



FREQUENTLY ASKED QUESTIONS

EMPLOYEE SELF SERVICE: TIME OFF

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Version 19 (March 2013)

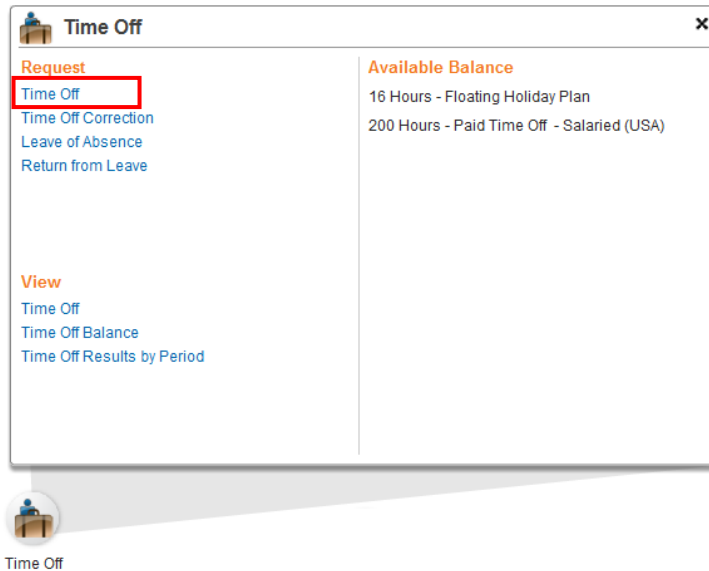
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TIME OFF

HOW DO I SUBMIT A REQUEST FOR PAID TIME OFF?

- 1 From the Workday **All About Me** page, in the **Time Off** Worklet, select the **Time Off** link.



- 2 Completely fill out the first row under Time Off with the date, Time Off Type and the number of hours requested.

Time Off Requests

To add a new time off entry, click the green + button below.

+ *	Date	Day of Week	*Type	*Requested	Unit of Time
+ *	<input type="text" value="___/___/___"/>	<input type="text" value="enter search text"/>	<input type="text" value="0"/>		

- 3 As you insert rows for additional dates, subsequent rows will fill-in the next date in the sequence and will use the same Time Off type.

Time Off Requests

To add a new time off entry, click the add row button.

*Date	Day of the Week	*Type	Position	*Rec
10/22/2012	Monday	Vacation (Hours)		
10/23/2012	Friday	Vacation (Hours)		

Hours also fill-in automatically.

- 4 Select the drop-down arrow to view previous time off requests.


 **Previous Time Off Requests**

33 items


Date	Day of the Week	Type	Requested	Unit of Time	Status	Time Off Event
12/27/2010	Monday	Vacation (Hours)		8 Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/23/2010	Thursday	Vacation (Hours)		8 Hours	Successfully Completed	Time Off Request: Teresa Serrano

- 5 When completed, click **Submit**. You may check the status of the request by clicking the drop-down arrow and selecting the **Process** tab from this page before closing it.

You have submitted:

Time Off Request: Teresa Serrano 

Next Steps




Approval by Manager
Steve Morgan - Due 10/20/2012

Do Another


[Enter Time Off](#)


[Request Time Off](#)

[Related Links](#)

 [Business Policy Document](#)

Details and Process


For  **Teresa Serrano**





Overall Process  **Time Off Request: Teresa Serrano**

Overall Status **In Progress**

Due Date **10/20/2012**

Details **Process**

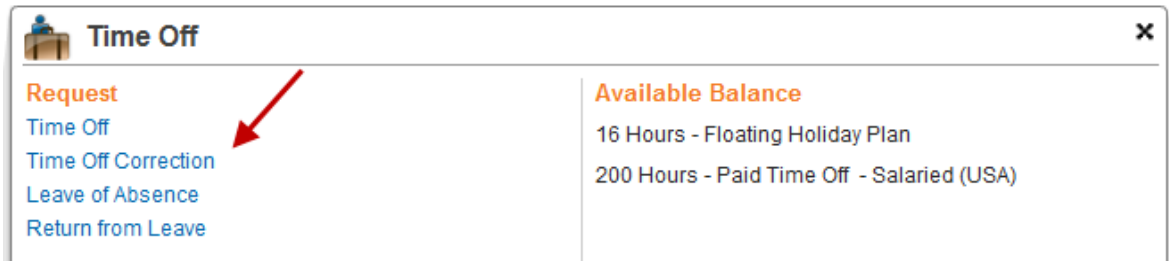
Process History - 2 items 

Process	Step	Status	Completed On	Due Date	Person	Comment
 Request Time Off	Request Time Off	Step Completed	10/18/2012 09:10:37 PM	10/20/2012	 Teresa Serrano	
 Request Time Off	Approval by Manager	Awaiting Action		10/20/2012	 Steve Morgan (Manager)	

This will tell you who has to approve the time off request, if anyone.

