

SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

From the Absence application:

1. Click **Request Absence** under the Request column. The unified absence calendar displays.
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it.

Note: You may also click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

Absence Calendar

Ali Alcatraz [Actions](#)

Click and drag on the calendar or select date range.

Select Date Range

View Teams

Balances

Balance as of 08 / 14 / 2018

Per Plan

Floating Holiday
16 Hours
(Floating Holiday (Hours))

Paid Time Off
150 Hours
(Sick (Hours), Vacation (Hours))

Total
0 Days
166 Hours

Today < > August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 ✓ Sick (Hours)	16	17	18
19	20 ✓ Extended Jury Duty / Court Subpoena	21	22	23	24	25
26	27	28 ✓ Planned Leave	29	30	31	1

Request Absence

3. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Select the Type of absence requested. Your options will include both time off and leaves of absence types. You will only see the time off options for which you qualify.
5. Click **Next**.
6. Your regular hours of 7.5 or 8.0 will be pre-populated for each day. You can edit the number of hours by clicking the **Edit Quantity per Day** option to change the Quantity per Day.
7. Click **Done**.

Request Absence

Ali Alcatraz

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.

If all the details are correct, click the *Submit* button to process your request.

Total 16 hours - Sick (Hours)

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	08/20/2018	08/21/2018	Sick (Hours)	8 hours	16 hours	Edit Quantity per Day

Note: You may include any appropriate supporting documents by dragging them to the **Attachments** field or clicking **Select files**.

8. Click **Submit**. Your request will then be sent for Manager Approval. You can view the status of your request at any time by returning to the **My Absence** report.

CANCEL A SUBMITTED TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be cancelled. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click **Cancel this Request**.

The screenshot shows a 'Details' modal window overlaid on a calendar. The modal contains the following information:

- When:** Monday, August 13, 2018 - Tuesday, August 14, 2018
- Type:** Sick (Hours)
- Requested:** 16 Hours
- Initiated On:** 08/10/2018 01:17 PM
- Absence Event:** Absence Request: Ali Alcatraz
- Comment:** (empty)

At the bottom of the modal, there is a button labeled 'Cancel this Request' which is highlighted with a red rectangular box. Below this button is a 'Close' button. The background calendar shows dates for August 2018, with the 13th and 14th highlighted in blue.

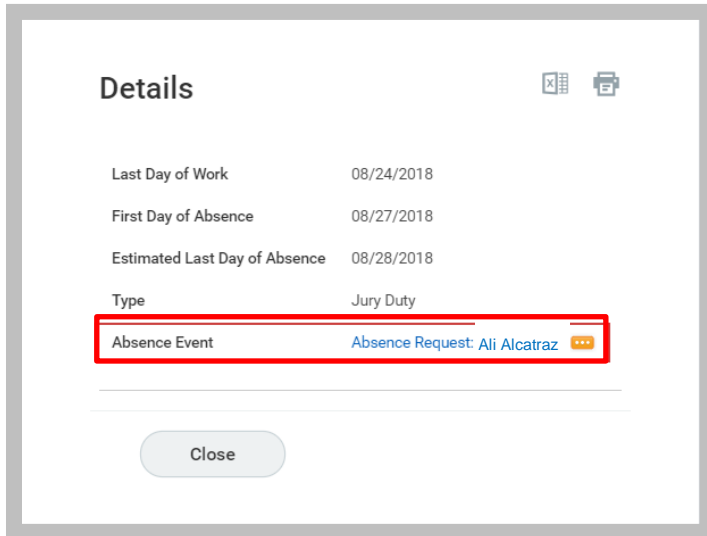
4. Enter a comment. This step is required for a cancellation.
5. Click **Submit**, then **Done**. No approval is required for a cancellation.

CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

Submitted leave of absence requests that have not yet been approved can be cancelled. Once approved, you must correct the request to cancel it.

From the **Absence** worklet:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the leave of absence entry on the calendar.
3. Click the Absence Event's **Related Actions**.



Details

Last Day of Work 08/24/2018

First Day of Absence 08/27/2018

Estimated Last Day of Absence 08/28/2018

Type Jury Duty

Absence Event [Absence Request: Ali Alcatraz](#) ...

Close

4. Click **Business Process > Cancel**.
5. Enter a **Comment**. This step is required for a cancellation.
6. Click **Submit**, then **Done**. No approval is required for a cancellation.



Note: As shown, the user experience to cancel an absence request is different from a time off request when done from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner by going to the Inbox Archive, accessing the absence request, and clicking the Cancel button to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.

MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the day(s) you want to correct or click the **Remove Row** icon to remove the days.
4. Enter the **Type**.
5. Enter an adjustment to requested hours in the **Quantity per Day** field.

Correct Absence Ali Alcatraz Actions

Total
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All ☐ 0 selected

Correct 3 items ⌵

⊖	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours
⊖	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
⊖	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

6. Click **Submit**.



Note: To correct an approved leave of absence request, you will need to notify HR at leaves@usfca.edu.

