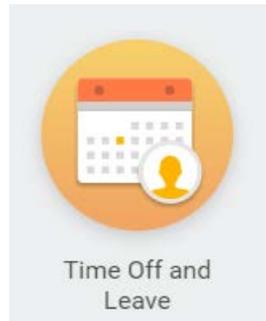


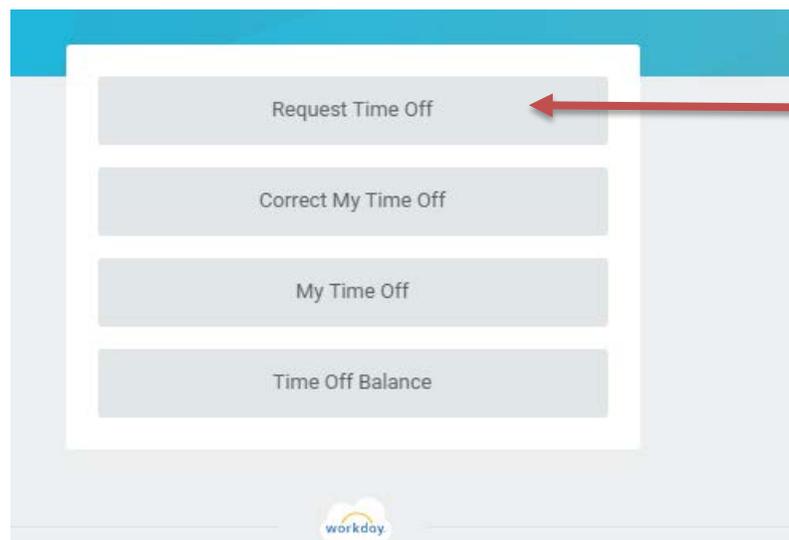
# Paid Time Off (PTO) Quick Reference (Employee)

## *REQUEST TIME OFF*

From your home screen Click on the “Time Off and Leave” icon.



This opens the Time Off and Leave page. Click on the “Request Time Off” link from the list.



On the calendar view page, you can see your available “**Balance as of**” the current date. You can change the “**Balance as of**” date to include future dated Time Off Requests to review how those requests impact your balance.

Use the **left or right** arrows to advance the calendar page on the right side of the screen to the next or previous month. The left “Balance as of” area is separate from the right hand side of the page and will not change if you advance the calendar page on the right side.

The screenshot displays the 'Request Time Off' interface. At the top, there is a blue header with the text 'Request Time Off' and an 'Actions' button. Below the header, there is a navigation bar with 'Today', left and right arrows, and 'March 2017'. The main content area is divided into two columns. The left column shows the 'Balance as of' section with a date field set to '03 / 07 / 2017', which is circled in blue. A red arrow points to the date field. Below this, it shows '155.3734 Hours'. The 'Balance Per Plan' section shows 'Floating Holiday PTO' with '0 Hours' and '(Floating Holiday PTO)'. At the bottom of the left column, there is a section for 'Hourly Group IIIH - Biweekly Earning' with '155.3734 Hours (PTO)', also circled in blue. The right column shows a calendar view for March 2017, with dates 26, 5, 12, and 19 visible.

Use the calendar to select the day(s) you wish to request PTO. It is best to individually select the days rather than use the click and drag function as ALL CALENDAR days selected will be charged against your PTO balance (i.e. selecting weekends or days you are not scheduled to work will cause you to use PTO on ALL of the days selected). Multiple days requested in one single transaction cannot be denied or responded to by your manager individually. For example, if you select 3 dates to take PTO in the same, single transaction and your manager can only approve 1 of the 3 days, your manager will need to deny the entire request with a comment to re-request the 1 day of PTO that can be approved. For this reason you may wish to submit each day individually, especially if not concurrent days.

