

## REQUESTING TIME OFF

### THIS GUIDE IS FOR: ALL EMPLOYEES

Use this guide to view your absence balance available, submit time off requests, adjust an existing request or check the status of a time off request. Employees will submit an absence or absence correction request, which will then send a notification to your manager for approval.

### VIEW TIME OFF BALANCES

Review your time off balance to determine how much leave you have available.

1. Beginning on the Workday@OK homepage, select **View All Apps → Absence**.
2. In the **View** menu, select **Absence Balance**.  
Pro tip: You may also navigate to the **Time Off Balance** page by searching for the report, **Time Off Balance**, or from your **Worker Profile** by selecting **View Profile → Time Off → Time Off Balance**. Please note, the **As of Period** column is critical to understanding the period for which the balance is related.
3. To view your balance accruals, enter a date in the **As Of** field and consider the below options. Please note, any requested absences which are approved but future dated will not show in the calculated hours.
  - a. For **past balances**, enter a previous date. For **current balances**, enter today's date. For **future balances**, enter a future date.
4. Select **OK**.

### REQUEST TIME OFF

1. Beginning on your Workday@OK homepage, select **View All Apps → Absence**.
2. From the **Request** menu, select **Request Absence**.
3. Using the calendar, select the date(s) you are requesting time off. Workday@OK will count the number of days and display them.
4. Select **Request Absence**.
5. In the pop-up menu, select **Absence Type** and then consider the below options:
  - a. **Paid Time Offs**: Select this time if your absence is eligible to be paid (e.g., annual, sick, comp).
  - b. **Unpaid Time Offs**: Select this time if your absence is not eligible to be paid (e.g., leave without pay).
  - c. **Leave of Absence**: Select this option if you are requesting a leave of absence. Please review the user guide on [Leave of Absences](#) for additional guidance.
6. Workday@OK will display a confirmation page. Confirm the dates, type and hours requested. If changes to the number of hours per day are needed, select **Edit Quantity per Day**. Note: This action will also edit weekend hours if any weekend dates are included.
7. Attach required documents in the **Attachments** section (if necessary). You may also enter a comment if necessary.
8. Select **Submit**.

 Your **Time Off Request** now awaits approval by your manager. Once it has been approved, you will be notified via your Workday@OK Inbox. Note: Any leave of absence request will route to your HR partner for review and approval.

## CORRECT TIME OFF REQUEST

This is used if you need to cancel or make changes to your time off or time off request. Note: Time off requests must be approved before they can be edited. If it has not yet been approved, you may cancel the original request and submit a new request.

If an approved time off request needs to be deleted, the removal of the time off will route to your manager for approval. To prevent errors, it is recommended that you receive the approval of this deleted time off before entering a new request.

1. Beginning on your Workday@OK homepage, select **View All Apps → Absence**.
2. From the **Request** worklet, select **Correct My Absence**.
3. Select the absence request you want to correct. Workday@OK will display a pop-up menu with the following options:
  - a. Select or remove a row (or specified date) within the **Correct table**. You may also select all rows using the **Select All** checkbox.
  - b. Adjust the **Absence Type**. Note: You may only select a new subcategory of the original **Absence Type** (e.g., Paid Time Offs, Unpaid Time Offs or Leave of Absence).
  - c. Adjust the number of hours per day in the **Quantity per Day** field.
  - d. Add a comment to the correction (if needed).
4. Select **Submit**.

 Your **Time Off Correction** now awaits approval by your manager. Once it has been approved, you will be notified via your Workday@OK Inbox. Note: The color of the request will change from green, indicating a previous approval, to grey, indicating a new approval is needed.

## CHECK STATUS OF ABSENCE REQUEST

An absence request or absence correction request status can be determined by navigating to the **Absence Calendar** and viewing the color of the request.

1. Beginning on your Workday@OK homepage, select **View All Apps → Absence**.
2. From the **Request** menu, select **Request Absence** or **Correct My Absence**.
3. On the calendar view, locate the absence request in question and view the color.
  - a. Green: The request is approved.
  - b. Grey: The request is awaiting approval.

**Pro tip:** You can also request absence via the Workday mobile app, where you can now cancel a request that hasn't been approved from the mobile app.