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
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.
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.