



Associate Job Aid

REQUESTING TIME OFF

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Requesting Time Off

REQUESTING TIME OFF

Salaried associates in the U.S. can request time off through Workday.

1. Click the **Absence** icon on the home page.

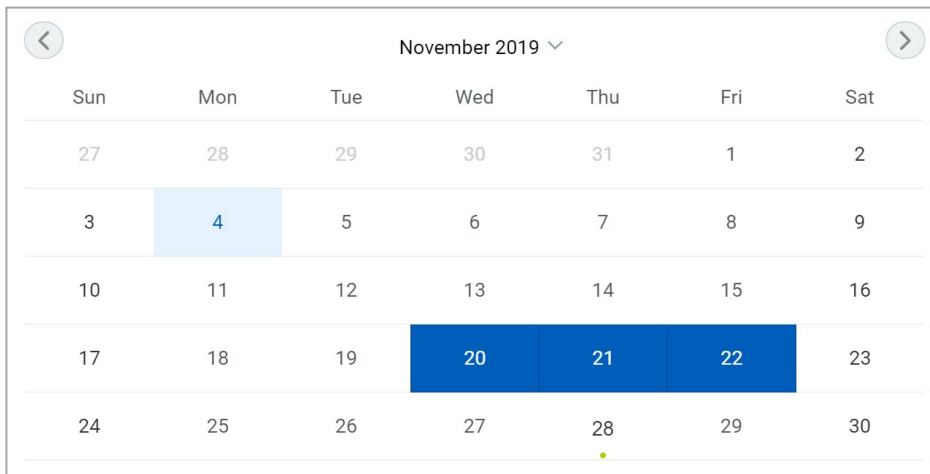


Absence

2. Click **Request Absence**.

Request Absence

3. Click/drag on the dates you wish to request.

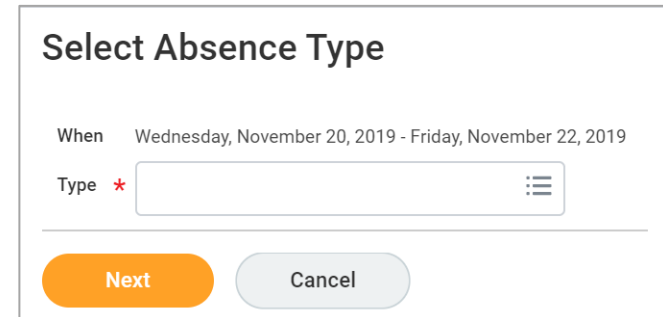


November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4. Click on **Request Absence**.

3 Days - Request Absence

5. Select the type of absence.



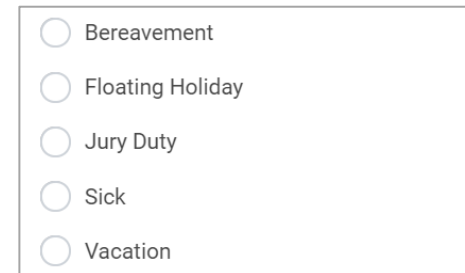
Select Absence Type

When Wednesday, November 20, 2019 - Friday, November 22, 2019

Type *

Next Cancel

Available options include:



- Bereavement
- Floating Holiday
- Jury Duty
- Sick
- Vacation

6. Click **Next**.
7. Review your requested dates.
8. Click **Submit**.

NOTE: Approved time off will show a green check mark.

✓ Vacation (Hours)

Requesting Time Off

CANCEL A SUBMITTED TIME OFF REQUEST

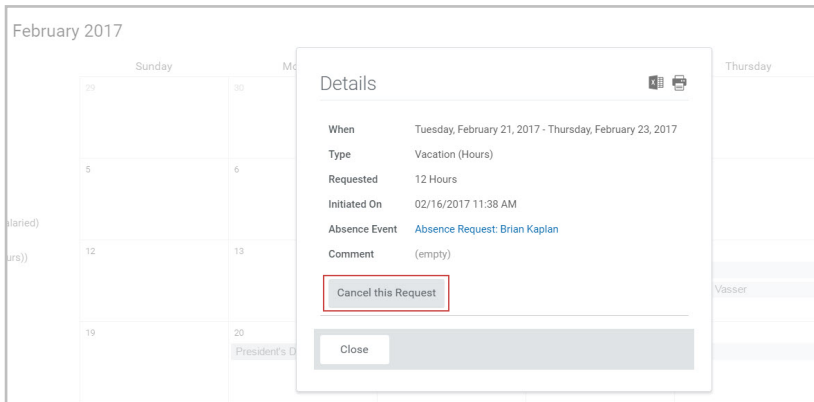
Time off requests that **have not yet been approved** can be canceled. Once approved, you must correct the request to cancel it.

1. Click the **Absence** icon on the home page.



Absence

2. Click **Request Absence** or **Correct My Absence**. Either takes you to the absence calendar.
3. Click the time off entry on the calendar.
4. Click **Cancel this Request**.



5. Enter a comment. This step is required for a cancellation.
6. Click **Submit**, then **Done**. No approval is required.

Requesting Time Off

CORRECTING A TIME OFF REQUEST

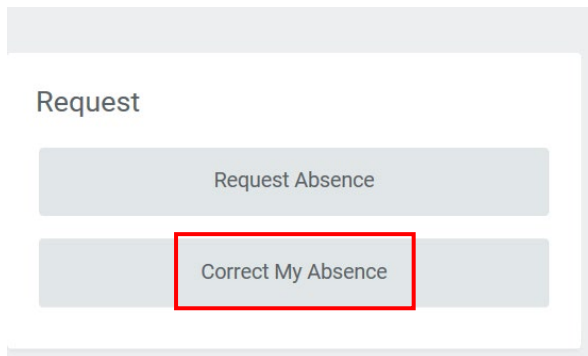
Associates have the opportunity to correct time off requests after they have been approved. The correction will be routed to the associate's manager for approval.

1. Click the **Absence** icon on the home page.



Absence

2. Click **Correct My Absence** in the Tasks section.



3. Select the day(s) off you want to correct. Or, click the Remove Row icon (⊖) to remove the day(s). Quantity (number of hours per day) can also be changed. Type, however, cannot. If you need to change the Type of absence (from Vacation to Sick, for example), you must delete the request and start over.

Correct 1 item 🗒

⊖	☑	Thursday, July 26, 2018	Jury Duty	8 Hours
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Type *

Quantity per Day

4. Click **Submit**.

NOTE: An approval request will be sent to your manager. Go to your Inbox Archive's Process tab to see the current status.