Request, Modify, and Cancel Time Off

The following describes the process of submitting a time off request, modifying an approved time off request, and cancelling an in progress time off request in Workday.

**Request Time Off** – Submitting a new time off request.

**Modify Time Off** – Deleting, correcting, or updating an already approved time off request.

Note: To change the date(s) of an existing time off request you must first modify the existing time off request to delete it. You can then initiate a new time off request for the new date(s). This also applies to changing the type of time off used on an existing time off request.

**Cancel Time Off** – Cancelling a time off request or correction that has not been approved yet.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

**Workflow Steps**

1) Employee submits a time off request or time off request correction
2) Manager reviews the request and approves, sends back, or denies

Note: There is no approval process when cancelling an in progress request.

**Request Time Off**

1) From your Workday homepage, click on the **Time Off and Leave** worklet.

   ![Image of Workday homepage with Time Off and Leave highlighted]

2) Click on the button labelled **Request Time Off**.
3) A calendar view of the current month will appear. See below for a full-page view of the time off request calendar page.

You can navigate between months by clicking the backward and forward arrows located at the top left of the calendar.

You can navigate between the months and years by clicking the downward facing arrow next to the month and year.
You can see your time off accrual balances on the left side of the page. You can view your balances as of a specific date by change the date in the **Balances as of** prompt.

4) Select one or multiple days on the calendar. A blue circle will appear on each day to indicate that it has been selected.

5) Click on the **Request Time Off** button located in the bottom left corner of the page.
6) Select the time off type for your request in the **Type** menu prompt. You can only select one time off type for each request.

7) The **Daily Quantity** will automatically fill in based on your employee type. You can adjust the daily quantity if you are requesting time off for a partial day.

**Note:** During the summer months you may need to override the hours amount based on the revised summer schedule. If you usually work 7 hours per day you will enter 8.75 hours. If you usually work 8 hours per day you will enter 10 hours.

8) A reason may be required for some time off requests. This will be indicated by a red asterisk.

9) A comment for the time off request is optional.

10) Click **Submit** at the bottom of the page.
Modify Time Off

1) From your Workday homepage, click on the Time Off and Leave worklet.

![Time Off and Leave worklet]

2) Click on the button labelled Correct My Time Off.

![Correct My Time Off button]

3) Navigate to the existing time off request that you want to delete or correct. Click on the request.

![Time off request table]

4) To remove any or all the requested days you can click on the minus button to the left of each day. Then click Submit.

![Remove days from request]

Select Date                  Type         Daily Quantity
Wednesday, November 4, 2020  Vacation     7 Hours
Thursday, November 5, 2020   Vacation     7 Hours
Friday, November 6, 2020     Vacation     7 Hours
To adjust the daily quantity for any or all requested days you can click the selection box to the left of each day. Change the **Daily Quantity** before clicking **Submit**.

![Image of a Workday interface with select boxes and daily quantities]

**Cancel Time Off**

1) From your Workday homepage, click on the **Time Off and Leave** worklet.

![Image of Workday homepage with Time Off and Leave highlighted]

2) Click on the button labelled **My Time Off**.

![Image of Workday interface with My Time Off button highlighted]
3) Workday will display the details of all your time off requests. You can only cancel requests that have a status of **Submitted** in the **Status** column. Click the magnifying glass icon to the right of the request that you want to cancel.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Requested</th>
<th>Unit of Time</th>
<th>Status</th>
<th>Time Off Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2020</td>
<td>Friday</td>
<td>Vacation</td>
<td>7</td>
<td>Hours</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>11/06/2020</td>
<td>Friday</td>
<td>Vacation</td>
<td>-7</td>
<td>Hours</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>11/05/2020</td>
<td>Thursday</td>
<td>Vacation</td>
<td>7</td>
<td>Hours</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

4) Click the **Actions** button at the top of the page next to the event.

On the menu that appears, hover over **Business Process** and select the **Cancel** option.
5) Enter a comment in the comment box at the bottom of the page before clicking Submit.