
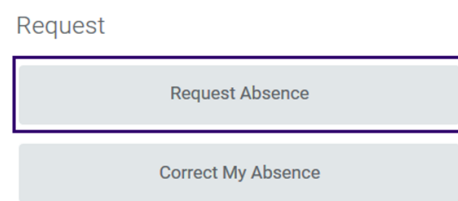

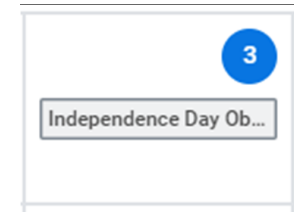

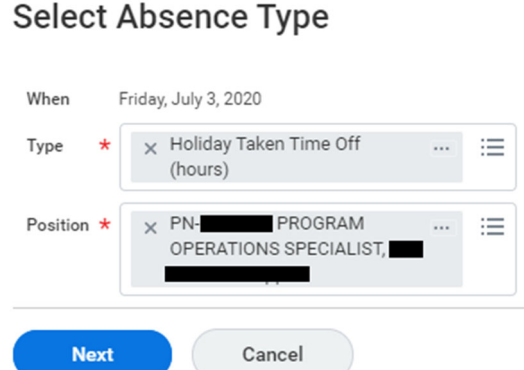
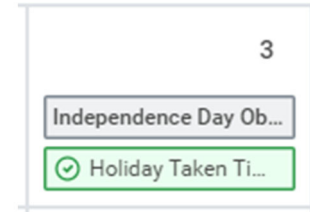


WORKDAY QUICK GUIDE

HOLIDAY TAKEN TIME OFF

<p>1. Select the Absence app from the Global Navigation Menu.</p> <p>(Menu > Absence)</p>	
<p>2. Select the Request Absence button.</p>	
<p>3. If necessary, use the calendar arrows to navigate to the month of the Holiday.</p>	
<p>4. In the calendar grid, select the Holiday.</p> <p>Tip: Select multiple Holidays and submit them as a single request (for example, Thanksgiving and Native American Heritage Day).</p>	
<p>5. Select the Request Absence button.</p>	
<p>6. Complete the fields as follows:</p> <ul style="list-style-type: none"> In the Type field, select Holiday Taken Time Off. If you have only one position, leave the Position field as-is. If you have multiple positions, select the Position you want to use for the time off request. <p>When finished, select the Next button.</p>	
<p>7. Review the next screen for accuracy.</p> <p>When finished, select Submit.</p> <p>Your Holiday Taken Time Off request will then be automatically approved. The entry will appear on your Workday Absence Calendar in a green bar with a checkmark.</p>	

User Guide available at https://isc.uw.edu/user-guides/enter_absence/