

## **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.
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. 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!