***If you are in a biweekly earning PTO plan, your PTO plan allows you to submit a PTO request prior to having the requested hours available in your balance, any approved time off assumes sufficient paid time off hours will be earned and available to cover the requested hours. Any resulting unpaid time off may be unexcused.***

To select a day simply “click” on the day to highlight it. If you wish to deselect a day, click on it again. Once you have selected the day(s) you wish to request as PTO, verify the number of days you wish to request matches the number indicated in the green “Request Time Off” box. Click on the green “Request Time Off” button in the lower left corner of the calendar to continue.

The screenshot shows the 'Enter Time Off' interface. At the top, there is a blue header with the text 'Enter Time Off' and an 'Actions' button. Below the header, there is a navigation bar with 'Today', left and right arrows, and 'March 2017'. The main area is divided into two columns. The left column shows the 'Balance as of' section with a date selector set to '03 / 07 / 2017' and a balance of '155.3734 Hours'. Below this, it shows 'Balance Per Plan' for 'Floating Holiday PTO' as '0 Hours'. The right column is a calendar grid for March 2017, with columns for Sunday, Monday, Tuesday, and Wednesday. Days 6 and 8 are highlighted in light blue. At the bottom left, a green button with a red arrow pointing to it displays '2 Days - Request Time Off'.

On the next screen verify the dates you are requesting, add the time off type (PTO or Floating Holiday PTO), and the “Daily Quantity” **in hours**. If you are requesting a specific time of day or less than a full day increment, you **MUST** add this information in the **FIRST COMMENT FIELD** (directly under the “Unit of Time” field). Do not use the second comment field.

Note: Salaried employees must enter either 4 or 8 hours to signify a half day or full day of PTO.

Total: 16 Hours

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**Include** the **Time of Day** you are requesting to be off in the **Comment** field directly below the **Unit of Time** field. Also include any additional information required to process your time off request.

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When Monday, March 6, 2017  
Wednesday, March 8, 2017

→ Type \*

→ Daily Quantity \*

Unit of Time

→ Comment

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 enter your comment 

Attachments

Drop files here

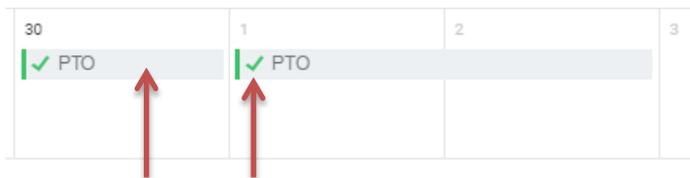
or

→

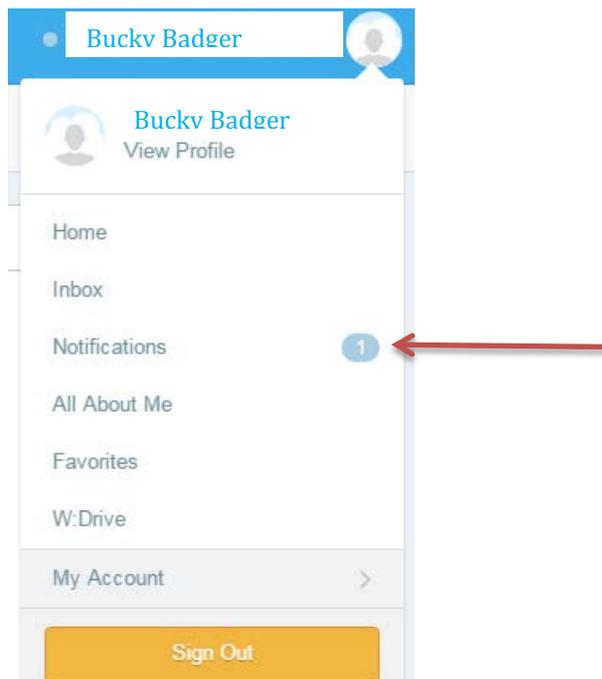
Click on **Submit**. The request is then sent to your manager for review. PTO requests pending approval are displayed on your calendar page with a grey line and a grey check mark. You may also hover over the grey bar and see the status of the request (PTO Submitted).



