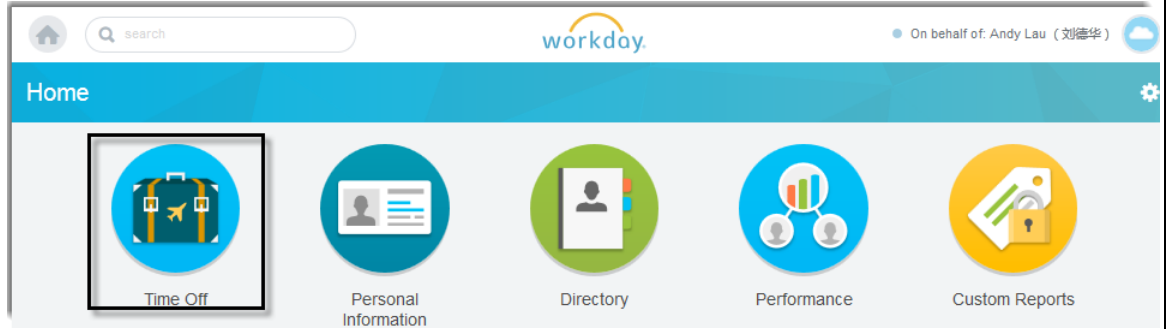


Workday Time Off User Guide

Process Name: Request Time Off

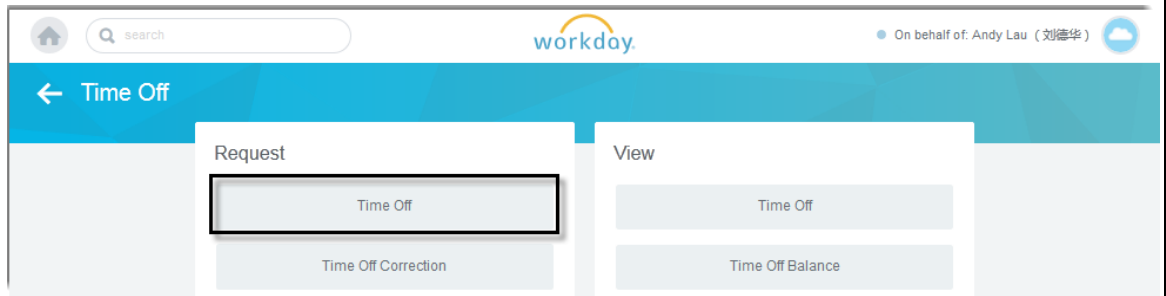
Step 1

Click the "Time Off" icon on your home page.



Step 2

Click "Time Off" button.



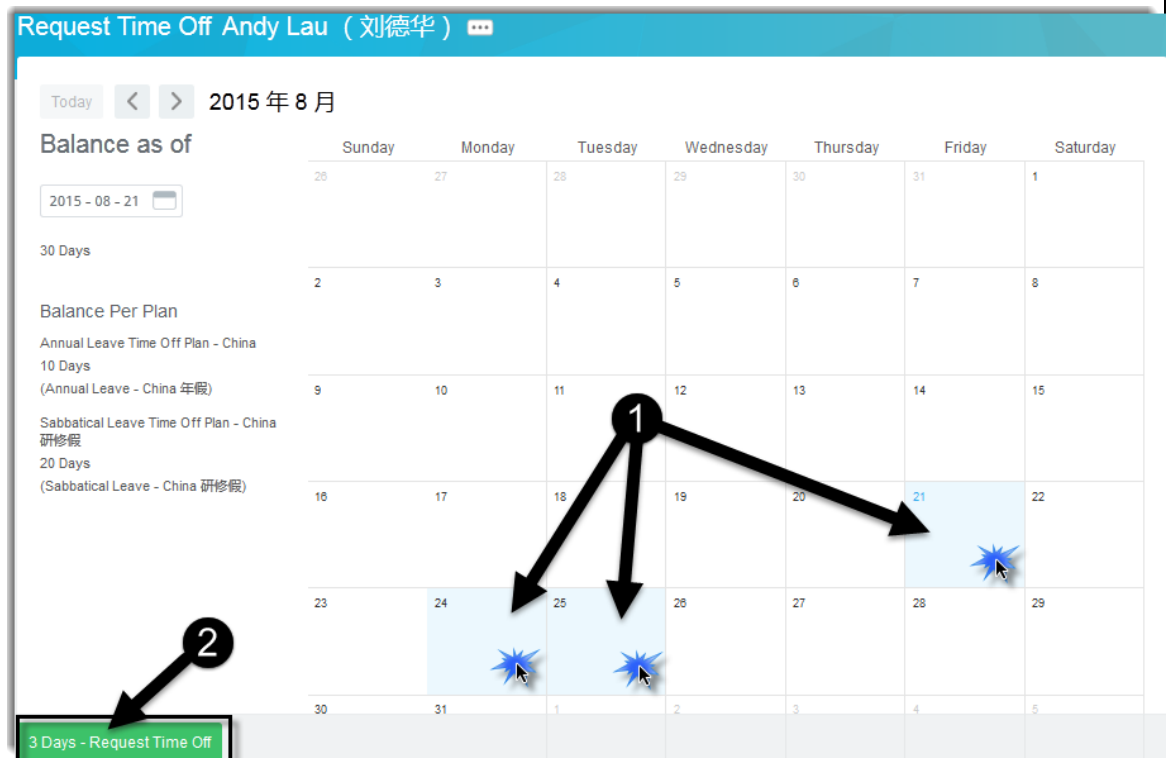
Step 3

Select 1 day or multi-days, then click "Request Time Off" on the left-bottom corner.

Note: If you select multiple days, the leave type and daily quality must be same. Daily quality is allowed to be 1 or 0.5.

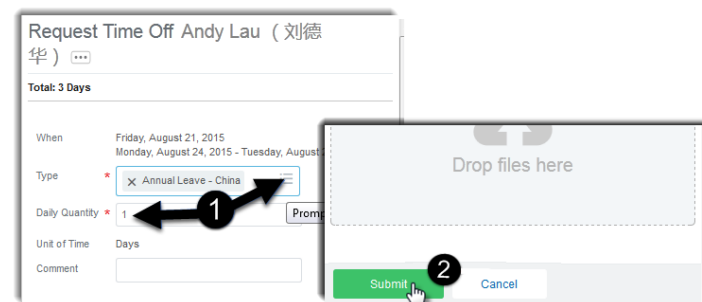
Example1: Request 3 whole days' annual leave on Aug 21st-25th.

Example2: Request 0.5 day annual leave on Aug 21st-25th.



Step 4

Select leave type and daily Quantity then click Submit.



Check Your Request

After submitting the request, you will get the green message and also can find the gray ticket on the date you requested, the ticket is pending for approval now.

Request Time Off Andy Lau (刘德华) Your changes have been saved

Today < > August 2015

Balance as of 2015 - 08 - 21

29 Days

Balance Per Plan

Annual Leave Time Off Plan - China 9 Days (Annual Leave - China)

Sabbatical Leave Time Off Plan - China 研修假 20 Days (Sabbatical Leave - China 研修假)

Request Time Off

Another Example for Step 3

Request 0.5 day annual leave on Aug 21st-25th, then fill 0.5 in "Daily Quantity" field, for instance this request will take 1.5 of your leave balance.

Request Time Off Andy Lau (刘德华)

Total: 3 Days

When Friday, August 21, 2015 - Monday, August 24, 2015

Type * Annual Leave - China

Daily Quantity * 0.5

Unit of Time Days

Comment

Drop files here

Submit Cancel