



Request Time Off



The Request Time Off tip sheet is for all employees.

Request Time Off

1. Beginning on your Workday 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 will count the number of days and display them on the Request Absence button. Select **Request Absence**.
4. In the pop-up menu, select the appropriate **Absence Type**. Please refer to the Absence Type table for assistance in selecting.
5. Select **Next**.
6. From this page, please confirm the dates, type and hours requested. If changes to the number of hours per day are needed, select **Edit Quantity per Day**. You'll need to change this if you didn't take a full 8-hour day off. Please 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 receive a notification in your Workday Inbox.

Absence Types

Absence Type	Description
Annual Leave	Annual time off for eligible staff employees based on college policies.
Annual Leave Time Off – FMLA	If an employee is on approved FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.
CNM/SFCC Faculty Sick Leave Time Off	Sick time off for faculty at SFCC and faculty and instructional support employees at CNM.
CNM/SFCC Faculty Sick Leave Time Off FMLA	Sick time off for faculty at SFCC on approved FMLA and faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce sick leave balance at the same time.

Absence Type	Description
CNM Faculty Personal Leave Time Off (New)	Personal time off available for faculty and instructional support employees at CNM.
CNM Faculty Personal Leave Time Off FMLA	Personal time off for faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce personal time off balance at the same time.
Compensation Time Off	Pre-approved time off for CCC employees rather than overtime pay for hours worked above 40 hours in a workweek.
Intermittent/FMLA Annual Leave Time Off (New)	If an employee is on approved Intermittent FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.
Intermittent / FMLA Sick Leave Time Off (New)	If an employee is on approved Intermittent FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.
Intermittent / FMLA without Pay Leave Time Off (New)	If an employee is on approved Intermittent FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.
Leave without Pay Time Off (New)	This option is used for Exempt (Salary) employees only. It is used when a salary employee will take time off and not use a paid time off option. Non-exempt (Hourly) employees only enter time worked or paid time off codes. If they have leave without pay, those hours will not be entered (unless on approved FMLA).
Leave without Pay Time Off – FMLA (New)	If an employee is on approved FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.
SFCC Faculty Annual Leave Time Off (New)	Annual time off for faculty at SFCC.
SFCC Faculty Annual Leave Time Off (New) FMLA	Annual time off for faculty employees at SFCC on approved FMLA. This option is used in order to track FMLA hours and reduce annual time off balance at the same time.
Sick Leave Time Off (New)	Sick time off for eligible staff employees based on college policies.

Absence Type	Description
Sick Leave Time Off (New) – FMLA	If an employee is on approved FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce sick time off balance at the same time.
Winter Work	CNM only code. This code is used to request time off that was earned by working over winter break. Must be used by June 30 th , balance will zero out after that date.

Correct Time Off Request

Absence 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 home page, select **View All Apps > Absence**.
2. Under **Request**, select **Correct My Absence**.
3. Select the absence request you want to correct. Workday will display a pop-up menu with the following options:
 - Select or remove a row (or specified date) from the **Correct table**. You may also select all rows using the **Select All** checkbox.
 - Adjust the **Type**. Please 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).
 - Adjust the number of hours per day in the **Quantity per Day** field.
4. Add a comment to the correction (if needed).
5. Select **Submit**. Your Time Off Correction now awaits approval by your manager. Once it has been approved, you will be notified via your Workday Notification. Please 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 home page, select **View All Apps > Absence**.

NOTE: To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

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.
Green: The request is approved.
Grey: The request is awaiting approval.

View Time Off Balances

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

1. Beginning on the Workday homepage, select **View All Apps > Absence**.
2. In the **View** menu, select **Absence Balance**.

NOTE: 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 > Absence>Time and Leave> View Time Off Balance**. The **As of Period** column is critical to understanding the period for which the balance is related.

3. Enter a date in the **As Of** field to view your balance accruals while considering the options below.

For **past balances**, enter a previous date. For **current balances**, enter today's date. For **future balances**, enter a future date. Any requested absences which are approved but is a future date will not show in the calculated hours.
4. Select **OK**.