
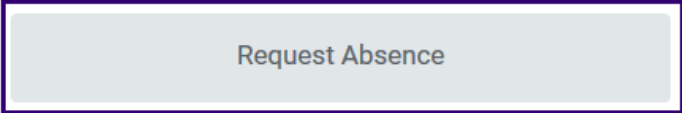
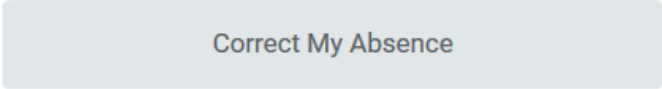
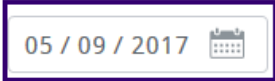
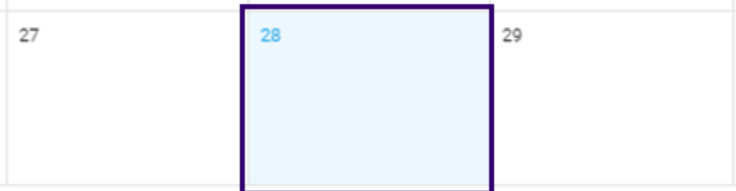
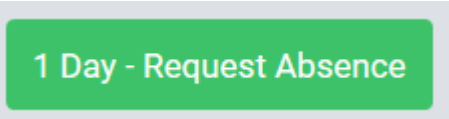
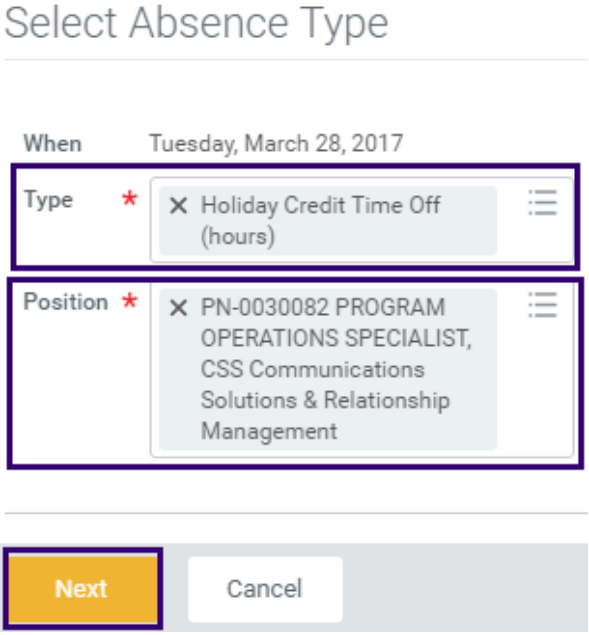
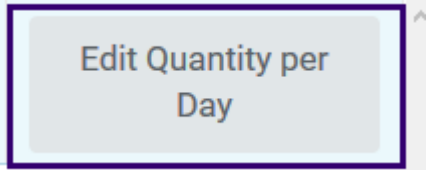
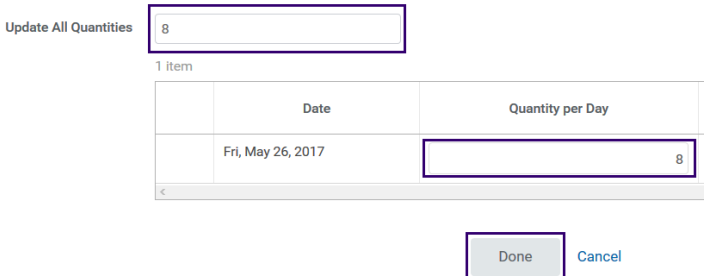

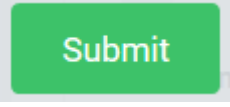


WORKDAY 快速指南

请假	
1. 选择 Absence (缺勤) 操作区。	 Absence
2. 选择 Request Absence (请假)。	Request  
3. 将 Balance as of (截止该日期剩余) 日期设置为所请假的 last day (最后一天)。	Today < > Balance as of  Per Plan
4. 找到想休假的月份。	Select Date Range Today < > March 2017
5. 选择想请假的日期。 6. 选择 Request Absence 。	 

<p>7. 输入想请的休假 Type (类型)。 必须按以下顺序使用完休假 Type :</p> <ul style="list-style-type: none"> • Holiday Credit Time Off (节假日抵消休假) • Discretionary (Awarded) Time Off (自主(授予) 休假) • Vacation Time Off (假期休假) • Other Paid Time Off (其他带薪休假) • Unpaid Time Off (无薪休假) <p>8. 若有多重职位, 则选择想用于休假的 Position (职位)。</p> <p>9. 选择 Next (下一步)。</p>	
<p>10. 选择 Edit Quantity per Day (编辑每日数量)。</p>	
<p>11. 在 Quantity per Day 中, 输入每天想请假的小时数。</p> <p>12. 选择 Done (完成)。</p>	
<p>13. 若要添加另一请假请求, 请选择加号(+), 再重复第 4 至 12 步。</p>	
<p>14. 选择 Submit (提交)。</p>	

用户指南链接 : https://isc.uw.edu/user-guides/request_absence_time_off/