



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).

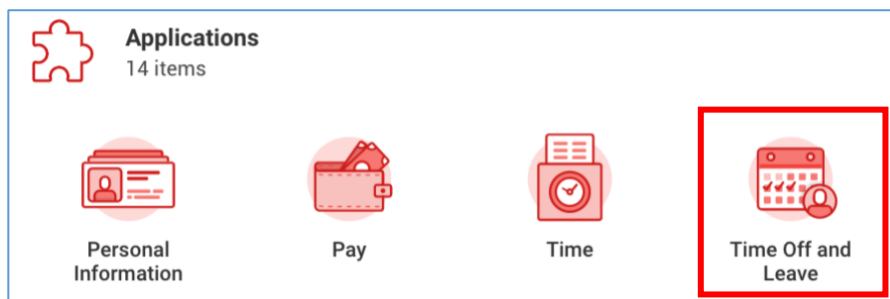
Workflow Steps

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

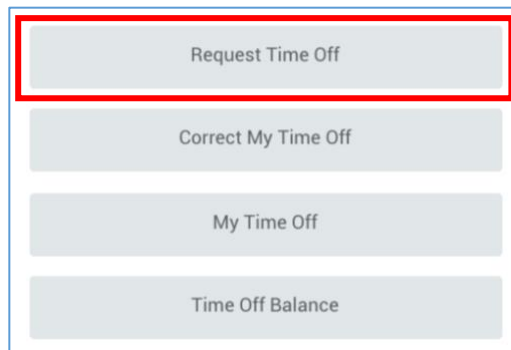
Note: There is no approval process when cancelling an in progress request.

Request Time Off

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



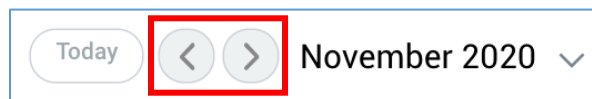
- 2) Click on the button labelled **Request Time Off**.



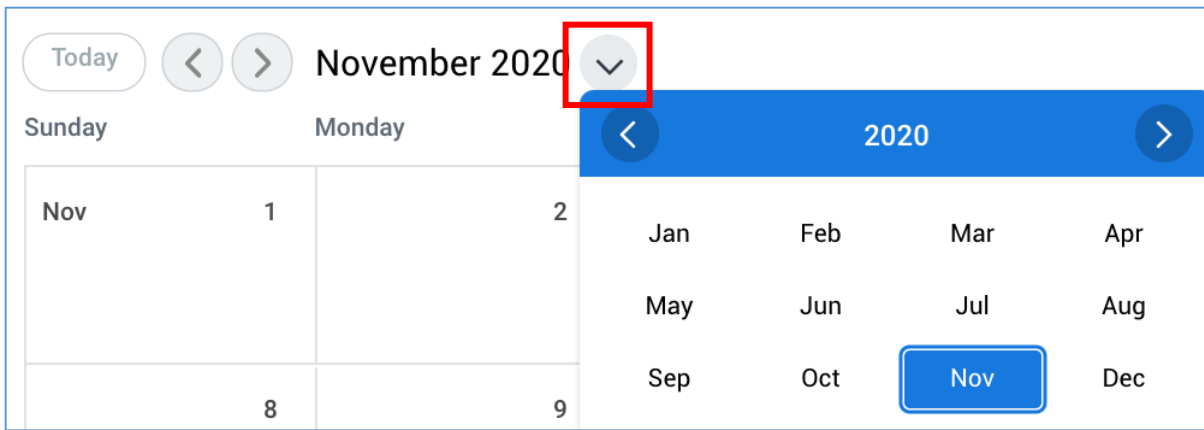
3) A calendar view of the current month will appear. See below for a full-page view of the time off request calendar page.

