

# Request and Maintain Time Off Using Computer/Web Browser or Workday Assistant

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## Learn how to:

- View your Time Off balances and Request Time Off
- Cancel an in-progress request for Time Off
- Cancel or correct an approved request for Time Off
- Access Time Off using Workday Assistant

## Background Information

A Time Off request typically is used for shorter duration absences, such as Vacation, Sick, Annual Leave, Floating Holidays or Volunteer Time. Contingent Worker absence requests should be handled by the manager.

To access Time Off from a mobile device, click [Request and Maintain Time Off using the Workday Mobile App](#) to read the knowledge article.

## Getting Started - Computer or Web Browser

The Time Off business process may provide help text for specific fields. When available, click on the "?" next to a field for more information.

## Request Time Off

1. Go to the **Absence App > Request Absence** OR click [Request Absence](#) to go directly to the Absence Calendar. Select your absence dates by clicking on the **Select Date Range** button or by selecting dates individually on the Absence Calendar.
2. Click the orange Request Absence Button. The "Select Absence Type" pop-up box displays. Enter the type of time off requested. Click "Next".
3. From the **Request Absence** screen, you can make any changes before submitting for approval. The *quantity per day* may default based on a standard schedule for your location. To adjust this amount, click on "edit quantity per day" and update the quantity. (policy minimum or maximum amounts per day may apply). Click **Done**.

4. Click **Submit**. **NOTE:** An alert or an error may display after you click on the Submit button. Click directly onto the alert or error for more information on what is needed to successfully submit your request. You may need to add a supporting document in the attachments section below based on the absence type. Categorize your attachment as "Time Off".
5. The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar. If you are using Microsoft Teams and have the Workday for Teams App added, managers can approve requests in Teams and employees will receive a notification in Teams showing the request was either approved or denied.

### **View Time Off**

Time Off requests in any form can be viewed from the [Request Absence](#) screen:

- Gray requests are waiting for approval. Gray also indicates a Holiday or a team member's approved time off.
- Green indicates your approved request.
- Blue requests need attention. Navigate to [My Tasks/Inbox](#) to review and/or revise your absence request.

To view Time Off balance as of the end of the current year, go to the **Absence App > View My Absence Balance**. Select the Time Off Plan and click **OK**. The balances shown will be as of the end of the current year.

To view Time Off balance as of a specific date, type "Time Off Balance" into the Search bar **OR** click [Time Off Balance](#). In the *Balance as of Date* section, input the last day of the calendar year to see your projected time off balances including future pending and approved time off requests for the year.

### **Cancel an In-Progress Time Off Request**

1. To cancel a request that has not been approved, go to **Absence App > Request Absence OR** click [Request Absence](#).
2. Click on the gray Time Off request from the calendar and click **Cancel this Request**. If more than one day was in the request, the entire request will be cancelled.
3. Add a comment and click **Submit**. Event is Canceled and the request is removed from the Absence Calendar.

## **Cancel or Correct an Approved Time Off Request**

There are times when an approved time off request may need to be completely or partially canceled/deleted or have the plan type or hours changed. Follow these steps to make the updates. If a request date needs to be changed, the request must first be canceled and a new Request Time Off created with the new dates.

1. Go to **Absence App > Correct My Absence** OR click [Correct My Absence](#). Navigate to the approved Time Off request that needs to be changed.
2. To remove a day(s) from the request, click the minus sign next to the day(s) you would like to cancel. If there are multiple days, click on all that apply.
3. If needed, make any corrections to the time off type or quantity per day. Add a Comment and click **Submit**.
4. All changes to the Time Off Request will go through manager approvals in Workday before it shows in a green approved status on the Absence Calendar.

## **Getting Started - Workday Assistant**

Employees whose Time Off is maintained in Workday can use the **Workday Assistant** chatbot to manage Time Off.

- Click on **Workday Assistant** (blue chat icon in lower right-hand corner of your Workday page or Chat Bubble icon located to the left of your Inbox) to open up the message box.
- Click or search for “View All Capabilities” and then click on Time Off.
- Select from Correct, Request or View Time Off. Follow the Assistant prompts to complete your request.
- To cancel a request that has not been approved, go directly to the [Request Absence](#) task and cancel from the Absence Calendar.

## Key Details

- Absence requests need to be approved before any absence time is taken. Your manager will review your request and either approve, send back for more information, or deny it. Where country local policy applies, some time off types will require Absence Partner or HR Partner approval.
- Your request status can be viewed by clicking [Request Absence](#).
- Upon approval from your manager, you will receive an alert in your notifications on your Home Page that the time has been approved and/or you may receive a notification card in the Workday for Microsoft Teams app. Read [How to use Workday for Microsoft Teams App](#) for more information.
- You and your co-workers have the ability to view your team's approved future absences by clicking on the **View Teams** button on the Absence Calendar. Managers can use this view to determine whether a request can be accommodated.
- Managers requesting over 5 consecutive days off should set up delegation of their Workday tasks. For more information, click [Complete Delegation Set-Up Due to Leave of Absence](#).

## For More Help

- To learn how to add the mobile app to your device, click [How to Add the Workday Mobile App](#) to read the knowledge article.
- If you have a policy-related question regarding your time off or need help with a Leave of Absence request, contact your local Absence Partner. To locate your Absence Partner in Workday, click **Employee Profile (photo/cloud icon) > View Profile button > Contact > Support Roles**.