HOW DO I MODIFY A PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUEST?

- 1 Select the **Time Off Correction** link in the **Time Off** Worklet.



Time Off

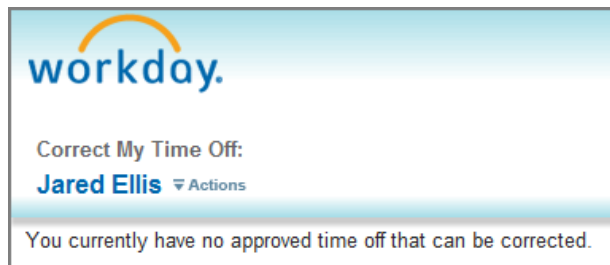
Request

- Time Off
- Time Off Correction**
- Leave of Absence
- Return from Leave

Available Balance

- 16 Hours - Floating Holiday Plan
- 200 Hours - Paid Time Off - Salaried (USA)

If you have no approved Time Off requests, you will receive a message stating that fact.




workday.

Correct My Time Off:
Jared Ellis Actions

You currently have no approved time off that can be corrected.

- 2 To modify an approved Time Off Request that you have not yet taken, enter an adjustment to requested hours.



Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

2 rows

Date	Day of Week	Type	Previously Requested	Correction to Requested	Unit of Time	Com
08/03/2010	Tuesday	Floating Holiday	8	8	Hours	
08/02/2010	Monday	Floating Holiday	8	0	Hours	


Remove hours by entering zero. The projected balance will automatically update. Click **Submit**.

3 Click the **Process** tab.

You have submitted:

Time Off Correction: Teresa Serrano Actions

Next Steps

 Review Time Off Correction
Steve Morgan

Do Another
[Correct My Time Off](#)
Related Links
[Business Policy Document](#)

Details and Process

For Teresa Serrano

Overall Process Time Off Correction: Teresa Serrano

Overall Status In Progress

Details **Process**

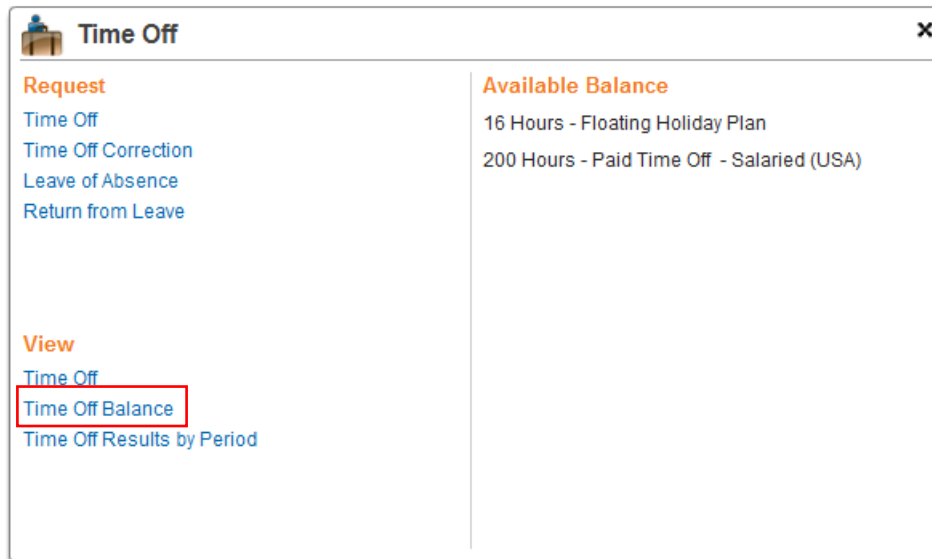
Process History - 2 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Correct Time Off	Correct Time Off	Step Completed	10/18/2012 09:20:45 PM		Teresa Serrano	
Correct Time Off	Review Time Off Correction	Awaiting Action			Steve Morgan (Manager)	

The adjustment will need to be approved—just like the original request.

