Requesting Time-Off
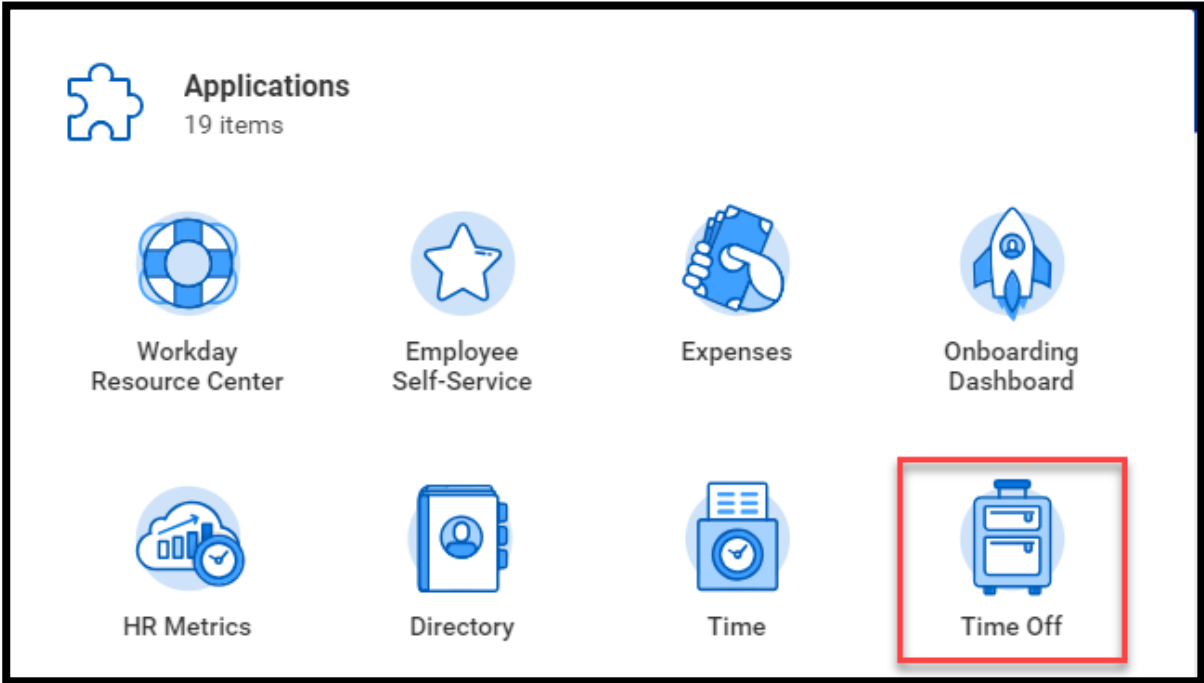## Reference Guide

Created: 12/19/2018
Revised: 03/10/2020

Overview:

Refer to the following guide on how to request time off in Workday.
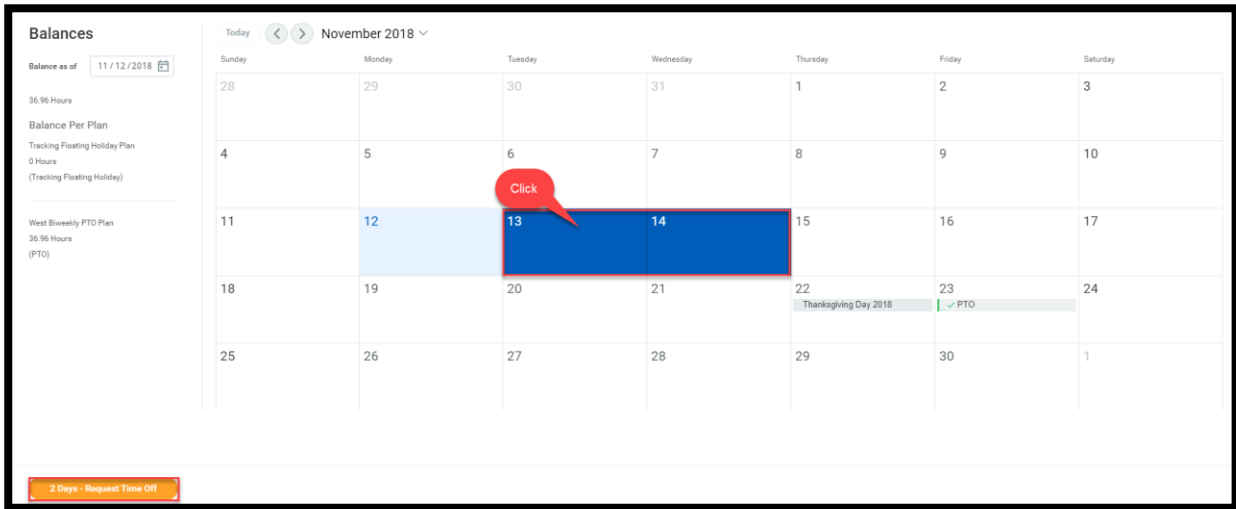
Questions?

