

Time Tracking: Request Absence

Employees can request, cancel, correct, and view an Absence using the Absence App from a computer or mobile device.

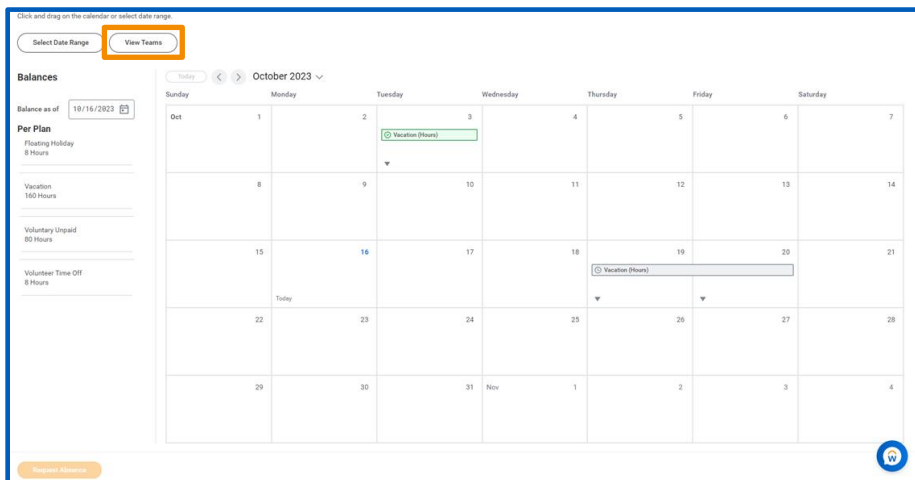
A Leave of Absence is generally longer in nature and a return-to-work date is not always known, such as parental leave, medical leave, and disability leave. Always inform your manager of any planned leave of absence before requesting it in Workday.

A Time Off request typically is used for shorter duration absences, such as Vacation, Sick, Annual Leave, Floating Holidays or Volunteer Time.

VIEW ABSENCE CALENDAR

Absence requests in any form can be viewed from Absence App > **Request Absence** > **View Teams**

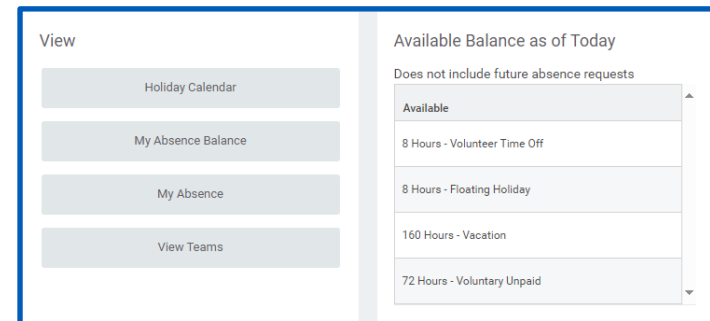
- **Gray** requests are waiting for approval. Gray also indicates a Vacation/Holiday or a team member's approved time off.
- **Green** indicates your approved request.



Note: Click on **View Teams** to see team member absences on your calendar when approved so you can view time off availability.

VIEW ABSENCE TOTALS

To view Absence Balance, go to the Absence App > **Absence Balance** to review by a specific date or review balance as of today or view team member absences.



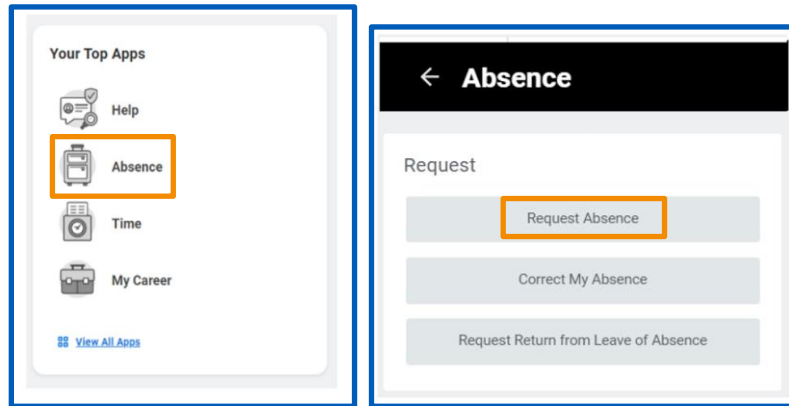
REQUEST AN ABSENCE

From the Workday Homepage:

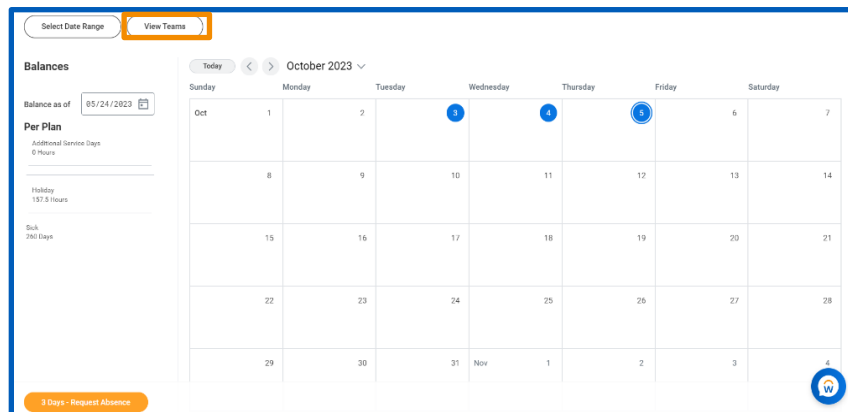
1. Menu (top left bar) or access from your Top Apps > **Absence**
2. Select **Request Absence**

Time Tracking: Request Absence

Employee

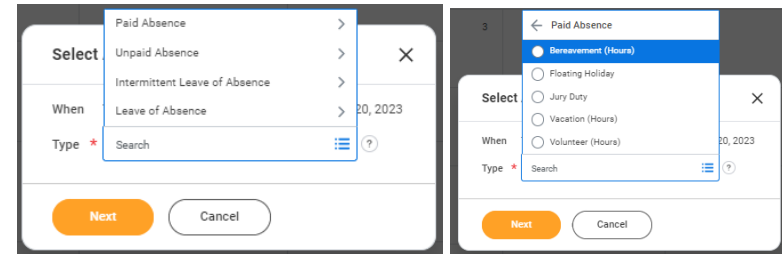


- From the **Absence Calendar**, click on **Select Date Range** button or select individually the days you wish to request time off. Click on **View Teams** to see who else is off on any days you wish to request.

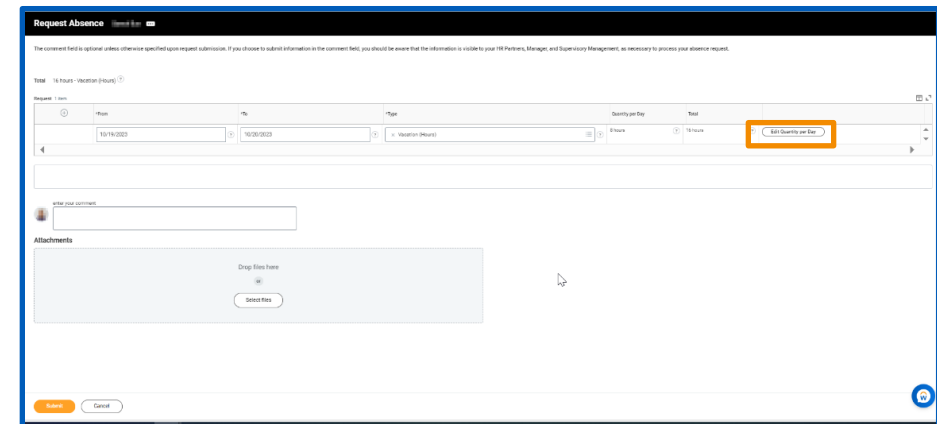


- Select **Absence Type**: Paid Absence, Unpaid Absence, Intermittent Leave of Absence or Leave of Absence and then select the type of reason.

Note: your absence reason option view may vary based on facility rules.



- Click **Next**.
- From the **Request Absence** screen, you can review your request and make any changes before submitting for approval. If needed, click on the "?" next to a field for more information.
- Click **Edit Quantity per Day** if you need to make any edits as required to the quantity i.e., for full day or half day requests per your local facility policy.



- Click **Submit**. The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar.

Time Tracking: Request Absence

Employee



Note:

- You will receive a notification once your request has been approved/denied and your absence balance will be updated.
- Time off requests for production employees who have a schedule where time goes to the 'out' day will enter quantity instead of hours (i.e., full or half days) and should be entered on the 'out' day.
- Time off requests for all other production employees will need a start and end time entered for full or half day requests.

Details

When: Monday, December 18, 2023

Type: Vacation (Hours)

Requested: 8 Hours

Initiated On: 12/08/2023 05:23 AM

Absence Event: Absence Request: John Stockton

Comment: (empty)

Cancel this Request

Cancel Business Process

Absence Request: John Stockton

For: John Stockton

Overall Process: Absence Request: John Stockton

Overall Status: In Progress

Details

Request Details: 1 item

Date	Day of the Week	Type	Requested	Unit of Time
12/18/2023	Monday	Vacation (Hours)	8	Hours

enter your comment

Process History

- John Stockton Request Time Off - Step Completed 8 min ago
- Review Document - Not Required
- Approval by Absence Partner (Local) - Not Required
- Approval by Solar Absence Partner (Local) - Not Required

Submit Cancel

4. From the Cancel Business Process screen, add a **comment** and then **Submit**. Request is removed from the Absence Calendar.