HOW DO I VIEW MY CURRENT TIME OFF BALANCE?

- 1 From the Time Off worklet, click the **Time Off Balance** link.



Time Off

Request

- Time Off
- Time Off Correction
- Leave of Absence
- Return from Leave

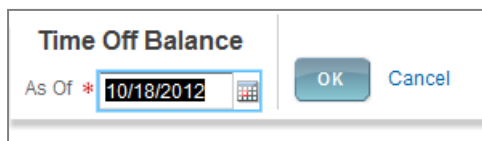
View

- Time Off
- Time Off Balance**
- Time Off Results by Period

Available Balance

- 16 Hours - Floating Holiday Plan
- 200 Hours - Paid Time Off - Salaried (USA)

- 2 Click **OK** to accept the default date or enter a new date.



Time Off Balance

As Of * 10/18/2012

OK Cancel

- 3 Depending on the type of Time Off plan, balances are tracked either in Days or Hours.

Balances Tracked in Hours - 3 items												
Time Off Plan	Unit of Time	Carryover 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	10/16/2012 - 10/31/2012 (Semi-monthly)	
Total:									16	16		
Paid Time Off - Salaried (USA)	Hours	80	120	0	200	0	0	0	200	200	10/16/2012 - 10/31/2012 (Semi-monthly)	
Total:									200	200		

- 4 View more details by clicking on **Accrued Year To Date** values or select a drop-down menu to **View Details** and for other options.

Balances Tracked in Hours - 3 items

Time Off Plan	Unit of Time	Carryover 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	16	▼ 10/16/2012 - 10/31/2012 (Semi-monthly)
									Total:	16	16
▼ Paid Time Off - Salaried (USA)	▼ Hours	80	120	0	200	0	0	0	200	200	▼ 10/16/2012 - 10/31/2012 (Semi-monthly)
									Total:	200	200

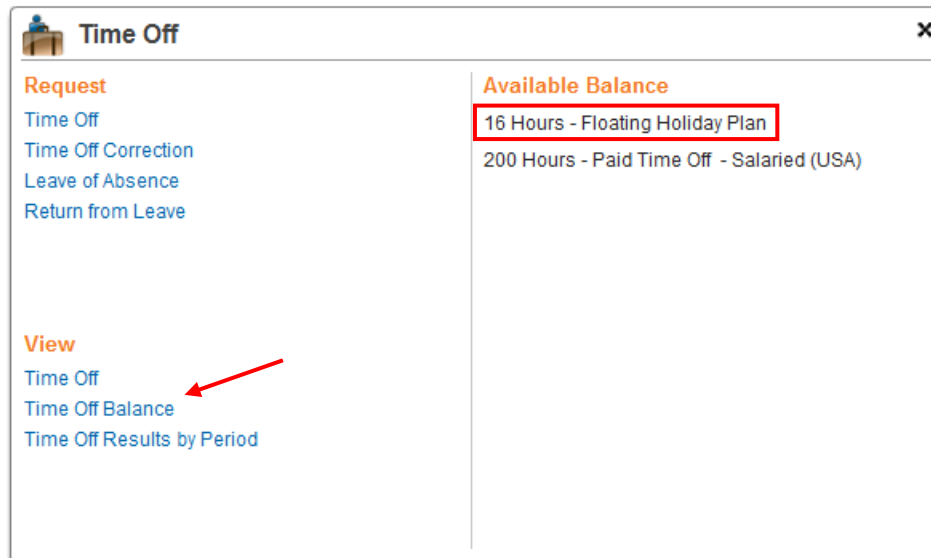
Selecting **View Details** opens a separate window to display all the components that make up a worker's time off balance.

10/16/2012 - 10/31/2012 (Semi-monthly) - Accrued Year To Date : 16 (Details) ***** ✕

Accrual	Accrued in Period	Forfeited in Period	Accrued Year To Date	Forfeited Year To Date
▼ Floating Holiday Accrual	0	0	16	0
Total:	0	0	16	0

HOW DO I VIEW MY TIME OFF BALANCE AS OF A PARTICULAR DATE IN THE PAST OR FUTURE?

