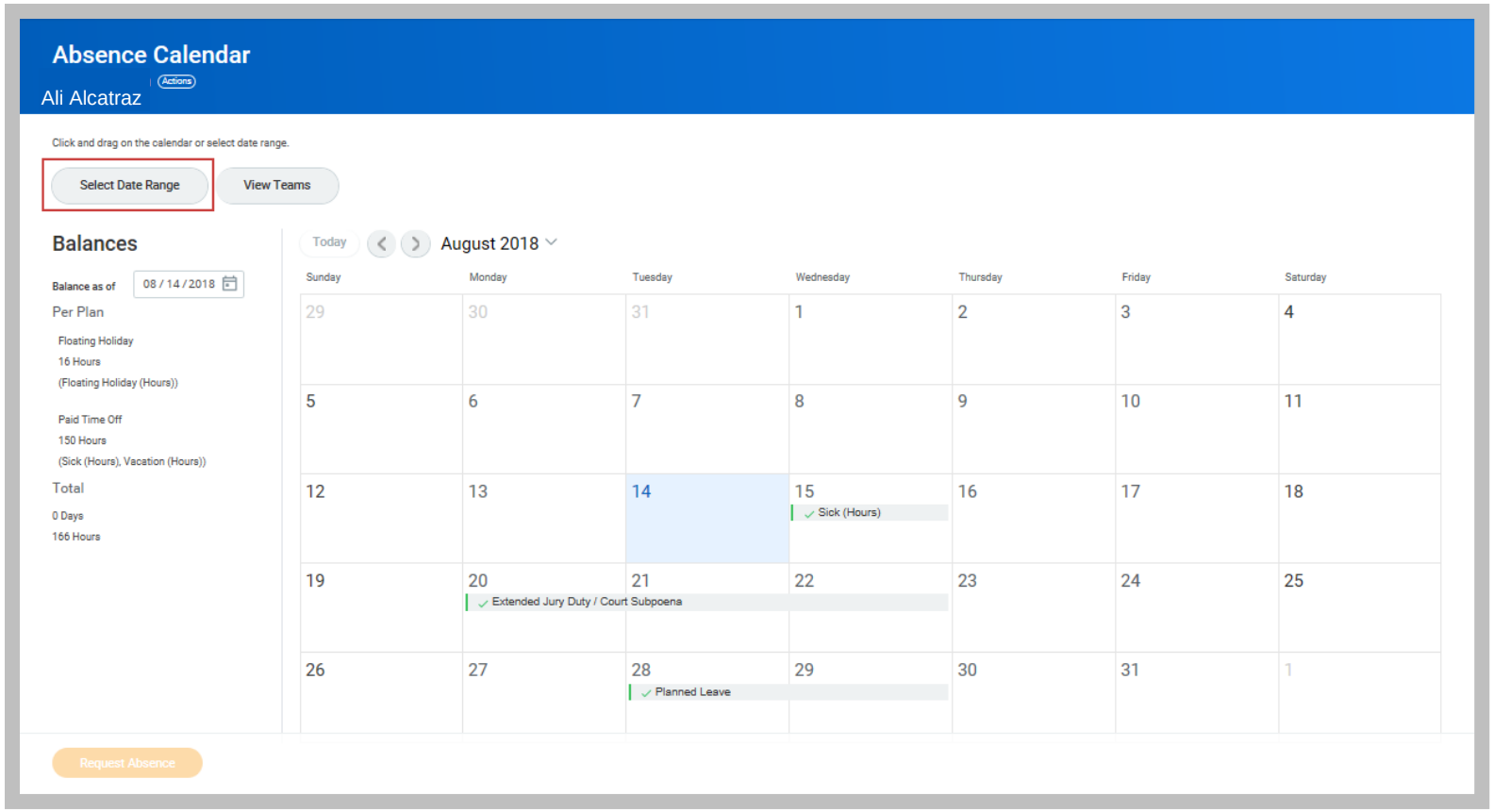
SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

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.



