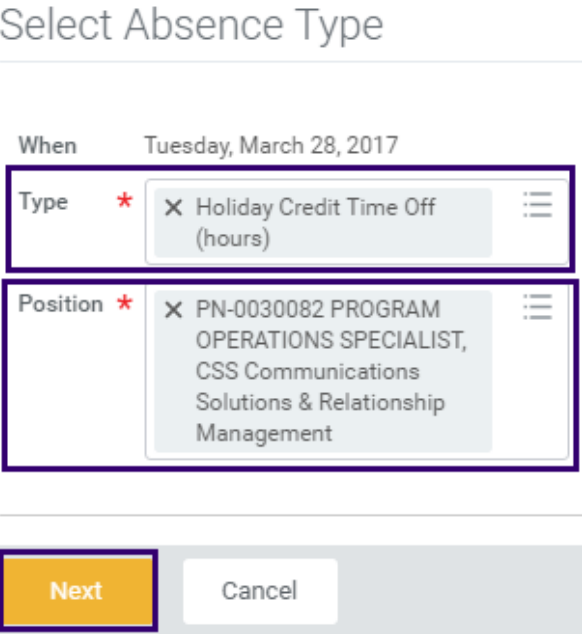
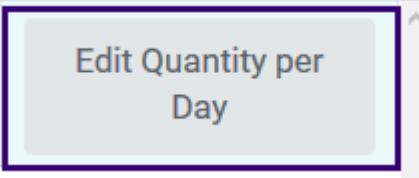
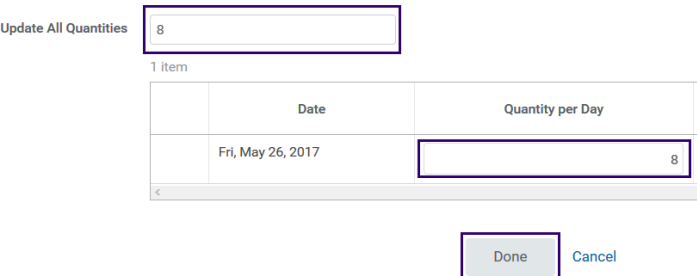
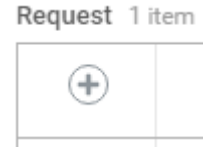
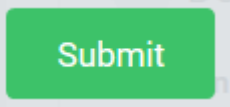


ሓጺር መምርሒ WORKDAY መስተቲ ካብ ስራሕ ንምብኳር | | | |---|--| | <p>1. ነቲ Absence (ምብኳር) ዝብል መስርሒ ምረጽ።</p> |  <p>Absence</p> | | <p>2. ነቲ Request Absence (ምብኳር ሕተት) ዝብል ምረጽ።</p> | <p>Request</p> <div style="border: 1px solid purple; padding: 5px; margin-bottom: 5px; text-align: center;">Request Absence</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Correct My Absence</div> | | <p>3. ነቲ Balance as of (ሚዛን ስራሕ ካብ) ዝብል ምስ ዕለት ናይታ ንመጨረሻታ last day (ናይ መወዳእታ ዕለት) እተብኩረላ መዓልቲ ኣመዓራርዮ።</p> | <p>Today < ></p> <p>Balance as of</p> <div style="border: 1px solid purple; padding: 2px; display: inline-block;">05 / 09 / 2017 </div> <p>Per Plan</p> | | <p>4. ነታ ከተብኩረላ ዝደለኻ ወርሒ ርኽባ።</p> | <p>Select Date Range</p> <p>Today < > March 2017</p> | | <p>5. ነተን ካብ ስራሕ ከትብኹረለን ዝደለኻ መዓልታት ምረጽ።</p> <p>6. ነቲ Request Absence (ምብኳር ሕተት) ዝብል ምረጽ።</p> | <div style="border: 1px solid gray; padding: 5px; text-align: center;"> 27 28 29 </div> <div style="border: 1px solid gray; padding: 5px; text-align: center; margin-top: 10px;"> 1 Day - Request Absence </div> | UNIVERSITY of WASHINGTON | INTEGRATED SERVICE CENTER ወግዓዊ ሰነድ፡፡ ኣብ 22 ሰነ 2017 ተመሓይሹ ዝቐረበ። 1

<p>7. Type (ዓይነት) ብኩራትካ አእቱ። Type (ዓይነት) ብኩራትካ ብኸምዚ ዝሰጠሉ መስርዕ ክትጥቀመሉ አሎካ፤</p> <ul style="list-style-type: none"> • Holiday Credit Time Off (ናይ ብኩራት በዓል ዕረፍቲ) • Discretionary (Awarded) Time Off (ብዝሓተትካዮ መሰረት (ተፈቕዖ) ዝውሃብ ብኩራት) • Vacation Time Off (ብኩራት ብዕረፍቲ) • Other Paid Time Off (ካልእ ዝኸፈሎ ብኩራት) • Unpaid Time Off (ዘይኸፈሎ ብኩራት) <p>8. ዝተፈለለዮ ጽፍሕታት ስራሕ ምስ ዝህልወካ ኸአ ነቲ ክተብኩሮ ዝደለኻ Position (ዓይነት ስራሕ) ምረጽ።</p> <p>9. Next (ቀጽል) ዝብል ምረጽ።</p>	
<p>10. Edit Quantity per Day (ጽፈት ብብመዓልቲ ኣዕሪ) ዝብል ምረጽ።</p>	
<p>11. ኣብቲ Quantity per Day (ጽፈት ብብመዓልቲ) ዝብል ኣቲ ክተብኩሮ ዝደለኻ ቁጽሪ ሰዓታት አእቱ።</p> <p>12. Done (ተዛዚሙ) ዝብል ምረጽ።</p>	
<p>13. ካልእ ተወሳኺ ብኩራት ክትሓትት ምስ ትደሊ ከአ ነቲ Plus (+) (ክድመር (+)) ዝብል ብምምራጽ ካብ 4-12 ዘለዉ መስርሓት ድገምም።</p>	
<p>14. Submit (አረክብ) ዝብል ምረጽ።</p>	

መራኸቢ ናብ መምርሒ ንተጠቓሚ፤ https://isc.uw.edu/user-guides/request_absence_time_off/