

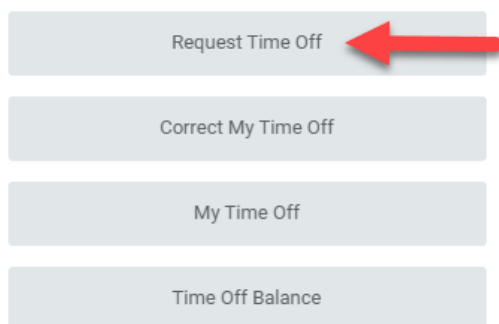
Workday - Paid Time Off (PTO) Using Furlough (Employee)

Introduction

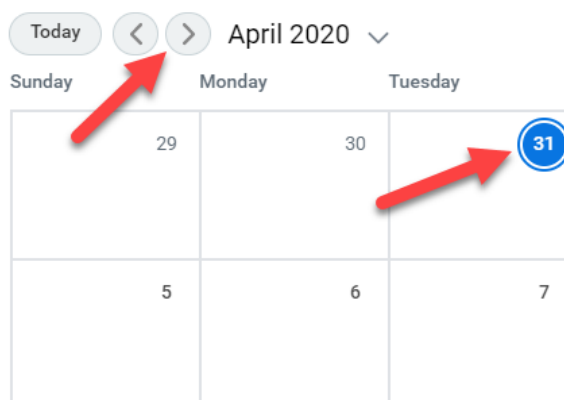
This document outlines the process to request PTO using furlough.

Request Time Off

1. Access **Workday** via desktop icon or via MCHS Intranet site.
2. From Workday homepage, click **Time Off and Leave**.
3. Select **Request Time Off**.



4. Select date(s) to request.
 - Click the date again to deselect.
 - Use left or right arrows to advance the calendar.



5. Verify the number of days requested matches in the **Request Time Off** button.

1 Day - Request Time Off

6. To submit request, click **Request Time Off**.
7. **Request Time Off** screen displays.
8. Verify and complete all required fields. *A red asterisk displays by all required fields.*

9. Enter **Furlough** in **Comment** field.

When Wednesday, April 15, 2020

Type *

Daily Quantity *

Unit of Time Hours

Comment

10. Click **Submit**.

Notes: Salaried employees must enter either 4 or 8 hours. Select individual days instead of the click and drag function to select all days requested. All days selected are charged against PTO, even days not scheduled for work. This also allows the manager to deny or respond to each day requested.

Get Help

- **Human Resources Department**
Monday – Friday, 8am-5pm
 - » 715-387-5254 or 7-5254
 - » hrshared@marshfieldclinic.org
- **Speak with HelpLine Staff**
 - » HelpLine: 715-389-3456 or ext. 9-3456