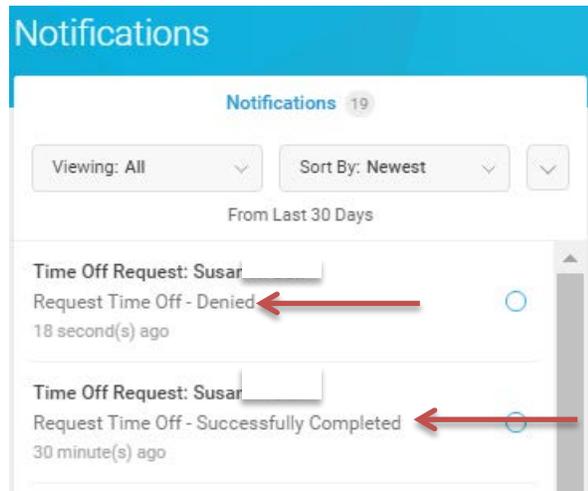
PTO requests that are approved by your manager are displayed with a grey line and a green check mark. You may also hover over the grey bar and see the status of the request (PTO Approved).



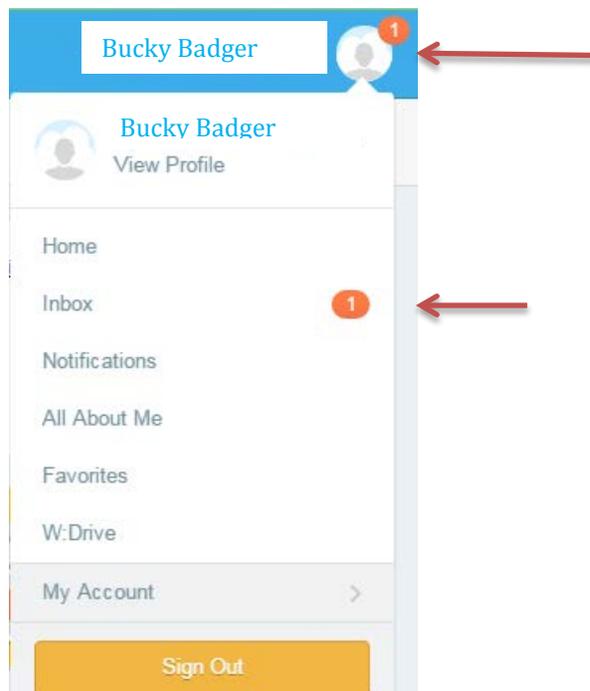
**Notification** – A notification of a PTO request Approval or Denial will appear in your Workday Options drop down menu under the *Notifications* link. Click on your name in the upper right corner of your screen. In the drop down menu select the *Notifications* link.



The status of your request will show either *Successfully Completed*, which means it was approved, or *Denied*.



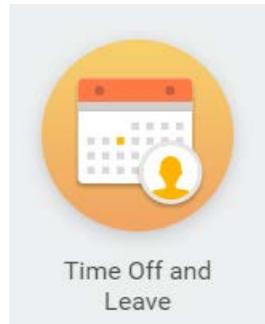
**Send Back** – Your manager may need additional information in order to review your request. In that case they may choose to “*send back*” the request. You will receive an *Inbox* action with comments from your manager, **which requires you to review and resubmit your request or cancel the request from the Request Time Off calendar page.**