Today	<	>	November 2020	▼		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 1	2	3 Election Day 2018-2021	4	5	6	7
8	9	10	11 Veterans Day 2019-2022	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day	27	28 Today
29	30	Dec 1	2	3	4	5

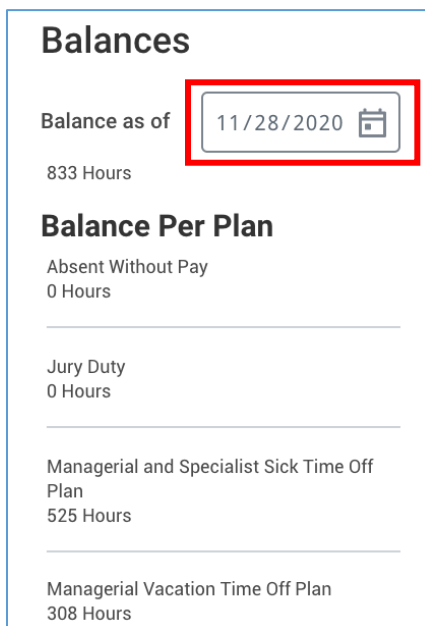
You can navigate between months by clicking the backward and forward arrows located at the top left of the calendar.



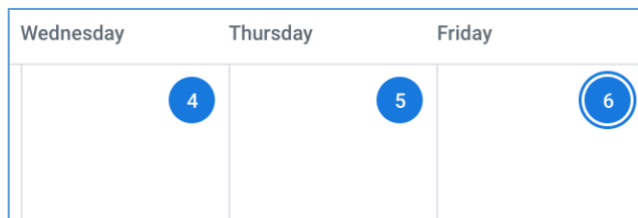
You can navigate between the months and years by clicking the downward facing arrow next to the month and year.



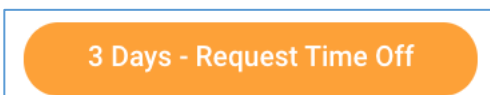
You can see your time off accrual balances on the left side of the page. You can view your balances as of a specific date by change the date in the **Balances as of** prompt.



- 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.

Request Time Off

Rita Book Actions

Total: 21 Hours

When Wednesday, November 4, 2020 - Friday, November 6, 2020

Type * ⋮

× Vacation

Daily Quantity *

Unit of Time Hours

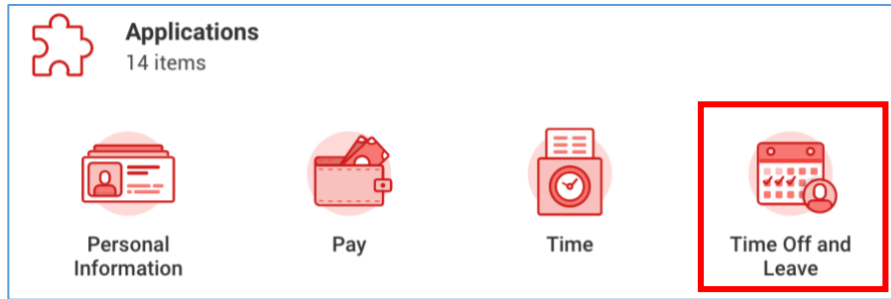
Reason ⋮

Comment

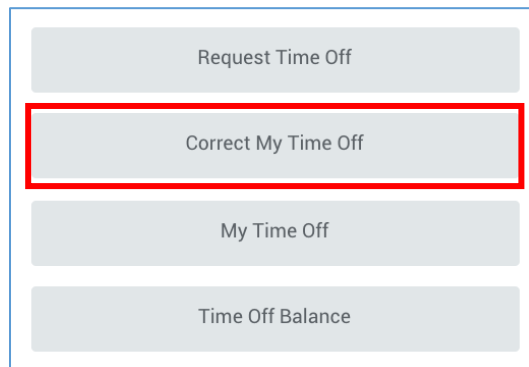
- 10) Click **Submit** at the bottom of the page.

