Steps for Submitting a Monthly Confirmation Report:

1. Click the Time Off worklet.

2. Under the Request section, select Time Off.

3. The monthly calendar will display. If monthly absences have been taken, enter all absences in calendar prior to completing the Monthly Time Off Confirmation.

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**Keep in mind**
- This process is intended for monthly exempt workers only.
- Only full-day absences should be reported for exempt employees

**Information needed**
- CNET ID
- Password
- Workday website
If no absences are being recorded, complete the Monthly Time Off Confirmation only. Select the last day of the month and click on the green *Request Time Off* button.

**Note:** Exempt employees must report all absences taken in the month, or confirm that no absences were taken via the *Monthly Time Off Confirmation*. If you have taken time off, you must enter the time taken and complete the monthly time off confirmation. If you are not reporting time off, you will need to complete the monthly time off confirmation only.

4. The *Request Time Off* pop up window will display.

5. Click *Submit* when complete.