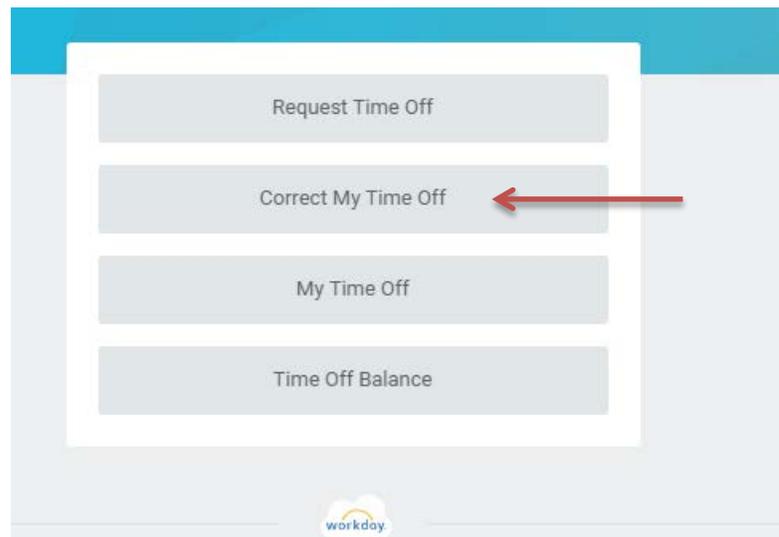
## ***CORRECT TIME OFF***

You can **correct** an **approved** time off. You can **cancel** a **submitted** time off that has not yet been approved or denied.

To **correct** time off, from your home screen Click on the “Time Off and Leave” icon.



This opens the Time Off and Leave page. Click on the “Correct My Time Off” link from the list.



This brings up the calendar page. Click on the grey bar on the day(s) that you wish to correct. If the day was submitted as a multi-day request originally, all of the submitted dates for that request will appear in the *Correct Time Off* screen.

Today < > January 2017

Balance as of

01 / 19 / 2017

670.1918 Hours

Balance Per Plan

Floating Holiday PTO  
4 Hours  
(Floating Holiday PTO)

Hourly Group III Current Anniversary  
Earning  
158.5 Hours  
(PTO)

Sunday	Monday	Tuesday	Wednesday	Thursday
1	2	3	4	5
8	9	10	11	12
15	16	17	18 ✓ PTO	19
22	23	24	25	26

To edit the request, place a check mark on the line item for the day you wish to correct and change the number of hours in the **Daily Quantity** field. For example, if you want to change the request from 8 hours total to 0 hours total, change the hours to 0. Note that the *Total hours* now reflects the correction being entered (changing to 0 hours for this day). You **must provide a comment in the first comment field** such as “Don’t need PTO this day”.

Total  
0 Hours

Wednesday, May 10, 2017

Select All  1 selected

3 items

<input type="checkbox"/>	Tuesday, May 9, 2017	PTO	8 Hours
<input checked="" type="checkbox"/>	Wednesday, May 10, 2017	PTO	0 Hours
<input type="checkbox"/>	Thursday, May 11, 2017	PTO	8 Hours

Type PTO

Daily Quantity

Unit of Time Hours

Comment

> Details

enter your comment

Submit Cancel

When complete click on *Submit*. This then sends the request to your manager for approval.

The calendar page now shows the PTO request on the day with the correction as a solid grey bar with a grey check mark. This indicated that the request is in submitted status awaiting review by your manager.

Today < > May 2017

Balance as of

03 / 07 / 2017 

667.6048 Hours

Balance Per Plan

Floating Holiday PTO

0 Hours

(Floating Holiday PTO)

Hourly Group III Current Anniversary

Earning

139.5 Hours

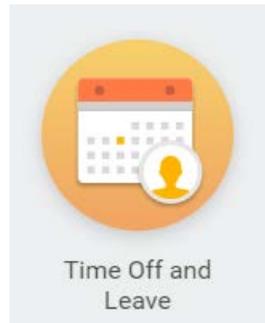
(PTO)

Sunday	Monday	Tuesday	Wednesday	Thursday	
30	1	2	3	4	5
7	8	9 ✓ PTO	10 ✓ PTO	11 ✓ PTO	12
14	15	16	17	18	19
21	22	23	24	25	26