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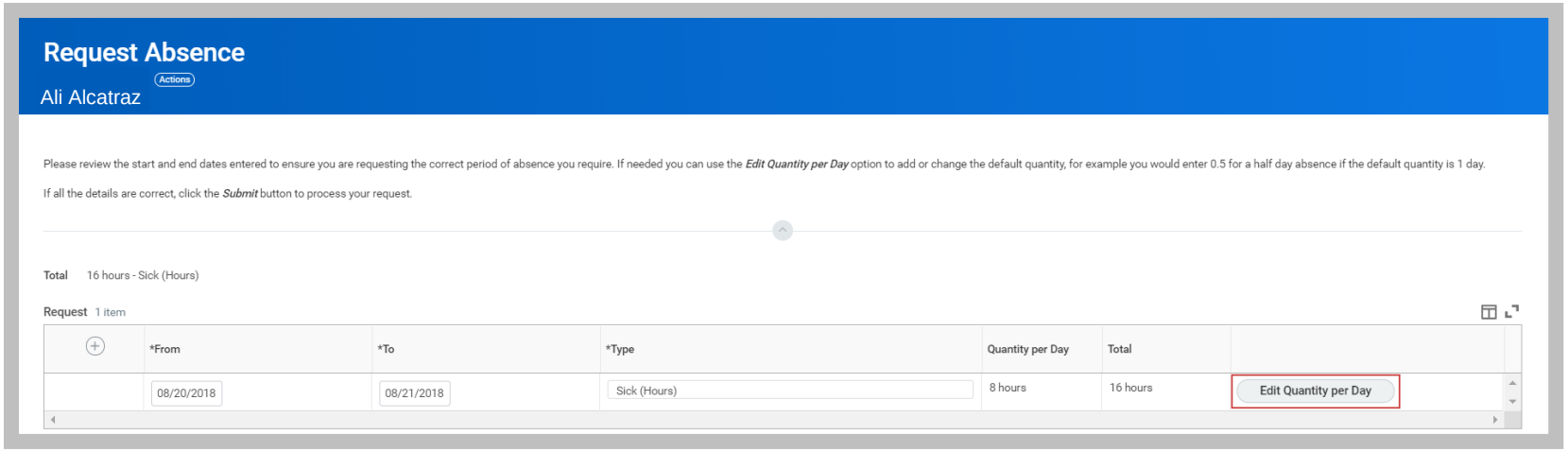
3. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Select the Type of absence requested. Your options will include both time off and leaves of absence types. You will only see the time off options for which you qualify.
5. 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.**



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

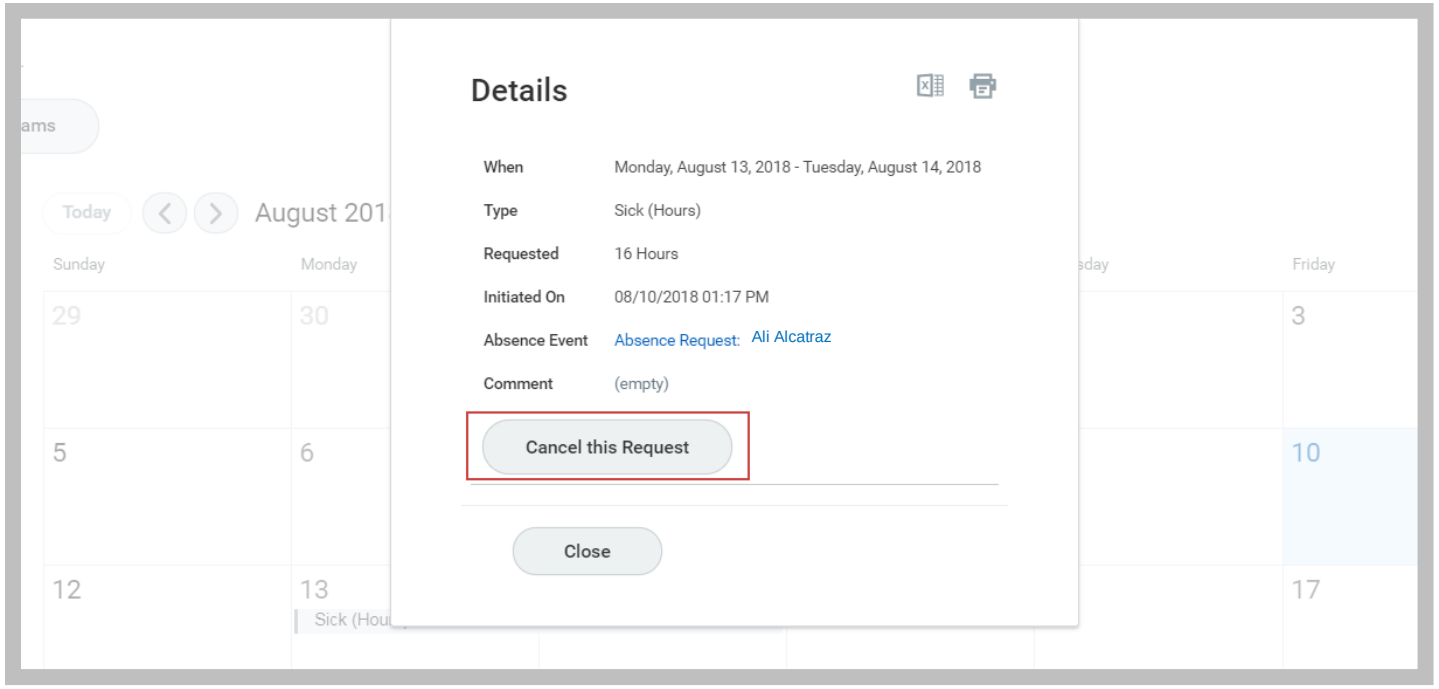
8. Click **Submit**. Your request will then be sent for Manager Approval. You can view the status of your request at any time by returning to the **My Absence** report.