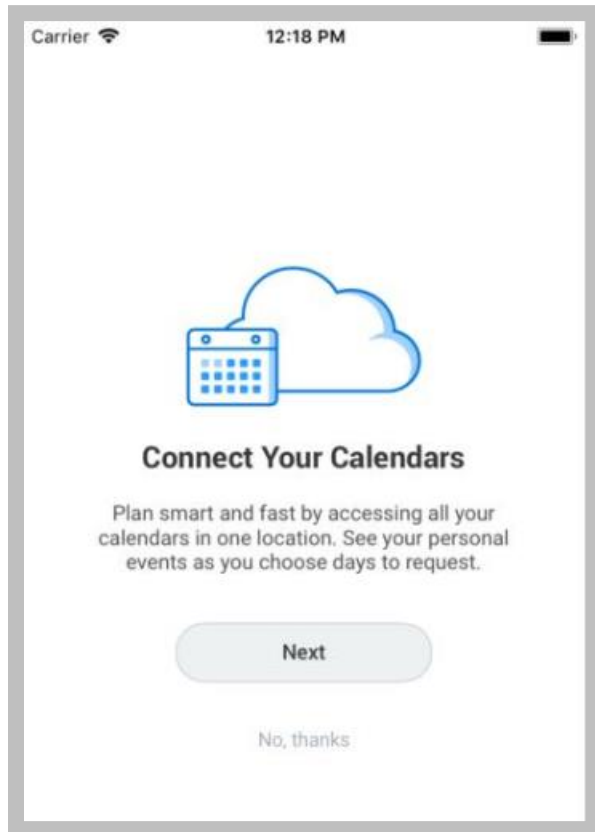
MANAGE YOUR TIME OFF AND LEAVE OF ABSENCE – MOBILE (COMING FEBRUARY 2019)

SYNCH CALENDAR INFORMATION – IPHONE, IPAD, & ANDROID

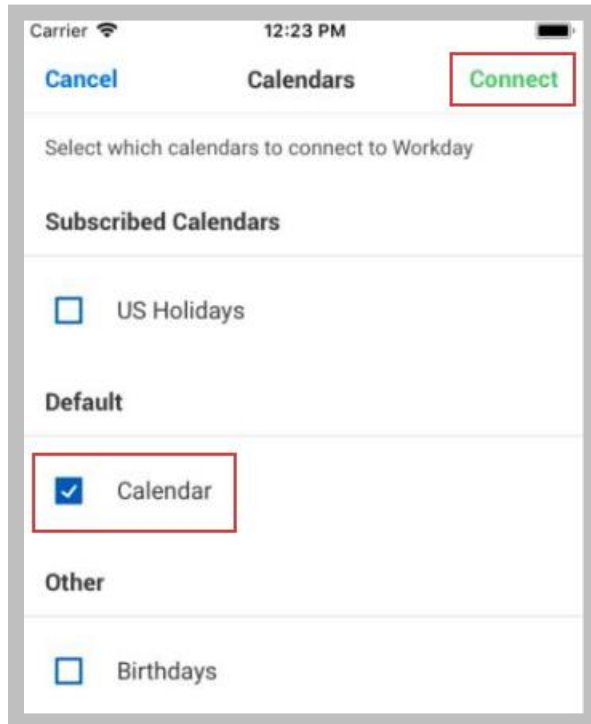
The Time Off app allows you to see personal events when you request time off by syncing your personal calendars.

From the Time Off app:

1. Click **Next** when prompted to connect your calendars.



2. Click **OK** when prompted to allow Workday access to your calendars.
3. Select which calendars to connect to Workday and click **Connect** to view personal calendar information in your Workday calendar.

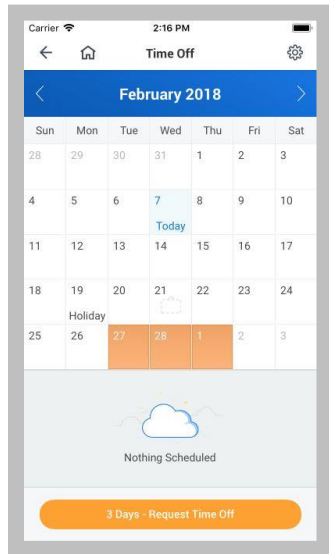


REQUEST TIME OFF - IPHONE & ANDROID

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

From the Time Off app:

1. Tap **Request Time Off**.
2. Tap the days you want to request for time off to highlight them. You can tap a highlighted day to deselect it.

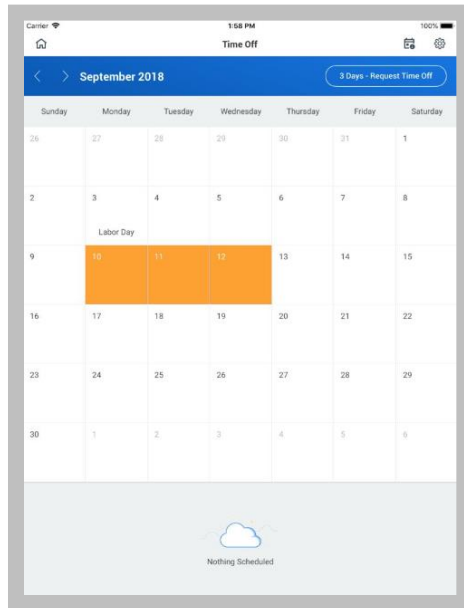


3. Tap **Request Time Off**.
4. Select the **Time Off Type**. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of requested hours for each day and enter a comment.
6. Tap **Submit** (Tap **Done** if on Android). A confirmation page displays. Your request is routed to your manager for review and approval.

REQUEST TIME OFF - IPAD

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

1. Tap the **Time Off** app.
2. Select the days you want to request for time off. Tap a highlighted day to deselect it.



3. Tap **Request Time Off**.
4. Select the Time Off Type. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
6. Tap **Submit**. A confirmation displays. Your request is routed to your manager for review and approval.

CORRECT TIME OFF - IPHONE

Employees can correct time off that has been approved by a manager on their mobile devices.

From the Time Off app:

4. Tap **Request Time Off**.
5. Select existing time off.
6. Update hours, as desired.
7. Click **Submit**.