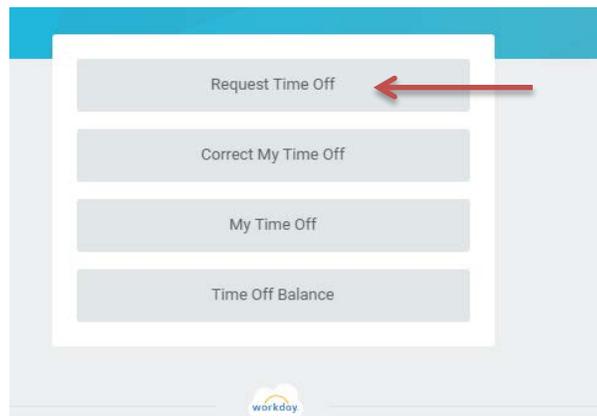
## CANCEL TIME OFF

You can **cancel** a time off transaction that is in **Submitted or Sent Back** status to remove it from your manager's inbox or your inbox.

To **cancel** a transaction in **Submitted or Sent Back** status, from your home screen Click on the "Time Off and Leave" icon.



This opens the Time Off and Leave page. Click on the *Request Time Off* link from the list.



Click on the grey bar for the time off request you wish to cancel. The pop up window opens and you can then select *Cancel this Request*. If the original request was part of a multiple days request, all days will be cancelled.



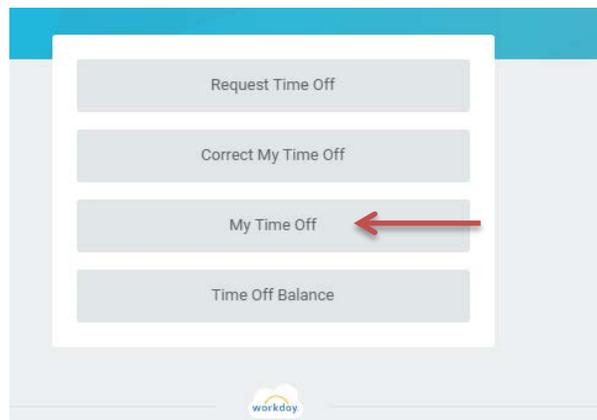
## Time Off Entry

When Wednesday, November 23, 2016  
Type PTO  
Requested 4 Hours  
Initiated On 01/18/2017 03:41 PM  
Time Off Event Time Off Request: Susan M Beil  
Comment (empty)

 [Cancel this Request](#)

## My Time Off

To see all of your past and future time off actions on one page, click on Time Off and Leave icon and select **My Time Off**.

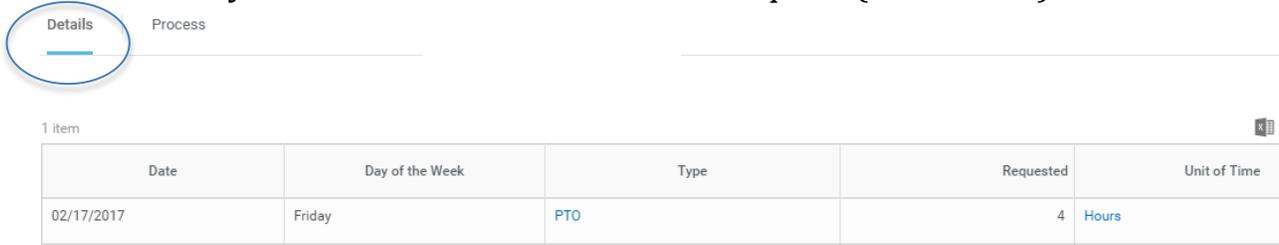


The **My Time Off** screen allows you to see the status of your past and future time off events. You can also review the *details* and *process* of your time off requests by clicking on the search icon  associated with the time off in the *Time Off Event* column.