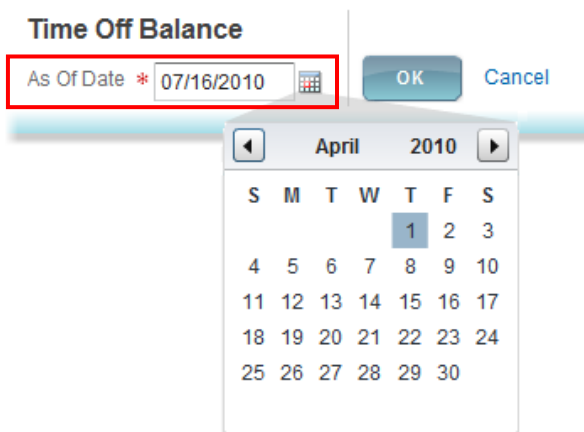
- 1 Current time off information is displayed under **Available Balance**.



The screenshot shows a 'Time Off' window with a sidebar on the left and a main content area on the right. The sidebar contains a 'Request' section with links for 'Time Off', 'Time Off Correction', 'Leave of Absence', and 'Return from Leave'. Below this is a 'View' section with links for 'Time Off', 'Time Off Balance', and 'Time Off Results by Period'. A red arrow points to the 'Time Off Balance' link. The main content area has a header 'Available Balance' and lists two items: '16 Hours - Floating Holiday Plan' (highlighted with a red box) and '200 Hours - Paid Time Off - Salaried (USA)'.

To view your current balance, or balances as of a past or future date, select the **Time Off Balance** link.

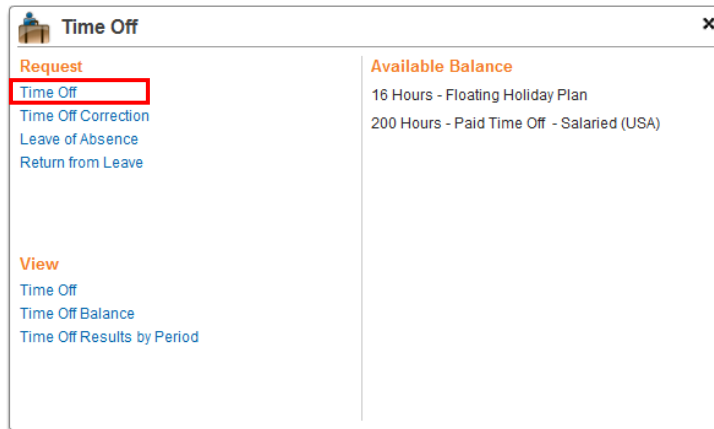
- 2 Type in a specific date or open the calendar to select **As Of Date** on which to review balances. Click **Ok** to save.



The screenshot shows a 'Time Off Balance' dialog box. It has a label 'As Of Date *' followed by a text input field containing '07/16/2010' and a calendar icon. To the right are 'OK' and 'Cancel' buttons. Below the dialog box is a calendar for April 2010. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 30. The date 1 is highlighted.

HOW DO I PROJECT MY TIME OFF BALANCES FOR A FUTURE PLANNED ABSENCE?

- 1 From the **Time Off** worklet, select the **Time Off** link under Request.



Time Off

Request

- Time Off** (highlighted with a red box)
- Time Off Correction
- Leave of Absence
- Return from Leave

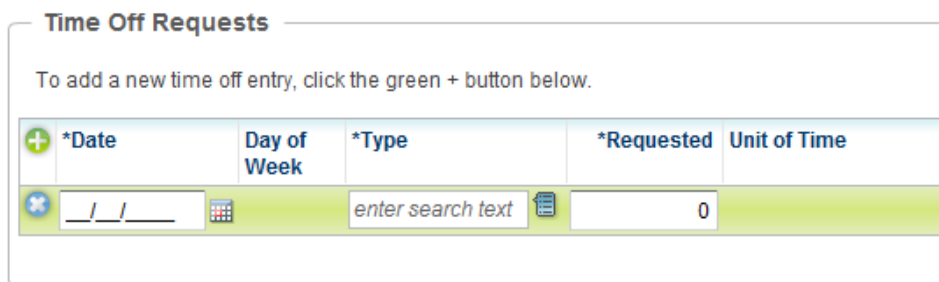
View

- Time Off
- Time Off Balance
- Time Off Results by Period

Available Balance

- 16 Hours - Floating Holiday Plan
- 200 Hours - Paid Time Off - Salaried (USA)

- 2 Completely fill out the first row under Time Off with the date, Time Off Type and the number of hours.

