**Workday**

**Understanding Your Time Off Balances and Requesting Time Off in Workday**

***To View Your Time Off Balances (Sick, Personal and Vacation balances:***

Log into Work Day and select the **Time Off** **Worklet** (small icons on the page are called Worklets)- under the “All About Me” tab.

On the right side, your current, available, time off balances are displayed by category.

If you have requested time off in the future, and it has been approved by your supervisor, you may view those date(s) by selecting **Time Off**, located under the View option on the bottom left side of the window.

You may view your anticipated yearly vacation accrual total by selecting **Time Off Balance** and selecting 8/31/2013 as the ‘as of’ date. This will show you the total number (far right column) that you will have accrued by 8/31/13. If you have requested time off and it has been approved by your supervisor already, the approved time off **will not** be included in the total column.

If you select 9/1/13 as the ‘as of’ date, you will see the number of hours that will be forfeited if not used in the column marked ‘carryover forfeited in period’.

***To request time off:***

Select the **Time off Worklet.**

Under Request in the upper left hand side of the window, select Time Off.

Enter the first day you are requesting time off in the first column.

In the column labeled ‘type’ click on the notepad to the right of the box – this will show you a list of available leave types. Select the type of time off being requested, such as vacation.

In the box under ‘requested’ put the total number of hours being requested for the day (typically 7.5 hours for FT staff, 8 hours for Physical Plant and Security staff ). You may round your request to the nearest quarter hour.

If requesting more than one day, you may add additional days by clicking the green + button located in the upper left hand corner.

Once you have entered all dates being requested, click the green Submit button located at the bottom center of the screen (you may need to scroll to see this). This will feed your request to your supervisor for approval.

You will receive an email notifying you once your manager has approved the time off requested.