## Workday Time Off User Guide

Process Name: Cance	el Time Off Request								
Step 1	Q search	Q search			workday.			• On behalf of: Andy Lau(刘德华)	
Click the "Time Uff"	Home							*	
page.									
				1					
						• •			
	Time Off	Personal		Director	Directory Perform		ance Custom Reports		
<u>Step 2</u>									
Click "Time Off" under	Q search			workdo	ay.		On behalf of:	Andy Lau(刘德华) 🧿	
"Request' as below.	← Time Off								
	Reques			ľ	View				
		Time Off			Time Off				
		Time Off Correction			Time Off Balance				
Sten 3	Request Time Off Andy L	au(刘德	华)•••						
Click on the pending									
ticket.	Today < > August 2	2015	Under	Turada		dau Thuas da		Ontradau	
Note: Open request was		26 Sunday	27 Monday	28	29 29	30 30	31 31	1	
approved by manager, the	30 Days								
request cannot be	Release Der Dien	2	3	4	5	6	7	8	
canceled, please go	Annual Leave Time Off Plan - China								
through <u>Time Off</u>	(Annual Leave - China)	9	10	11	12	13	14	15	
process.	Gabbalcal Leave Time Off Plan - China 研修假 20 Days								
	(Sabbatical Leave - China 研修假)	16	17	18	19	20	21	22	
		23	24	25	28 Annyal L	27 eave - China	28	29	
					C				
<u>Step 4</u>				-			•••••		
Select leave type and	Time Off Entry	Busines	ns ss Process		e Off Requ	est: Andy Lau			
click Submit.	When         Wednesday, August 26, 2015 - Friday, August 28, 2015           Type         Annual Leave - China					View Remaining Pro	cess nuy Lau (刘德华)	Click on "Cancel" in the menu.	
	Requested 3 Days Click on Related Action button Business Process Verall Status In P						Progress		
	Initiated On 08/23/2015 11:27 PM Time Off Event Time Off Request: Andy Lau (刘德华) Comment (empty)				Due Date 08/25/2015				
					Effective Date 08/2				
				Sabbatio 研修假 20 Davs	cal Leave Time Off I s	Plan - China	Comment	(empty)	
<u>Step 5</u>	Plan changed no need to	apply for	Attachr	nents					
Enter your comments	leaving now.								
			Subm	Can	cel			-	