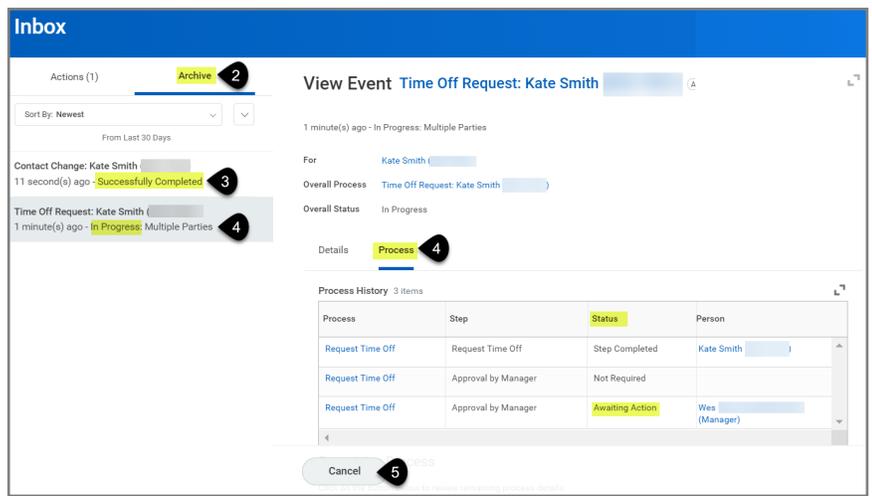


Note: If different types or quantities of time off are requested for multiple days, it will require separate time off requests.

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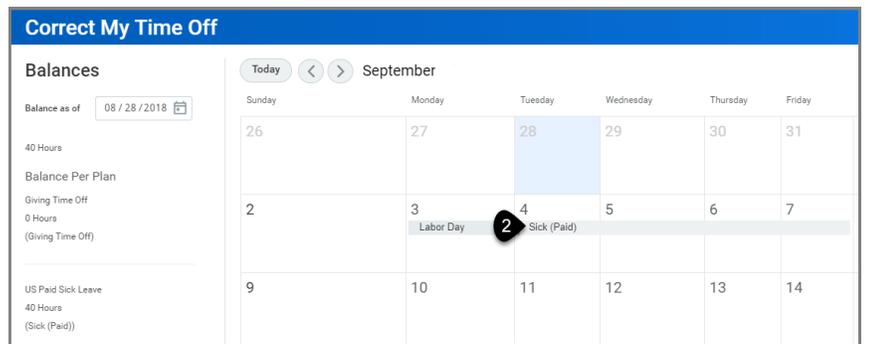
### View Transaction Status & Cancel if Not Approved:

1. Log into [Workday](#), select '**Inbox**' icon.
2. Select '**Archive**' tab. Select & review the transaction:
3. If transaction is '**Successfully Completed**', the changes have been made/approved in the system.
4. If transaction is '**In Progress**', select the '**Process**' tab to review with whom the transaction is 'Awaiting Action' for approvals.
5. To cancel the transaction, only if the transaction is '**In Progress**' you may select '**Cancel**'. It is required to enter a **comment**, then hit '**Submit**'.

