
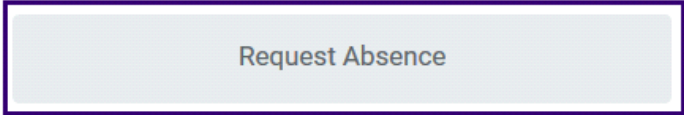
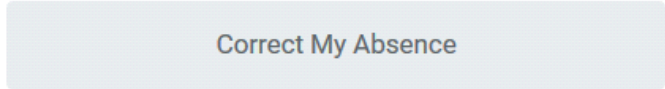


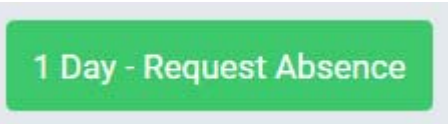
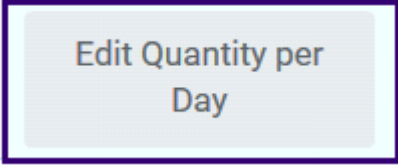

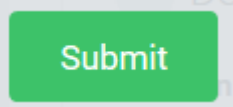


WORKDAY QUICK GUIDE

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. Enter the Type of absence you want to take. You must use up your absence Type in the following order:</p> <ul style="list-style-type: none"> • Holiday Credit Time Off • Discretionary (Awarded) Time Off • Vacation Time Off • Other Paid Time Off • Unpaid Time Off <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>	<h3>Select Absence Type</h3> <p>When Tuesday, March 28, 2017</p> <p>Type * X Holiday Credit Time Off (hours)</p> <p>Position * X PN-0030082 PROGRAM OPERATIONS SPECIALIST, CSS Communications Solutions & Relationship Management</p> <p>Next Cancel</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>	<p>Update All Quantities 8</p> <p>1 item</p> <table border="1"> <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> <p>Done Cancel</p>	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>Request 1 item</p> 				
<p>14. Select Submit.</p>					

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