Time Off Requests 127 items 

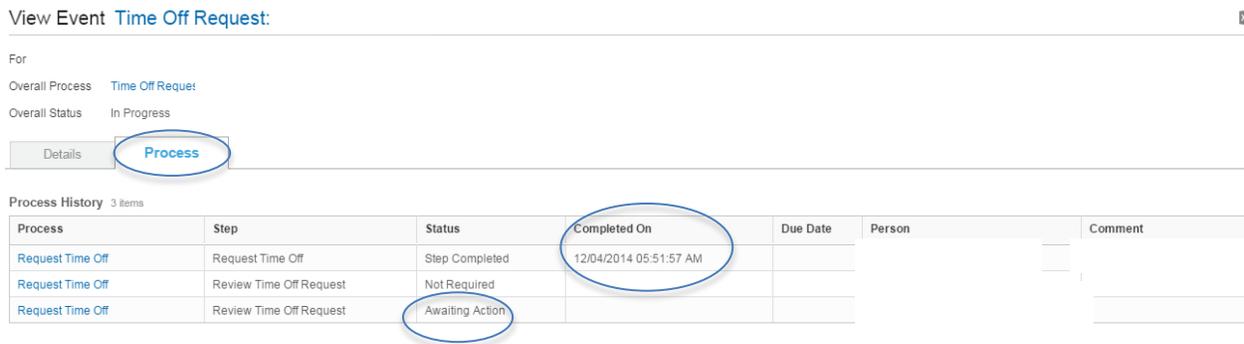
Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	Time Off Event
01/27/2017	Friday	PTO	8	Hours		Approved	 
01/10/2017	Tuesday	PTO	2.5	Hours	Bad Weather	Sent Back	
12/23/2016	Friday	PTO	4	Hours		Sent Back	

This allows you to review the details of the request (Details tab).



Date	Day of the Week	Type	Requested	Unit of Time
02/17/2017	Friday	PTO	4	Hours

Or review the date and time each part of the request was acted on (Process tab), comments associated with the request, where the request is in the process, etc.



View Event [Time Off Request](#)

For  
Overall Process [Time Off Request](#)  
Overall Status [In Progress](#)

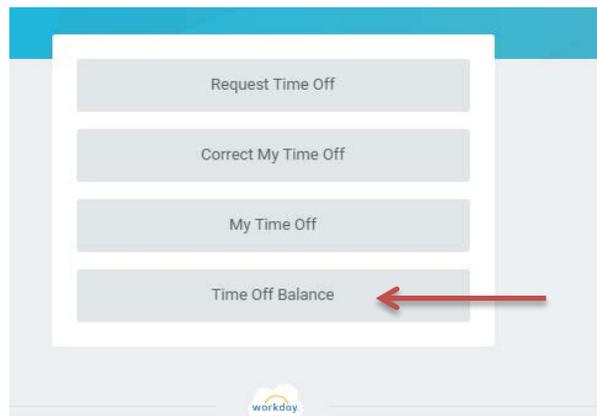
Details **Process**

Process History 3 items

Process	Step	Status	Completed On	Due Date	Person	Comment
<a href="#">Request Time Off</a>	Request Time Off	Step Completed	12/04/2014 05:51:57 AM			
<a href="#">Request Time Off</a>	Review Time Off Request	Not Required				
<a href="#">Request Time Off</a>	Review Time Off Request	Awaiting Action				

## Time Off Balance

You may review your time off balance in a number of different ways in Workday. From the calendar page, on your paystub, or from the **Time Off Balance** link off of the *Time Off and Leave* icon.

