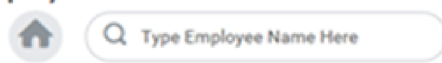
WORKDAY TIME OFF OVERVIEW FOR TIMEKEEPERS
QUICK REFERENCE GUIDE

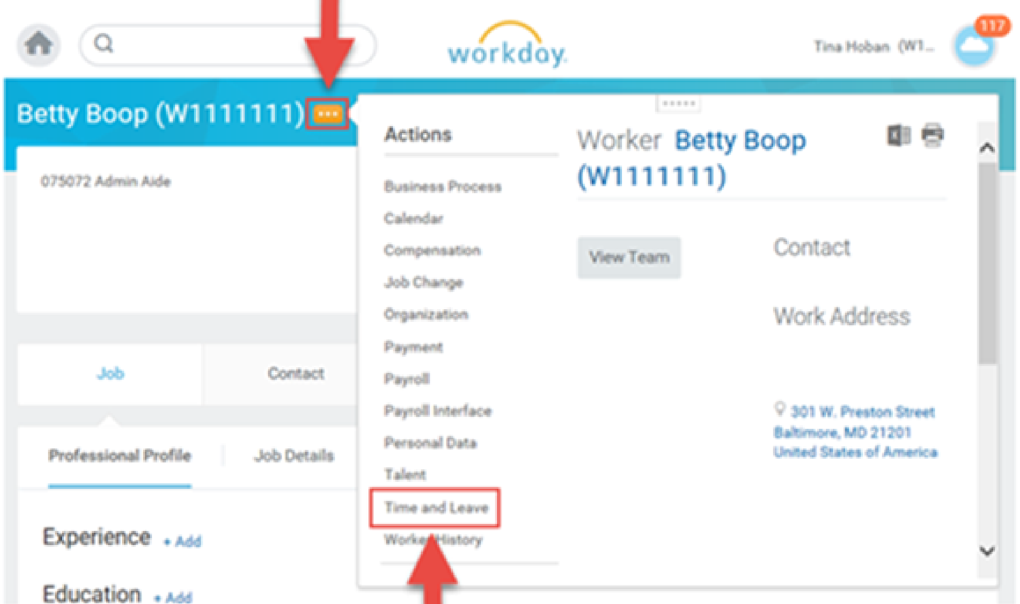
THE REQUEST TIME OFF

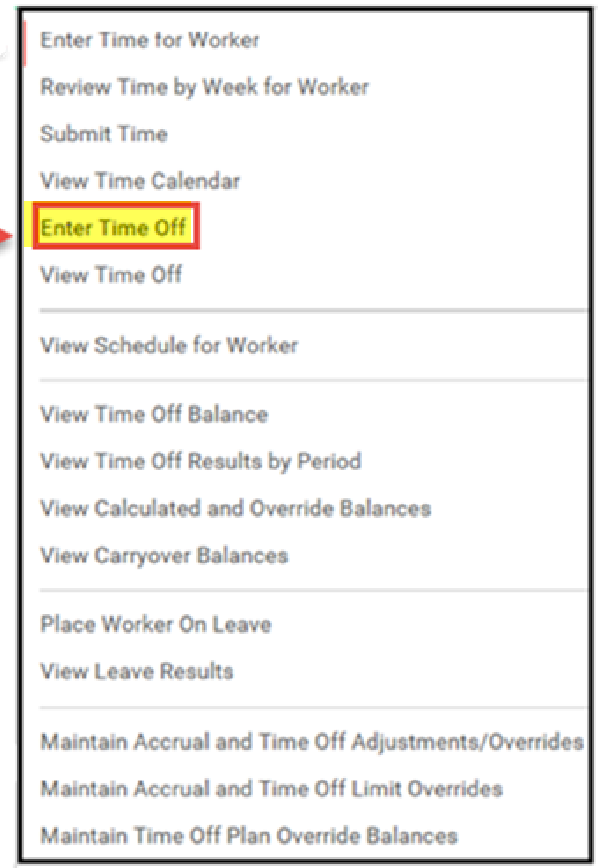
To find an employee type the employee name or employee ID in the search field.