Should you have any additional questions about this HRIS process, please email your request to our support team at HRISSUPPORT@ACCENTCARE.COM

Step	Action
1.	From the employee homepage, click on the *Time Off* icon

2.	Click *Time Off* under the Request section

3.	Select the day (or days) for which you are requesting paid time off
	Note: to deselect a date, **click** it again

4.	Click on the **Request Time Off** button in the bottom left corner of the screen to submit request.

5.	Select the Time Off **Type** (i.e. PTO, Floating Holiday), select the **Reason** (if applicable), and enter the **Daily Quantity** of hours. ***Note:*** Time Off **Reason** is required for time off types such as Paid Time Off (PTO), Sick, Float Holiday and Vacation plans. <table><tr><th>Reason</th><th>When to Utilize</th></tr><tr><td>EPP</td><td>Taking time off for Emergency Preparedness Plan (i.e. Coronavirus)</td></tr><tr><td>Planned Time Off</td><td>Taking scheduled time off (i.e. scheduled vacation time, time off for a planned surgery, etc.)</td></tr><tr><td>Unplanned Time Off</td><td>Taking unexpected time off (i.e. Flu, family member injured, etc.)</td></tr></table>
6.	Submitted requests will populate on the Time-Off calendar. **Click** the request on the calendar to view details.
7.	You will receive notification within Workday **Notifications** as to the status of your request – approved, denied or canceled – once your manager reviews your request.

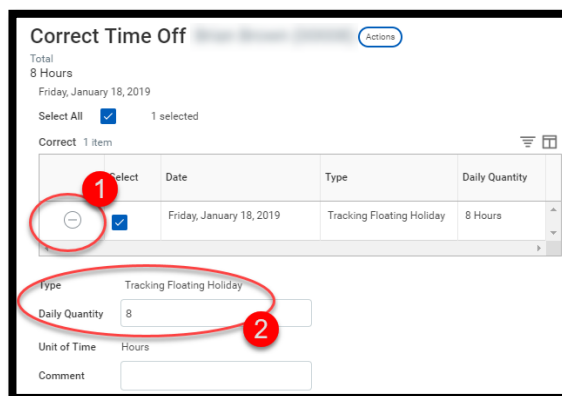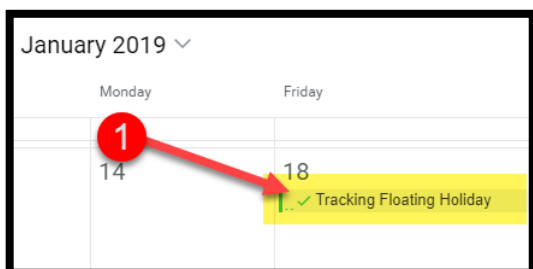|	
8.	**To Cancel a Time Off Request** (*request must be in progress / not yet reviewed by a manager*): From the Workday homepage, click on the **Time Off** icon. Then click on the request in question on your Time-Off Calendar. Click the ***Cancel this Request*** button. ![Time Off Entry screenshot showing When: Monday, November 12, 2018 - Tuesday, November 13, 2018; Type: PTO; Requested: 16 Hours; Initiated On: 11/12/2018 12:48 PM; Time Off Event blank; Comment (empty); Cancel this Request button circled in red; Close button] ***Note:*** *Your Time Off Balance has no reduction in hours until your manager approves your time off request. If you choose to cancel a time off request prior to your manager's approval of the request, your Time Off Balance will not deplete. If you would like to confirm the balance does not change, view the time off balance as of the day before the original request submission date then view the time off balance as of the day after the original request submission date. The balance should remain the same on each time off balance view.*

9.	After approval of time off event…if you need to correct your Time Off. Click on Time Off Correction in the Time Off Module within Workday. When your Time Off Calendar appears, click on the Time Off Event to correct. 1. Select date and time off event Either… 1. Click minus to remove time off event entirely 2. Adjust the time off event to desired amount (based on employee type)* Hourly employees can put in increments of time off (1, 2, 3 etc.) Salary employee must put in whole days.
10.	Once completed, click **Submit** The correction request routes to your manager for approval.