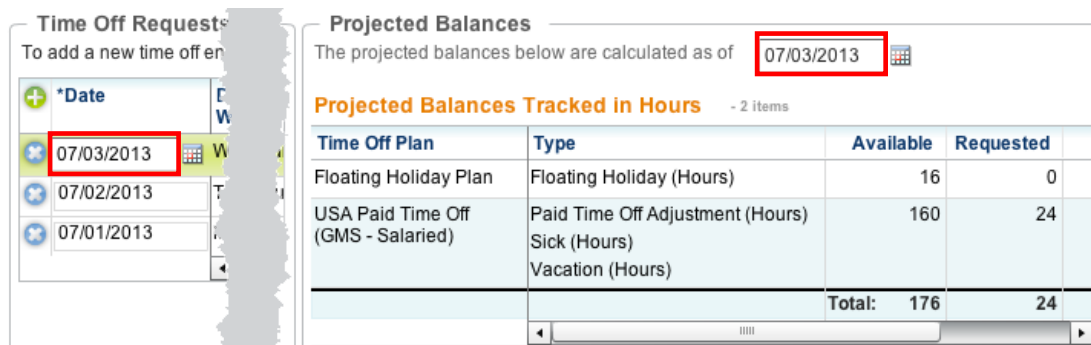


Time Off Requests

To add a new time off entry, click the green + button below.

*Date	Day of Week	*Type	*Requested	Unit of Time
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="enter search text"/>	<input type="text" value="0"/>	

- 3 After completing your time off requests, Time Off balances are projected as of the last date entered.



Time Off Requests

To add a new time off entry, click the green + button below.

*Date	Day of Week	*Type	*Requested	Unit of Time
07/03/2013 (highlighted with a red box)	W			
07/02/2013	T			
07/01/2013	M			

Projected Balances

The projected balances below are calculated as of 07/03/2013 (highlighted with a red box)

Projected Balances Tracked in Hours - 2 items

Time Off Plan	Type	Available	Requested
Floating Holiday Plan	Floating Holiday (Hours)	16	0
USA Paid Time Off (GMS - Salaried)	Paid Time Off Adjustment (Hours)	160	24
	Sick (Hours)		
	Vacation (Hours)		
Total:		176	24

- 4 Your **Available**, **Requested** and **Remaining** balances for each type of Time Off are updated within the **Projected Balances** section.

Projected Balances

The projected balances below are calculated as of 07/03/2013

Projected Balances Tracked in Hours - 2 items

Time Off Plan	Type	Available	Requested	Remaining
Floating Holiday Plan	Floating Holiday (Hours)	16	0	16
USA Paid Time Off (GMS - Salaried)	Paid Time Off Adjustment (Hours)	160	24	136
	Sick (Hours)			
	Vacation (Hours)			
Total:		176	24	152

- 5 Use the calendar to model future planned absences by changing the date. Balances are calculated and updated automatically.

Projected Balances

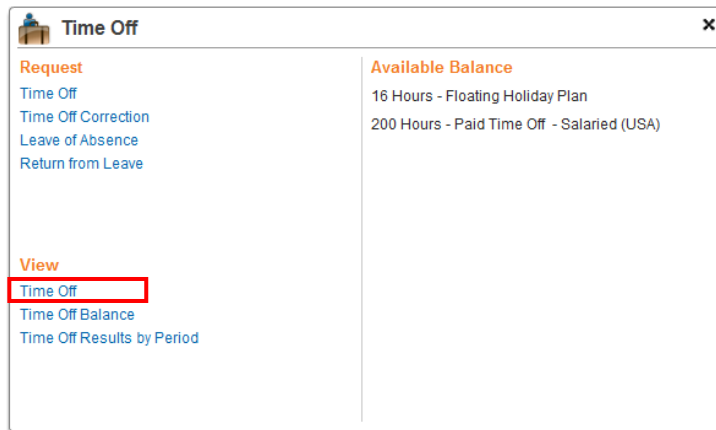
The projected balances below are calculated as of 12/25/2013

December 2013

S	M	T	W	T	F	S
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	31				

HOW CAN I REVIEW THE STATUS OF A TIME OFF REQUEST?