3 Select **Enter Time Off** as the Timekeeper

1 Click the **Related Actions and Preview** button next to the employee.





2 Hover over **Time and Leave.**

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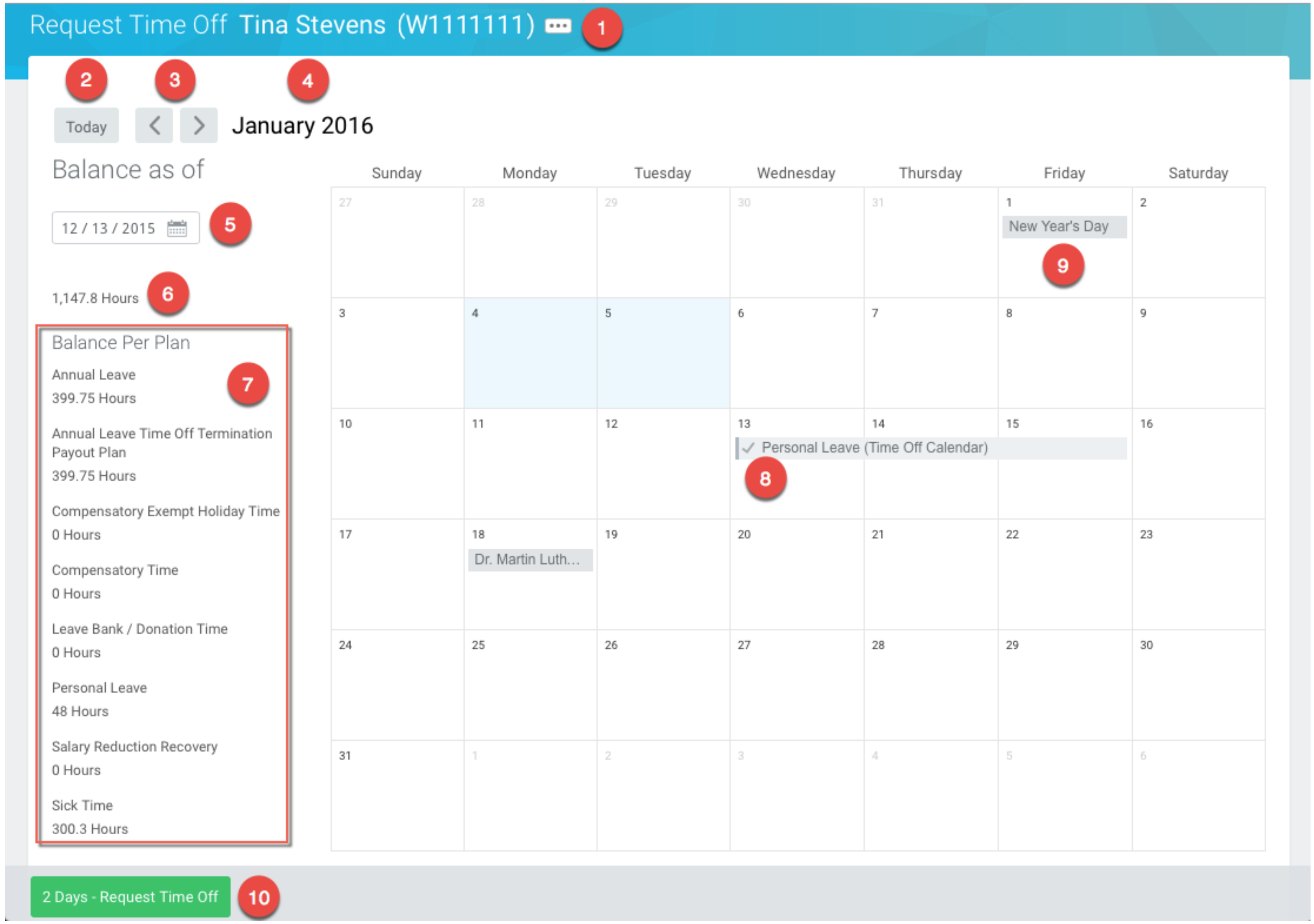
1. **Employee Name and Employee ID.**
2. **Today** button. Click to display the current month.
3. **Arrow Controls.** Scrolls through the months in the calendar.
4. **Month**. Indicates the calendar month displayed on the screen.
5. **Balance as of Date.** Shows the as of date for leave balances, e.g., annual leave, comp time, personal leave, etc.. This date can be changed.
6. **Total Leave Balance.** Displays the total of the leave hours available as of the date selected in the **Balance as of...** date field.
7. **Balance Per Plan.** Section displays leave balances for each eligible leave plan.
8. **Time Off Request** Time Block**.** Displays any time off requests including the status. Common time off request statuses, include:
   - **Unsubmitted** – Gray Clock
   - **Submitted** – Gray Check Mark
   - **Action Needed** – Yellow Exclamation Point
   - **Approved** – Green Checkmark
   - **Denied** – Red Circle
9. **Holidays.** Time blocks that display scheduled State holidays.
10. **Request Time Off** button. Click to enter leave type and reason (after indicating on the calendar dates being requested). The button displays the number of days being requested



Note: See the **Request Full Days Off in a Future Pay Period** job aid for step-by-step instructions.