Modify Time Off

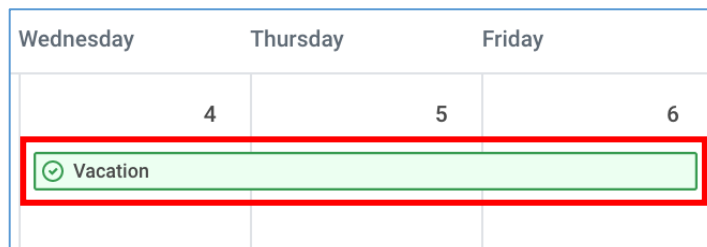
1) From your Workday homepage, click on the **Time Off and Leave** worklet.



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



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



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**.

Correct 3 items				
	Select	Date	Type	Daily Quantity
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, November 4, 2020	Vacation	7 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Thursday, November 5, 2020	Vacation	7 Hours
<input type="checkbox"/>	<input type="checkbox"/>	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**.

Select All 0 selected

Correct 3 items ☰ ☰

	Select	Date	Type	Daily Quantity
⊖	<input type="checkbox"/>	Wednesday, November 4, 2020	Vacation	7 Hours
⊖	<input type="checkbox"/>	Thursday, November 5, 2020	Vacation	7 Hours
⊖	<input type="checkbox"/>	Friday, November 6, 2020	Vacation	7 Hours

Type (empty)

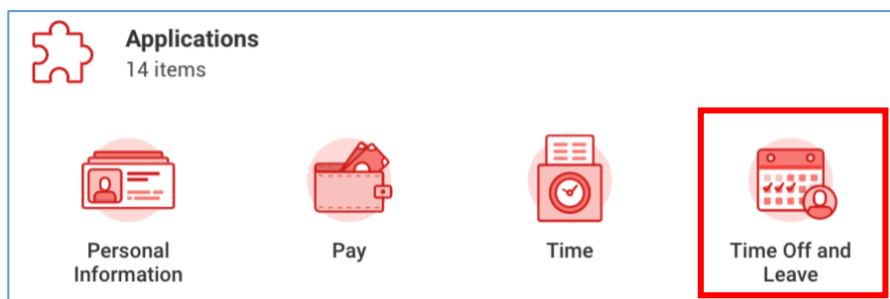
Daily Quantity

Unit of Time (empty)

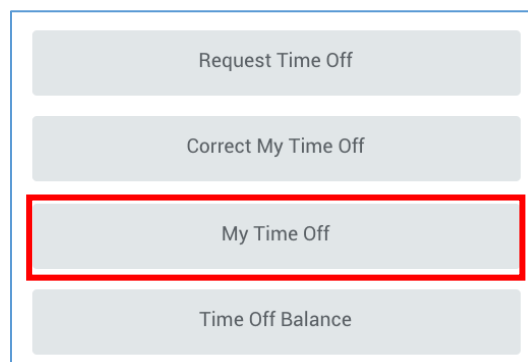
Comment

Cancel Time Off

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



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



- 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.

Time Off Requests		Time Off Balances as of Current Date				
Date	Day of the Week	Type	Requested	Unit of Time	Status	Time Off Event
11/06/2020	Friday	Vacation	7	Hours	Approved	🔍
11/06/2020	Friday	Vacation	-7	Hours	Submitted	🔍
11/05/2020	Thursday	Vacation	7	Hours	Approved	🔍

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

View Event

Time Off Correction: Rita Book Actions

For Rita Book

Overall Process Time Off Correction: Rita Book

Overall Status In Progress

On the menu that appears, hover over **Business Process** and select the **Cancel** option.

View Event

Time Off Correction: Rita Book Actions

Actions

- Business Process > Cancel
- Favorite > View Remaining Process

5) Enter a comment in the comment box at the bottom of the page before clicking **Submit**.

Cancel Business Process

Time Off Correction: Rita Book Actions

For Rita Book

Overall Process Time Off Correction: Rita Book

Overall Status In Progress

Due Date 11/30/2020

Details

Time Off Correction 3 items ☰ ☐ ↗

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time
11/04/2020	Wednesday	Vacation	7	0	Hours
11/05/2020	Thursday	Vacation	7	0	Hours
11/06/2020	Friday	Vacation	7	0	Hours

