Time Off: Manage Your Time Off

View Time Off Balances

From the Time Off application:

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 application:

1. Click **Time Off** under Request.

2. Select the day(s) you wish to take time off. Click on a selected day to deselect it.

3. Click **Request Time Off**. The number of days or hours you requested dynamically displays 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. Your status of salaried or waged and state and federal laws may limit what you can add in this field.

6. Attach any appropriate supporting documents by dragging them to the **Drop files here** field or clicking **Select files**.

workday. **EDUCATION**

7. Click **Submit**.

Check on the Status of Your Request

From the Time Off application, 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

Cancel a Submitted Time Off Request

Submitted requests that have not been approved can be canceled. Once approved, you must correct the request before you change it.

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From the Profile icon:

1. Click the **Inbox** link.

2. Click the **Archive** tab.

3. Click the **Time Off Request** task you want to cancel.

4. Click **Cancel**.

5. Enter a comment. This step is required for a cancelation.

6. Click **Submit**. No approval is required.

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

Modify Previously Submitted and Approved Requests

From the Time Off worklet:

1. Click **Time Off Correction** under Request. If you have no approved requests, you will receive an error message.

2. Click the approved time off request on the calendar. Select the day(s) you want to correct. Enter an adjustment to requested hours. Remove 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**.