# **Employee: Request, Correct or Cancel Time Off** Using Workday Desktop or Mobile App.



## **Icon Definitions**

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Help

## • Workday Login

- **ABridge** Training materials <u>The Bridge</u>
  - Contact MyHR by clicking on the 'Help' Workday Worklet or Click <u>here</u>

Help



*	Mandatory Field	PayPal	Home
	Related Actions	ф	Gear/Action Icon
1	Edit	∷	Prompt
Φ	Add Row/ Document	×	Remove
× <sup>a</sup>	Expand/ Contract	•	Print to PDF
~	Save	≁	Restore
lt.	Graph Reports	Y	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.

Balances	Today < 🔇	September 2018	~ 🕘 👘				
Balance as of 08/28/2018 💼	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
40 Hours Balance Per Plan	26			29			1
Giving Time Off 0 Hours (Giving Time Off)	2	3 Labor Day	4 3	5	6	7	8
US Paid Sick Leave 40 Hours (Sick (Paid))	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29



## View Transaction Status & Cancel if <u>Not Approved</u>: In

- 1. Log into <u>Workday.</u>, select '**Inbox**' icon.
- 2. Select '**Archive**' tab. Select & review the transaction:
- If transaction is 'Successfully Completed', the changes have been made/approved in the system
- If transaction is 'In Progress', select the 'Process tab to review with whom the transaction is 'Awaiting Action' for approvals.
- 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'.

	Archive	View Event Tim	e Off Request: Kate S	Smith	A
Sort By: Newest From Last	v v	1 minute(s) ago - In Progress:	Multiple Parties		
Contact Change: Kate Smith 11 second(s) ago - Successfi	ully Completed	For Kate Smith Overall Process Time Off F	equest: Kate Smith )		
Time Off Request: Kate Smith 1 minute(s) ago - In Progress	h ( Multiple Parties 4	Overall Status In Progres	•		
	-	Details Process	4		
			•		
		Process History 3 items	Step	Status	Person
		Process History 3 items Process Request Time Off	Step Request Time Off	Status Step Completed	Person Kate Smith
		Process History 3 items Process Request Time Off Request Time Off	Step Request Time Off Approval by Manager	Stetus Step Completed Not Required	Person Kate Smith
		Process History 3 Items Process Request Time Off Request Time Off	Step           Request Time Off           Approval by Manager           Approval by Manager	Status           Step Completed           Not Required           Awaiting Action	Person Kate Smith Wes (Manager)

#### Correct or Cancel Approved Time Off:

- 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.
- 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.

Correct My Time Off						
Balances	Today < > Sep	tember				
alance as of 08 / 28 / 2018 💼	Sunday	Monday	Tuesday	Wednesday	Thursday	Fric
D Hours alance Per Plan	26	27		29		31
Siving Time Off	2	3	4	5	6	7
(Giving Time Off)		Labor Day	Sick (Paid)			
US Paid Sick Leave 40 Hours (Sick (Paid))	9	10	11	12	13	14
Vednesday, September 5, 2 Select All 2 s Correct 2 items	2018 - Thursday, Septeml elected	ber 6, 2018				
3 🖯 🔽	Wednesday, Septemb	er 5, 2018	Jury Duty (Pa	iid) 8 H	ours 🔺	
□	Thursday, September	6, 2018	Jury Duty (Pa	iid) 8 H	ours	
Type * × Jury Daily Quantity 8	Duty (Paid)	4				
Unit of Time Hours Comment						
> Details						
Changing Type fro	m Sick to Jury Duty	5				
Submit 6	Cancel					

### 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.
- 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.
  - <u>Country specific Time Off Policies</u>
- 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.

ធ		Cancel					
<	October 2017 2						Monday
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sick (Pai
1	2	3	4	5	6	7	Tuesday Sick (Pai
8	9	10	11	12	13	14	
15	16	17	18    ×	19 CCCC Today	20	21	
22	23	24	25 3	26	27	28	
29	30	31	1	2	3	4	
		2 Days	Request	t Time Of		•	





