

Time Off: Manage Your Time Off

View Time Off Balances

From the Time Off worklet:

1. Click the **Time Off Balance** button under the View section. The Time Off Balance task displays with today's date in the As Of field by default.
2. Click **OK** to view your balance as of today's date.



To view past or future balances, change this date. Workday will re-calculate based on how you accrue time off.

3. Depending on the type of time off plan and worker eligibility, balances are tracked either in days or hours. Select any of the Accrued Year To Date values to view more details.

← Time Off Balance Brian Kaplan

Balance As Of Date 08/18/2015

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 4 items

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
Floating Holiday Plan	Hours	0	16	0	16	0	0	0	16	16	08/16/2015 - 08/31/2015 (Semi-monthly)	
									Total:	16	16	
USA Paid Time Off Plan (Salaried)	Hours	80	75	56	115	0	16	0	99	99	08/16/2015 - 08/31/2015 (Semi-monthly)	
									Total:	99	99	

Submit Time Off Requests

From the Time Off worklet:

1. Click **Time Off** under Request.
2. Select the day(s) you wish to take time off.

Request Time Off Amelia Casias

Today < > February 2016

Balance as of
02 / 16 / 2016

71 Hours

Balance Per Plan

- Floating Holiday Plan
16 Hours
(Floating Holiday (Hours))
- USA Paid Time Off Plan (Salaried)
55 Hours
(Sick (Hours), Vacation (Hours))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8 ✓ Vacation (Hours)	9	10	11	12	13
14	15 President's Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

2 Days - Request Time Off

3. Click **Request Time Off**. The number of days or hours you requested will appear on the button to help confirm your request.
4. Enter the Type of time off requested.
5. Enter the number of hours requested per day in the Daily Quantity field.
6. Certain requests may require you to attach documentation. Attach any appropriate supporting documents by dragging them to the **Drop files here** field or clicking **Select files**.
7. Click **Submit**.

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Check on the Status of Your Request

From the Time Off worklet, click **My Time Off** under View. You can see the status of your requests on the table displayed.

My Time Off Amelia Casias

Organization: Global Modern Services >> Global Support - North America Group
Manager(s): Scott Wilkinson

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests 47 items

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	Time Off Event
02/23/2016	Tuesday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Amelia Casias
02/22/2016	Monday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Amelia Casias
02/12/2016	Friday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Amelia Casias
02/11/2016	Thursday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Amelia Casias
02/10/2016	Wednesday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Amelia Casias
02/09/2016	Tuesday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Amelia Casias
02/08/2016	Monday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Amelia Casias
07/02/2015	Thursday	Vacation (Hours)	8	Hours	4th of July	Approved	Time Off Request: Amelia Casias
05/29/2015	Friday	Vacation (Hours)	8	Hours	Memorial Day	Approved	Time Off Request: Amelia Casias
05/28/2015	Thursday	Vacation (Hours)	8	Hours	Memorial Day	Approved	Time Off Request: Amelia Casias
05/27/2015	Wednesday	Vacation (Hours)	8	Hours	Memorial Day	Approved	Time Off Request: Amelia Casias
05/26/2015	Tuesday	Vacation (Hours)	8	Hours	Memorial Day	Approved	Time Off Request: Amelia Casias
05/27/2014	Tuesday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Amelia Casias

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Employees (not using SmartFind Express)

Cancel a Submitted Time Off Request

Submitted requests that have not been approved can be canceled.

The screenshot shows the 'Inbox' view of the Time Off Request system. On the left, there is a list of tasks including 'Time Off Request: Amelia Casias' (11 minutes ago, In Progress), 'Time Off Request: Brian Kaplan' (36 minutes ago, Successfully Completed), 'Expense Report for Laurie Jenkins' (4 days ago, Successfully Completed), and 'Bonus: Q4 2015 Bonus' (6 days ago, Successfully Completed). The main area displays the 'View Event' for 'Time Off Request: Amelia Casias'. It shows the request is 'In Progress' and was submitted '11 minute(s) ago' by Scott Wilkinson. The 'Overall Process' is 'Time Off Request: Amelia Casias' and the 'Due Date' is '02/18/2016'. Below this, there is a table with 5 items:

Date	Day of the Week	Type	Requested	Unit of Time
02/08/2016	Monday	Vacation (Hours)	8	Hours
02/09/2016	Tuesday	Vacation (Hours)	8	Hours
02/10/2016	Wednesday	Vacation (Hours)	8	Hours
02/11/2016	Thursday	Vacation (Hours)	8	Hours
02/12/2016	Friday	Vacation (Hours)	8	Hours

A 'Cancel' button is visible at the bottom left of the table area.

From the Inbox:

1. Click the **Archive** tab.
2. Click the **Time Off Request** task you want to cancel.
3. Click **Cancel**.
4. Enter a comment. This step is required for a cancelation.
5. Click **Submit**. No approval is required.



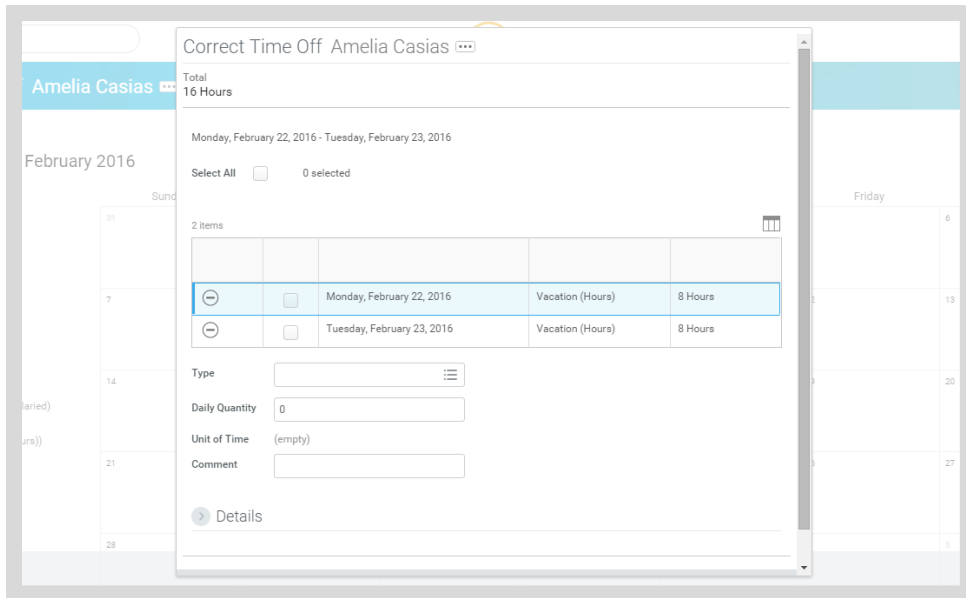
The Archive tab only includes Time Off requests completed within the last 30 days.

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Modify Previously Submitted and Approved Requests

From the Time Off worklet:

1. Click **Time Off Correction**. If you have no approved requests, you will not be able to use this option.
2. Click the approved time off request on the calendar. Select the day(s) you want to correct. Enter an adjustment or remove all hours by entering "0" (zero). The projected balance at the top automatically updates once you leave the field.



3. Click **Continue**.
4. Click **Submit**.
5. Enter any comments.
6. Click **Submit**.
7. Click **Done**.

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Requesting a Vacation Cashout

Employees eligible to request vacation cashouts can do so from the Time Off worklet:

Under the Request column select **Time Off** > Select **Vacation Cashout** from dropdown list.

Note: Must request vacation cashout during current pay period.