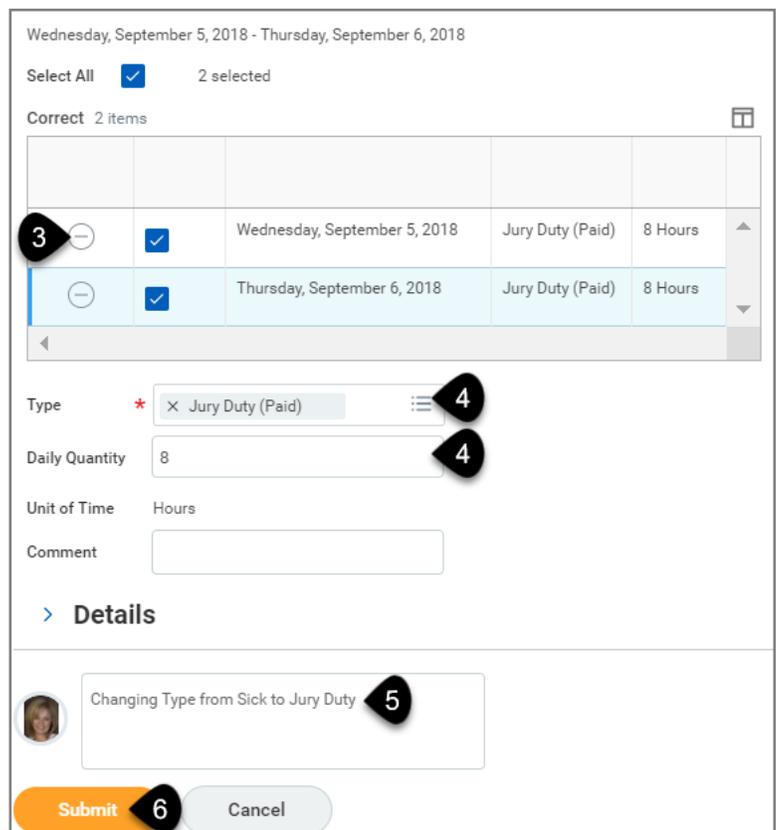


### Correct or Cancel Approved Time Off:

1. Select '**Time Off**' icon > Select '**Time Off Correction**'.
2. You are brought to a calendar view. Click on the grey bar icon indicating the time off you would like to correct or cancel.
3. If Cancel: Select ' - ' icon, to remove date; then select '**Submit**'.  
If Correct: Check the box next to the date(s) that you would like to correct.
4. **Type or Daily Quantity**: Enter correction.
5. Enter '**Comment**' next to your picture to let your manager know why there is a change.
6. Click '**Submit**'.



The correction/cancellation will route to your manager to approve.



## Workday Mobile to Request & Correct Time Off:

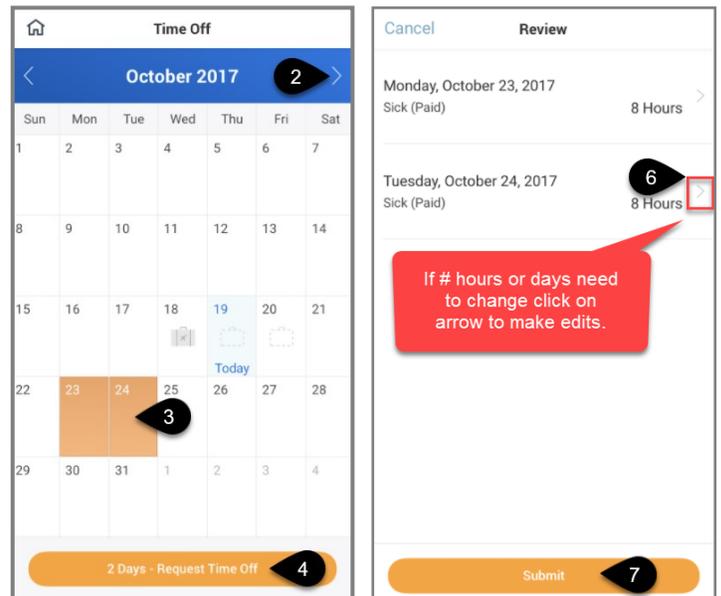
Download [Workday App Guide](#).

Note: Icons vary slightly between iOS and Android devices. The location of icons are the same on both devices.

### Request Time Off on Mobile Device:

1. Select '**Time Off**' icon.
2. Navigate to the month to initiate the time off.
3. Select by clicking on the date(s). Do not select a holiday. Only select the days you are on shift.
  - To unselect days, click on the date.
4. Select '**X Days—Request Time Off**'.
5. Select '**Type**' of time off you are taking.
  - If Sabbatical, [review guide](#).
  - [Country specific Time Off Policies](#)
6. **Review:** 8 hours may default in.
  - To edit, click on arrow to the right of the number.
  - If On-Call, select '1' Daily Quantity.
  - Ireland/Germany: Only enter full or half day increments.
7. Select '**Submit**'.

The request will route to your manager to approve.



### Correct Approved Time Off on Mobile:

1. Select '**Time Off**' icon.
2. **Time Off:** You are brought to a calendar view. Click on the grey icon indicating the time off you would like to correct. Next screen, select edit (pencil) icon.
3. **Edit Day:** Enter correct Type and/or Number of Hours or Days:
  - If you are not taking the day off, then select '**Delete**' button.
4. Enter '**Comment**' next to your picture to let your manager know why there is a change.
5. Click '**Submit**'.

The correction will route to your manager to approve.