CANCEL OR CORRECT IN PROGRESS REQUEST

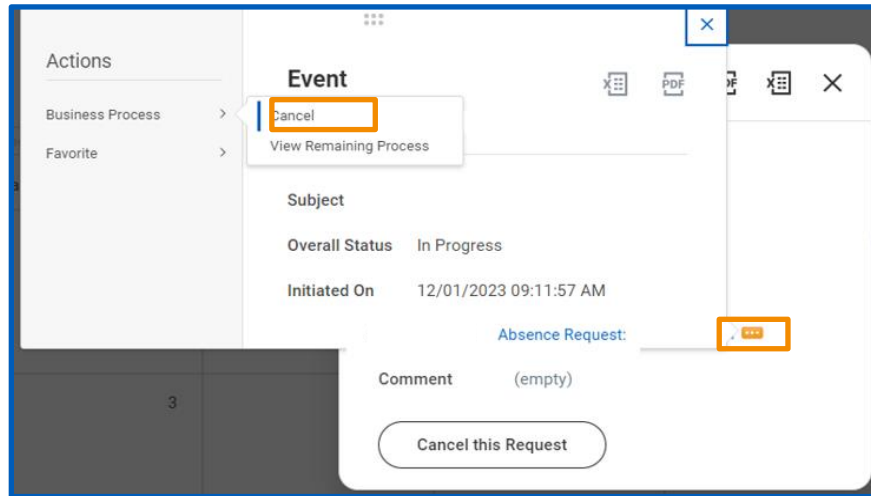
TIME OFF

1. Go to **Absence App > Correct My Absence**.
2. From the Absence Calendar, click on the day you wish to correct.
3. For submitted unapproved Time Off (request in gray), from the Details screen, click on **Cancel this Request**. If more than one day was in the request, the entire request will be cancelled.

🕒 Vacation (Hours)

LEAVE OF ABSENCE

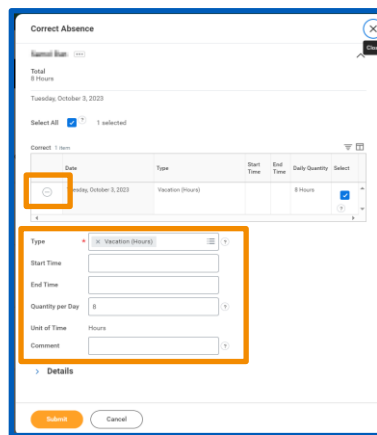
1. For submitted unapproved **Leave of Absence**
2. Click on the Leave of Absence request in gray.
3. From the **Details** screen, hover your mouse over the blue Absence request and then click on the related actions (three dots) icon.
4. From the **Business Process Action**, select the option to **Cancel**.
5. Input a comment and then **Submit**.



CANCEL OR CORRECT APPROVED REQUEST

TIME OFF

1. For submitted approved Time Off (request in green), from the **Correct Absence** screen, select “-” button to remove a day or edit to make any changes. ✔ Vacation (Hours)



2. Click **Submit**.

The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar.

LEAVE OF ABSENCE

To **cancel** an approved Leave of Absence (in green), contact your Absence Partner.

REQUEST A RETURN FROM LEAVE OF ABSENCE

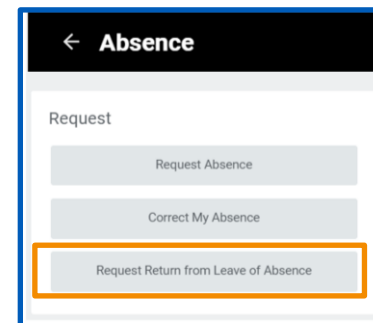
A return from Leave of Absence approval is required to return to work after



Note: Return from leave requests cannot be actioned using the Workday Mobile App but only by using Workday on a computer or mobile device web browser.

you have been placed on a leave of absence. Depending on the leave type, either you, your manager or an Absence Partner will have to initiate the request.

1. Go to **Absence App**, click **Request Return from Leave of Absence**.



Time Tracking: Request Absence

Employee

- From the **Request Return from Leave of Absence** page, enter the date of the **First Day Back at Work** in the top left date field.
- Enter the **Actual Last Day of Leave** in the return to work field. Verify that these dates are accurate as they can impact how the leave time is paid.

The screenshot shows a web form titled "Request Return from Leave of Absence" for John Stockton. At the top, there is a date field for "First Day Back at Work" with a placeholder "MM/DD/YYYY" and a calendar icon. Below this is a section titled "Absences Returned From" with a sub-header "1 item". It contains a table with the following columns: "Select", "Event", "First Day of Absence", "Estimated Last Day of Absence", and "Actual Last Day of Absence". The table has one row with a checked checkbox, the event "Personal Leave (unpaid) (02/01/2024)", and dates "02/01/2024" and "02/29/2024". The "Actual Last Day of Absence" column has an empty input field. Below the table is a text area labeled "enter your comment" with a blue speech bubble icon. At the bottom is an "Attachments" section with a "Drop files here" area and a small "x" icon. At the very bottom are three buttons: "Submit" (orange), "Save for Later", and "Cancel". A blue circular icon with a white "W" is in the bottom right corner.

Select	Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Personal Leave (unpaid) (02/01/2024)	02/01/2024	02/29/2024	

- Add a **comment** and **Submit**.

Your request will be routed to your Absence Partner for approval.