Request Time Off

For biweekly and monthly workers requesting time off

Quick Reference Guide

Steps for Requesting Time Off:

1. Click on the Time Off worklet

2. Under the "Request" section, click Time Off

Keep in mind

- In addition to reporting past absences, biweekly employees who are on a fixed schedule can schedule future absences
- Only full-day absences should be reported for exempt employees
- Prior to requesting time off, please ensure you have the adequate amount of accruals for the absence type you are requesting.

Information needed

- Workday website
- Dates for requested time off
3. On the calendar display, click on the individual dates that you are requesting off. The selected calendar dates will turn blue.

**Note:** To choose multiple days in a row, you can click and drag your mouse across several dates. You can also hold down the Control (Windows)/Command (Mac) button and click to select multiple days that are not in sequential order.

4. Click the green button titled **Request Time Off** located in the bottom left-hand corner of the screen. The button will automatically calculate the number of days selected. (For example: If 5 days are selected, the button will read “5 Days - Request Time Off”)
5. Fill in the **Type** field, along with the **Daily Quantity** field with the number of hours you are requesting off. Click **Submit** when complete.

**Request Time Off**

When: Monday, December 18, 2017 - Friday, December 22, 2017

Type *

Daily Quantity *

Unit of Time (empty)

Comment

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**FOR ASSISTANCE CONTACT:**

Shared Services Office: Service Desk
Submit your question [here](#)
Call 773-702-5800, M-F 8am – 5pm