

How to Create an Absence in Workday

1. Open Workday
2. Once in a workday, you should open the menu. The menu is located on the top left corner.

3. Scroll down to find Absence.

There will be a little suitcase icon beside it.

4. Once in Absences you should see 3 sections; Request, View, and Available Balance.

The screenshot shows the 'Absence' menu with three sections: 'Request', 'View', and 'Available Balance'. The 'Request' section contains three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' section contains two buttons: 'My Absence' and 'Absence Balance'. Below these is the 'Available Balance as of Today' section, which includes a table of balances.

Available Balance as of Today	
Does not include future absence requests	
7 Hours - Birthday	
0 Hours - Personal	
231.2032 Hours - Sick	
33.54 Hours - Vacation	

5. To create an absence you are going to be under the Request section.

6. Hit the button that says Request Absence.

7. You will see a calendar pop up.

To the left of the calendar will be the days that you have left. You can see the total at the bottom of that column.

8. Select the day that you wish to take off in the calendar.

9. Click on the day and a button should pop up that says 1 day request.

10. Hit that button and a box will pop up. It will state the day that you have chosen.

The screenshot shows a calendar for February 2018. The calendar is displayed in a grid format with days of the week as columns and dates as rows. The dates 13, 20, 21, 22, and 23 are highlighted in blue, indicating they are available for selection. A total of 4 days is shown at the bottom of the calendar.

Today	<	>	February 2018	>		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

4 Days - Request Absence

The screenshot shows the 'Request time off' dialog box. It contains the following information:

- Member: Katie Stark
- Time off policy: Paid Vacation (16d available)
- Date: Aug 8 - Aug 17 (Total: 8d)
- Note: Summer vacation

Buttons: Cancel, SUBMIT

You must then select the type of day you want to use, ex vacation, sick, etc.

11. Hit the button to confirm.

12. You will be brought to a page that shows your absence request.

13. That's it! You're done!