# WORKDAY QUICK GUIDE

## ENTER ABSENCE (TIME OFF)

1. Select the **Absence** app from the Global Navigation Menu.
   (Menu > Absence)

2. Select **Request Absence**.

3. Set the **Balance as of** date to the **last day** of the absence you are requesting.

4. Use the arrow buttons to navigate to the month you want to take off.

5. Select the day(s) you want to request off.

6. Select the **Request Absence** button.
7. Select the **Type** of absence you want to take. 
   *Note: If you have a balance in any of the following Time Off types, it must be used first and in the following order:*
   - Holiday Credit Time Off
   - Discretionary (Awarded) Time Off
   - Vacation Time Off
   - Other Paid Time Off
   - Unpaid Time Off

8. If you have more than one position, choose the **Position** you want to use for the time off request.

9. Select **Next**.

10. If necessary, select the **Edit Quantity per Day** button, and adjust the number of hours you want to take off for each day in the **Quantity per Day** column.

11. Select **Done**.

12. To add another time off request, select **Plus** (+), and repeat steps 4–11.

13. Select **Submit**.

User Guide: [https://isc.uw.edu/user-guides/enter_absence/](https://isc.uw.edu/user-guides/enter_absence/)