Submitting a Monthly Confirmation Report

For monthly workers

Quick Reference Guide

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. To confirm all monthly absences have been requested, select a date on the calendar and click on the green Request Time Off button.

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

![Request Time Off pop up window](image)

- **Total:** 1 Hour
- **When:** Sunday, December 31, 2017
- **Type:** Monthly Time Off Confirmation
- **Daily Quantity:** 1
- **Unit of Time:** Hour
- **Reason:** Select this to confirm all time off requests have been submitted for this month

5. In the **Type** field, choose the Prompt icon to display the drop down values. Select "**Monthly Time Off Confirmation**" from the list.

![Type field](image)

6. In the **Reason** field, click the Prompt icon to choose "**Select this to confirm all time off requests have been submitted for this month**" value.

![Reason field](image)

7. Click **Submit** when complete.

![Submit button](image)