How to Enter Furlough Days in Workday

**Step 1:** Login to Workday and click the ‘Time Off and Leave’ button on your home page

Welcome, On behalf of: John Doe

**Step 2:** Click the ‘Request Time Off’ button
Step 3: Click on the calendar day(s) that you would like to select as Furlough (in this example we chose July 6th), then click the ‘Request Time Off’ button at the bottom of the page.

Tip: the > < arrows will move the calendar month to month, while the downward arrow will pop out a box for you to select any calendar month.

Step 4: Select ‘Absent Without Pay’ as the ‘Type’ > Enter the number of hours you would work on a regularly scheduled day under ‘Daily Quantity’ > Select ‘Furlough Day’ as the ‘Reason’ > Click the ‘Submit’ button at the bottom of the screen.