
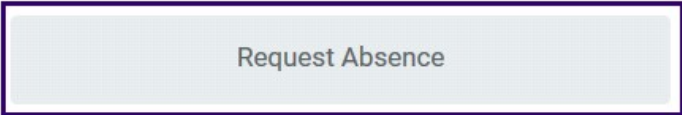
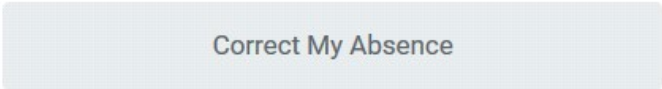

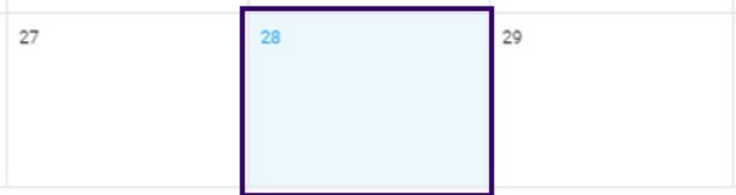
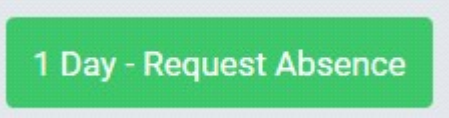
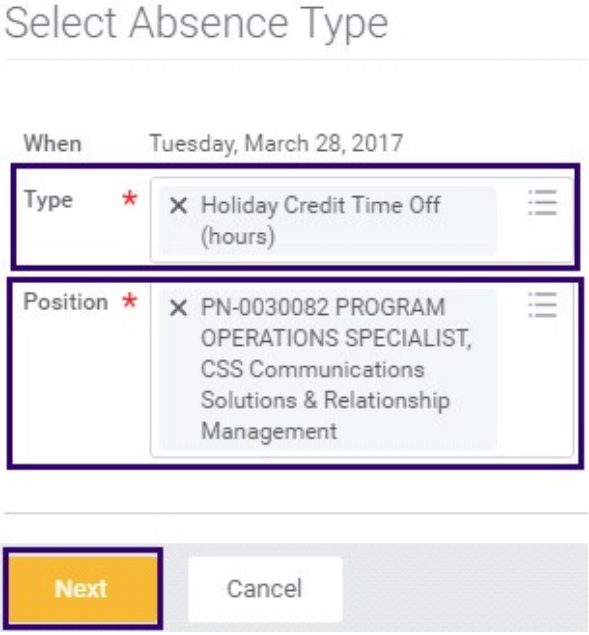
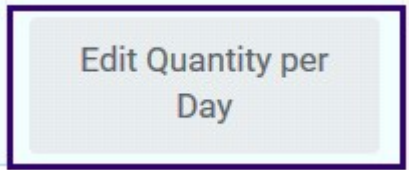
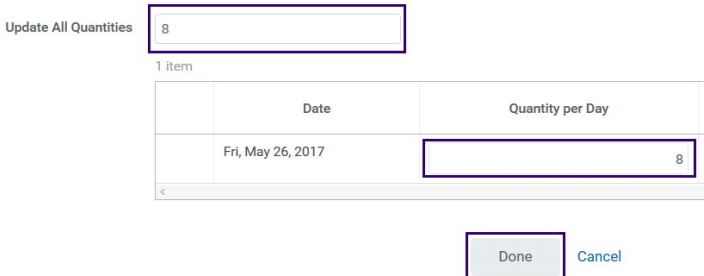

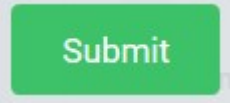


WORKDAY QUICK GUIDE

REQUEST TIME OFF	
1. Select the Absence Worklet.	 Absence
2. Select Request Absence .	Request  
3. Set the Balance as of date to the last day of the absence you are requesting.	Today < > Balance as of  Per Plan
4. Find the month you want to take off.	Select Date Range Today < > March 2017
5. Select the day(s) you want to request off. 6. Select Request Absence .	 

<p>7. Select the Type of absence you want to take.</p> <p><i>Note: If you have a balance in any of the following Time Off types, it must be used first and in the following order:</i></p> <ul style="list-style-type: none"> • <i>Holiday Credit Time Off</i> • <i>Discretionary (Awarded) Time Off</i> • <i>Vacation Time Off</i> • <i>Other Paid Time Off</i> • <i>Unpaid Time Off</i> <p>8. If you have more than one position, choose the Position you want to use for the time-off request.</p> <p>9. Select Next.</p>					
<p>10. Select Edit Quantity per Day.</p>					
<p>11. In Quantity per Day, enter the number of hours you want to take off each day.</p> <p>12. Select Done.</p>	 <table border="1" data-bbox="954 1102 1502 1207"> <thead> <tr> <th>Date</th> <th>Quantity per Day</th> </tr> </thead> <tbody> <tr> <td>Fri, May 26, 2017</td> <td>8</td> </tr> </tbody> </table>	Date	Quantity per Day	Fri, May 26, 2017	8
Date	Quantity per Day				
Fri, May 26, 2017	8				
<p>13. To add another time-off request, select Plus (+), and repeat steps 4–12.</p>					
<p>14. Select Submit.</p>					

Link to user guide: https://isc.uw.edu/user-guides/request_absence_time_off/