- 1 Select the **Time Off** link in the Time Off worklet under View.



Time Off

Request

- Time Off
- Time Off Correction
- Leave of Absence
- Return from Leave

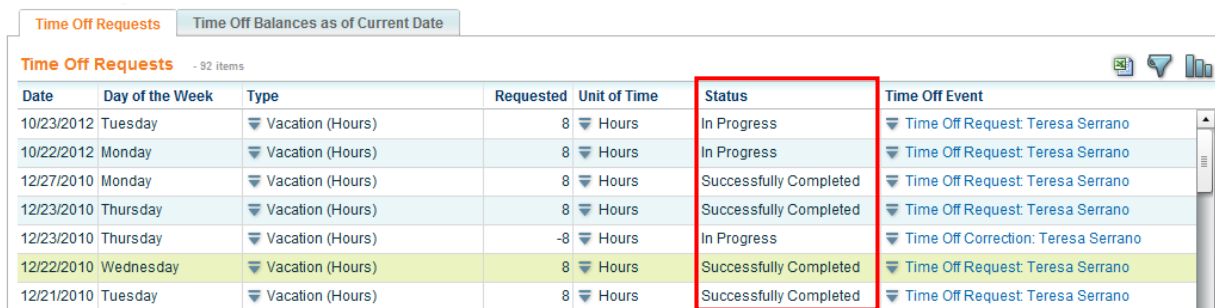
Available Balance

- 16 Hours - Floating Holiday Plan
- 200 Hours - Paid Time Off - Salaried (USA)

View

- Time Off**
- Time Off Balance
- Time Off Results by Period

- 2 If you have pending requests, they will appear under the **Time Off Requests** tab.



Time Off Requests - 92 items

Date	Day of the Week	Type	Requested	Unit of Time	Status	Time Off Event
10/23/2012	Tuesday	Vacation (Hours)	8	Hours	In Progress	Time Off Request: Teresa Serrano
10/22/2012	Monday	Vacation (Hours)	8	Hours	In Progress	Time Off Request: Teresa Serrano
12/27/2010	Monday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/23/2010	Thursday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/23/2010	Thursday	Vacation (Hours)	-8	Hours	In Progress	Time Off Correction: Teresa Serrano
12/22/2010	Wednesday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/21/2010	Tuesday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano

The status will show as 'In Progress' or as 'Successfully Completed'.

HOW DO I CANCEL A SUBMITTED TIME OFF REQUEST?

- 1 Only requests with a status of '**In Progress**' can be cancelled. Once they have been approved and completed, they must be **Corrected** if you want to change them.

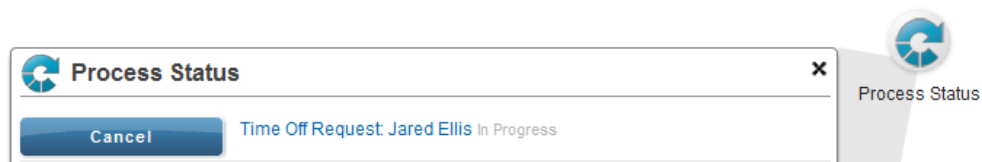
Time Off Requests

Time Off Balances as of Current Date

Time Off Requests - 92 items

Date	Day of the Week	Type	Requested	Unit of Time	Status	Time Off Event
10/23/2012	Tuesday	Vacation (Hours)	8	Hours	In Progress	Time Off Request: Teresa Serrano
10/22/2012	Monday	Vacation (Hours)	8	Hours	In Progress	Time Off Request: Teresa Serrano
12/27/2010	Monday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/23/2010	Thursday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/23/2010	Thursday	Vacation (Hours)	-8	Hours	In Progress	Time Off Correction: Teresa Serrano
12/22/2010	Wednesday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano
12/21/2010	Tuesday	Vacation (Hours)	8	Hours	Successfully Completed	Time Off Request: Teresa Serrano

- 2 From your All About Me page, select the **Process Status** worklet.



Find the **Time Off Request** process you want to cancel and click the **Cancel** button.

- 3 On the **Cancel Business Process** page, enter a comment, and then click the **Submit** button. No approval is required.