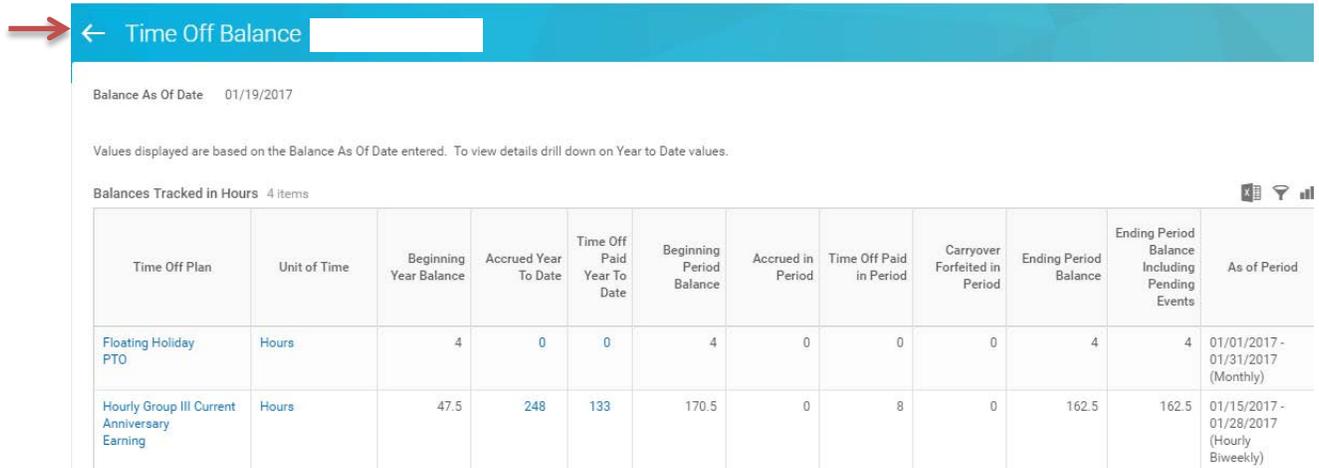


Select Time Off Balance option and then select a specific “as of” date to view your time off balance. It is often best to use the beginning or end of a pay period as a reference.

## Time Off Balance

As Of \* 02/28/2015 

You can change the “as of date” by clicking on the back arrow next to your name and then change the date field.