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**.



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

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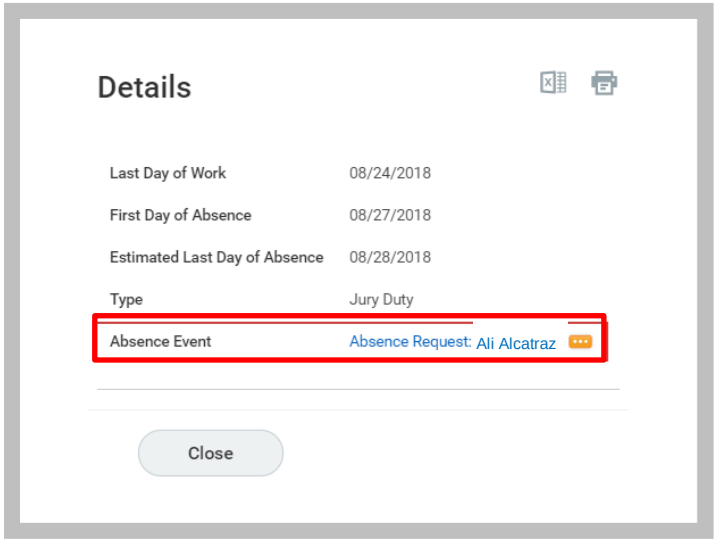
CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

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**.



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.

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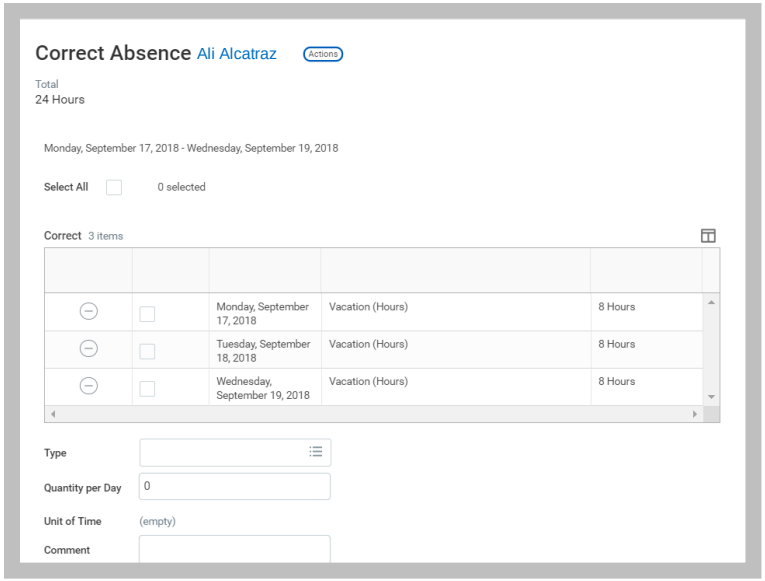
MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

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.