Cancel Business Process: ×

Time Off Request: Jared Ellis ⌵

For Jared Ellis ⌵


Overall Process Time Off Request: Jared Ellis ⌵

Overall Status In Progress

Due Date 10/21/2012

Details

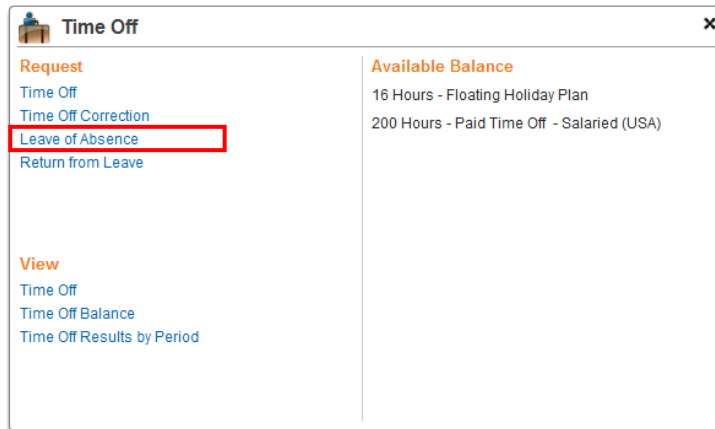
Date	Day of the Week	Type	Requested	Unit of Time
10/29/2012	Monday	Vacation (Hours)	8	Hours

 |

All Comments (0) [Process History](#) [Related Links](#)

HOW DO I REQUEST A LEAVE OF ABSENCE?

- 1 From the **All About Me** page, select **Leave of Absence** on the **Time Off** worklet.



Time Off

Request

- Time Off
- Time Off Correction
- Leave of Absence**
- Return from Leave

Available Balance

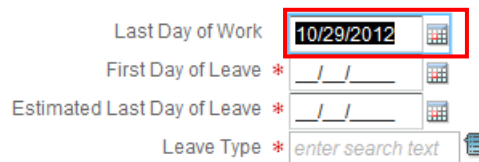
- 16 Hours - Floating Holiday Plan
- 200 Hours - Paid Time Off - Salaried (USA)

View

- Time Off
- Time Off Balance
- Time Off Results by Period

- 2 Enter the **Last Day of Work**.

Reminder: Review the [Leave Policy Document](#) to see if any supporting documents are required for your leave.



Last Day of Work **10/29/2012**

First Day of Leave *

Estimated Last Day of Leave *

Leave Type *

- 3 Enter the **First Day of Leave** and the **Estimated Last Day of Leave**.

Reminder: Review the [Leave Policy Document](#) to see if any supporting documents are required for your leave.



Last Day of Work

First Day of Leave * **10/30/2012**

Estimated Last Day of Leave * **11/30/2012**

Leave Type *

- 4 Select a **Leave Type** from the prompt list or use *Search*.

Reminder: Review the [Leave Policy Document](#) to see if any supporting documents are required for your leave.



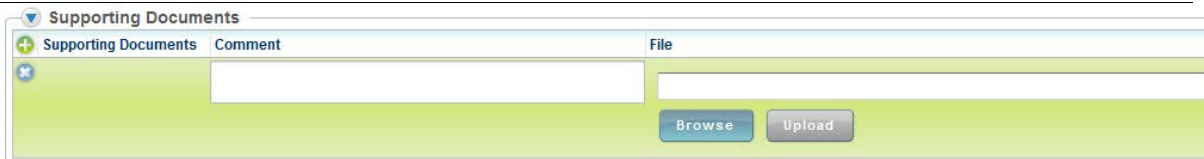
Last Day of Work

First Day of Leave *

Estimated Last Day of Leave *

Leave Type * **Company > Bereavement Leave**

- 5 Add rows and upload any supporting documents your organization requires.



6 When finished click **Submit**.

7 Submitting the leave request initiates a business process that includes approval steps. Required **Next Steps** are automatically displayed. Any Errors or Warnings are displayed and may require corrective action.

You have saved but not submitted:

[Leave Request: Teresa Serrano](#) ▾ Actions

Next Steps



[Revise](#)
Teresa Serrano

Revise Leave of Absence

Do Another

[Place Employee on Leave](#)
[Request Leave of Absence](#)

Related Links

[Business Policy Document](#)

[Details and Process](#)

Use the drop-down arrow to view more information about the business process.