← Time Off Balance

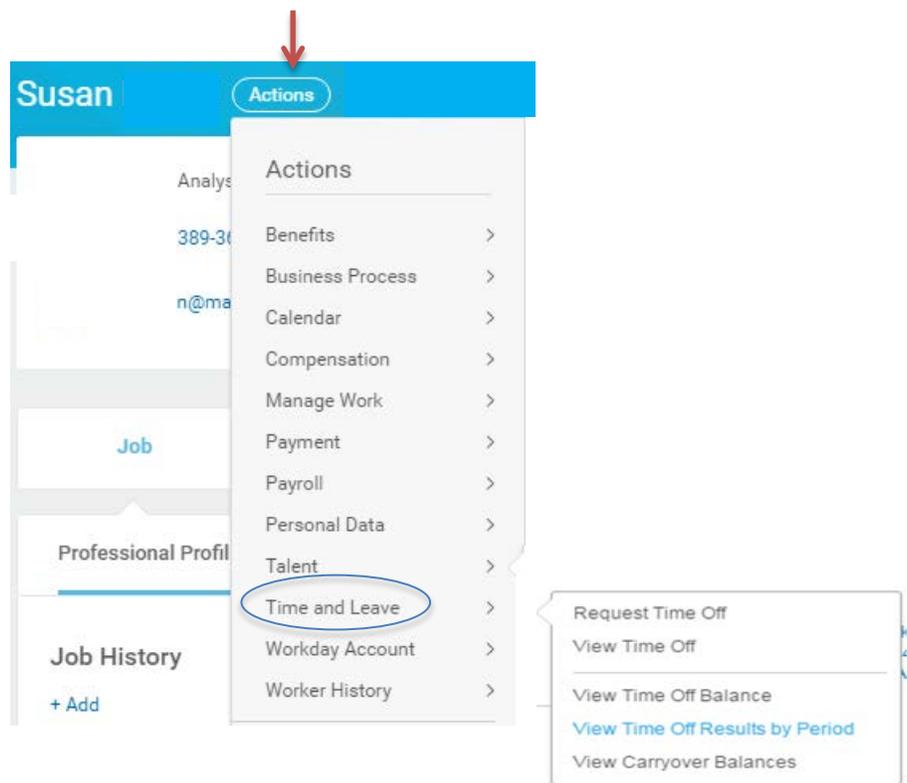
Balance As Of Date 01/19/2017

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

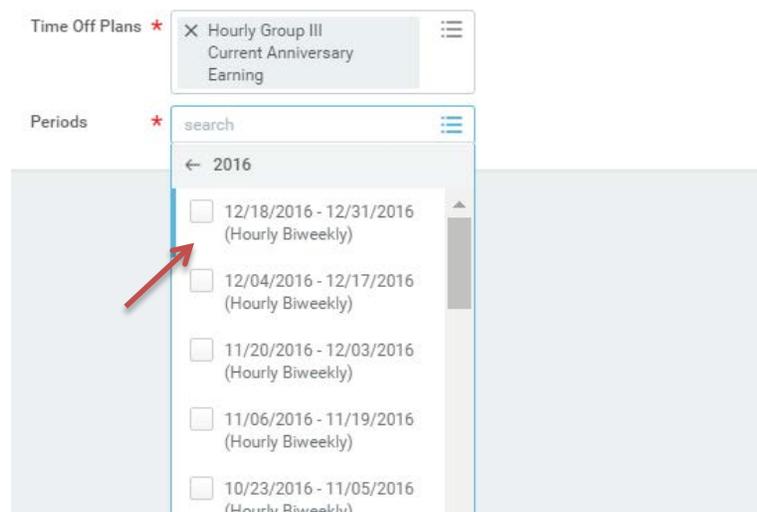
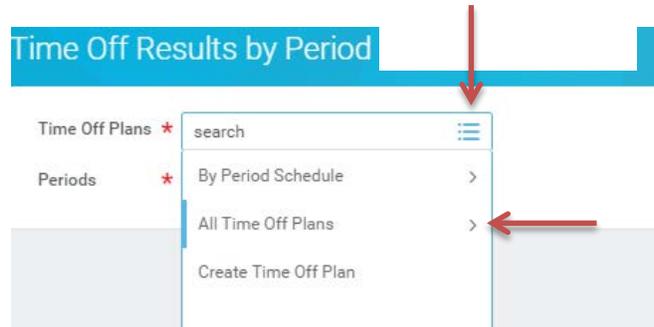
Balances Tracked in Hours 4 items 

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
<a href="#">Floating Holiday PTO</a>	Hours	4	0	0	4	0	0	0	4	4	01/01/2017 - 01/31/2017 (Monthly)
<a href="#">Hourly Group III Current Anniversary Earning</a>	Hours	47.5	248	133	170.5	0	8	0	162.5	162.5	01/15/2017 - 01/28/2017 (Hourly Biweekly)

To see a broader view of your balance over a number of pay periods, click on the action icon  off of your name, hover over **Time and Leave** and then click on **View Time Off Results by Period**.



Click on the bubble in *Time Off Plan*, select your plan, click out of that area, then click on the *Periods* bubble to select year, and then the specific periods you wish to review. You may select multiple periods. Click OK when selections are complete.



This shows an indepth view of multi payperiods to track your balance activity. You can change the selections by clicking on the back arrow next to your name and then update the selection fields.

← Time Off Results by Period

To view details drill down on Year to Date values

Periods 12/18/2016 - 12/31/2016 (Hourly Biweekly)  
 12/04/2016 - 12/17/2016 (Hourly Biweekly)

Time Off Plans Hourly Group III Current Anniversary Earning

2 items

Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
12/04/2016 - 12/17/2016 (Hourly Biweekly)	Hourly Group III Current Anniversary Earning	Hours	47.5	248	125	186.5	0	16	0	170.5	174.5
12/18/2016 - 12/31/2016 (Hourly Biweekly)	Hourly Group III Current Anniversary Earning	Hours	47.5	248	125	170.5	0	0	0	170.5	174.5