

Quick Reference Guide: *Worker – Request Time Off***Keep in mind**

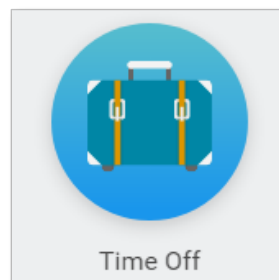
- Employees can request time off in increments of one half hour (0.5 hour)
- Employees can use the *Accrual Balance Transfer* process by emailing WorkdayRequest@UChicago.edu in order to request time off for any position
- An employee may not have a negative (-) accrual. The minimum accrual is 0.
- Employees can only cancel a time off request that has not been approved by the Chicago Paid Sick Leave Time Partner
- Balances appear on the top left of the Request Time Off calendar screen
- Be aware of the *Effective Date*; Time Off balances will only include requests from the past (prior to the Effective Date indicated)

Information Needed

- Position ID
- Number of Time Off Hours
- Period of Requested Time Off

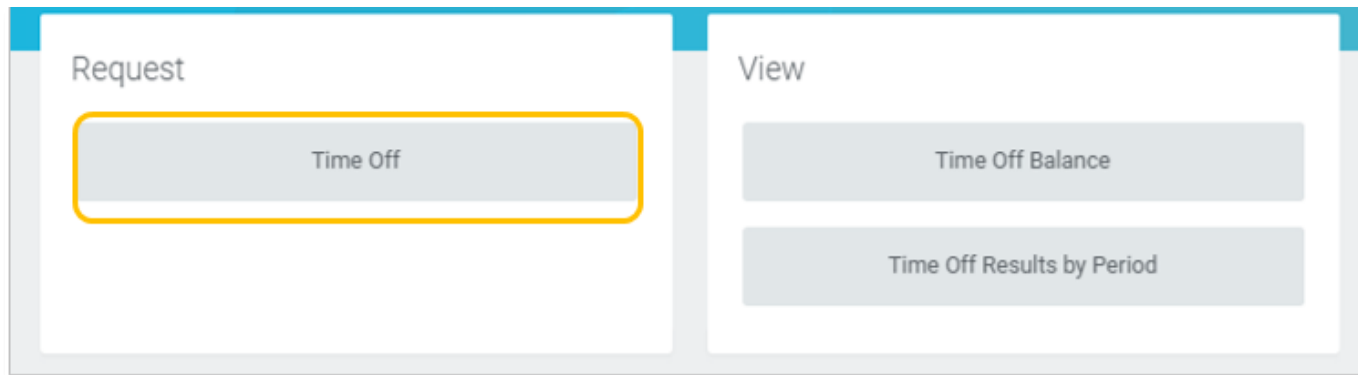
Requesting Time Off**Steps:**

1. From the *employee home page*, **Click** on the *Time Off* worklet



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2. Click *Time Off* under the *Request* section



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3. **Select** the day (or days) for which you are requesting paid sick leave

Click

Balance Per Plan Chicago Paid Sick Leave Bi-Weekly Time Off Plan P9069479 Research Asst D (non- exempt) 7.857 Hours (Chicago Paid Sick Leave)	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

2 Days - Request Time Off

Note: To deselect a date, **click** it again.

4. **Click** on the **green** button

Quick Reference Guide: *Worker – Request Time Off*5. Enter the *Type* (Chicago Paid Sick Leave), *Position*, and *Daily Quantity of Hours*

Total: 6 Hours

When Monday, June 12, 2017 - Tuesday, June 13, 2017


Type *

Position *

Daily Quantity *

Unit of Time Hours

Comment



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Submitted requests will populate on the Time-Off calendar. **Click** the request on calendar to view details.


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12 Chicago Paid Sick Leave	13	14	15	16	17
18	19	20	21	22	23	24

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6. Approved requests, can be viewed with a **green** check mark on Time Off calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13 ✓ Chicago Paid Sick Leave	14	15	16	17
18	19	20	21	22	23	24

If the Time Partner approves, cancels or denies a request, a notification will be sent to your Workday Notifications.

Tip: The Employee can also request time off by viewing your **employee profile**, clicking on the **Related Actions Icon**  to display the menu of **Available Actions**. Hover over **Time and Leave** and click on **Request Time Off**. Then proceed from step three of this guide.

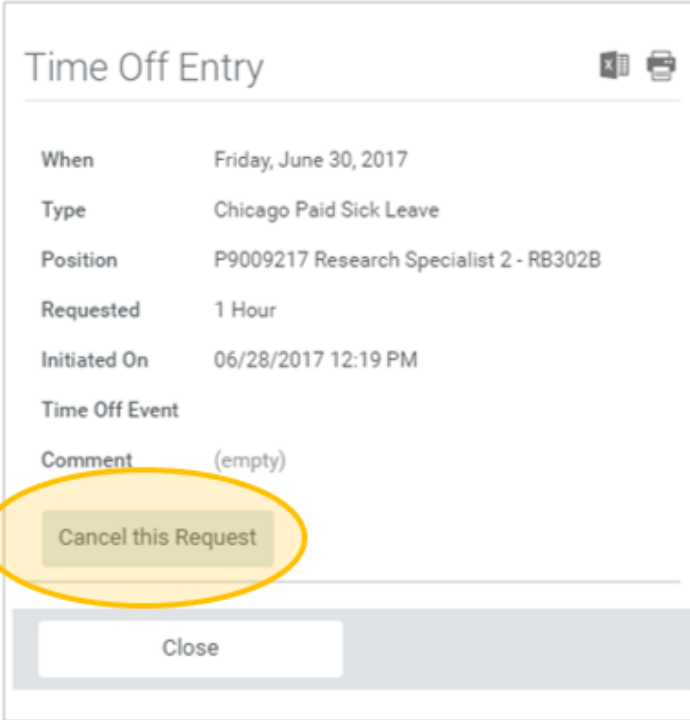
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Cancel a Time Off Request

Steps:

1. **Click** on the request on your calendar, in the *Time Off* portion of the worklet
2. **Select** *Cancel this Request*

Only *In Progress* time off request can be canceled by the employee.



Time Off Entry

When	Friday, June 30, 2017
Type	Chicago Paid Sick Leave
Position	P9009217 Research Specialist 2 - RB302B
Requested	1 Hour
Initiated On	06/28/2017 12:19 PM
Time Off Event	
Comment	(empty)

Cancel this Request

Close