6. Click **Submit**.

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

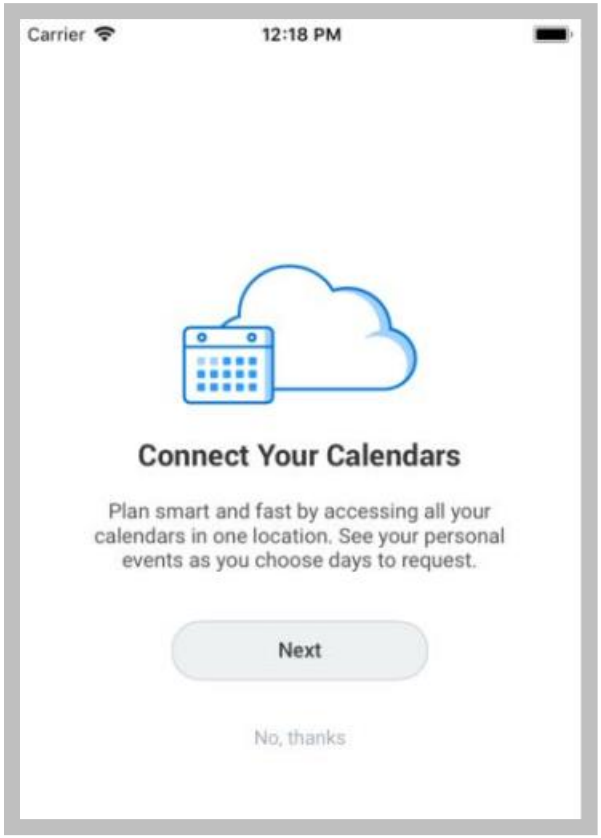
MANAGE YOUR TIME OFF AND LEAVE OF ABSENCE – MOBILE (COMING FEBRUARY 2019)

SYNCH CALENDAR INFORMATION – IPHONE, IPAD, & ANDROID

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

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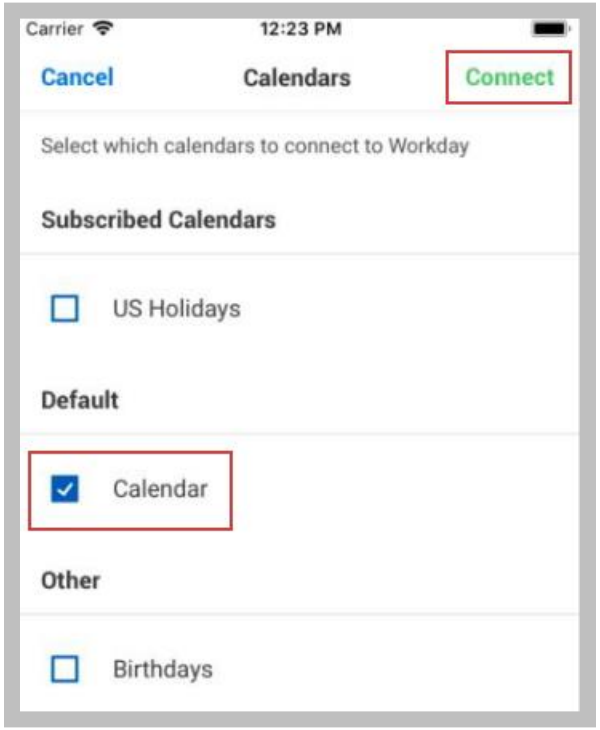

REQUEST TIME OFF - IPHONE & ANDROID

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.

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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.

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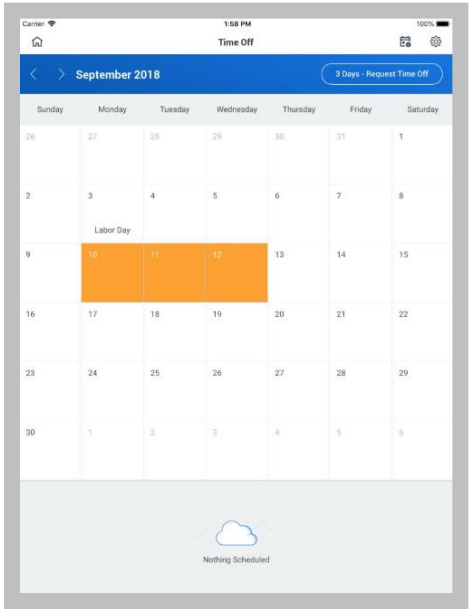

3. Tap **Request Time Off**.
4. Select the Time Off Type. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
6. Tap **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**.

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