

# WORKDAY QUICK GUIDE

## HOLIDAY TAKEN TIME OFF

1. Select the **Absence** Worklet.



Absence

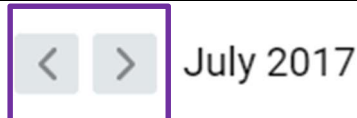
2. Select **Request Absence**.

Request

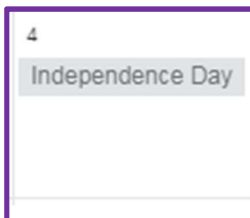
Request Absence

Correct My Absence

3. Use the calendar arrows to navigate to the month of the Holiday.



4. Select the day where the University Holiday is noted.



5. Select **Request Absence** at the bottom left of the Absence Calendar.

1 Day - Request Absence

Note: Repeat steps 3 and 4 to add additional Holidays for the remainder of the calendar year to your request. The Count of Days in the Request Absence button will reflect the number of days selected.

6. In the **Type** menu, enter: **Holiday Taken Time Off**.
7. If you have more than one position, choose the **Position** you want to use for the time-off request.
8. Select **Next**.

9. In the next screen, verify the day(s) requested and click **Submit**.

*From	*To	*Type	Quantity per Day	Total
07/04/2017	07/04/2017	Holiday Taken Time Off (hours)	8 hours	8 hours

10. Absence Requests for Holiday Taken Time Off are **automatically approved**. Navigate back to the Absence Calendar and find the Holiday Taken Time Off entry noted with the Green bar and checkmark.

Link to User Guide: [https://isc.uw.edu/user-guides/request\\_absence\\_time\\_off/](https://isc.uw.edu/user-guides/request_absence_time_off/)