



Time Off (All Employees)

Benefit eligible employees should submit Time Off Requests in Workday. These requests will route to your manager for approval. Employees who use VandyWorks to submit PTO requests will continue to use the VandyWorks process. Follow the steps below to submit a time off request.

Time Off in Workday

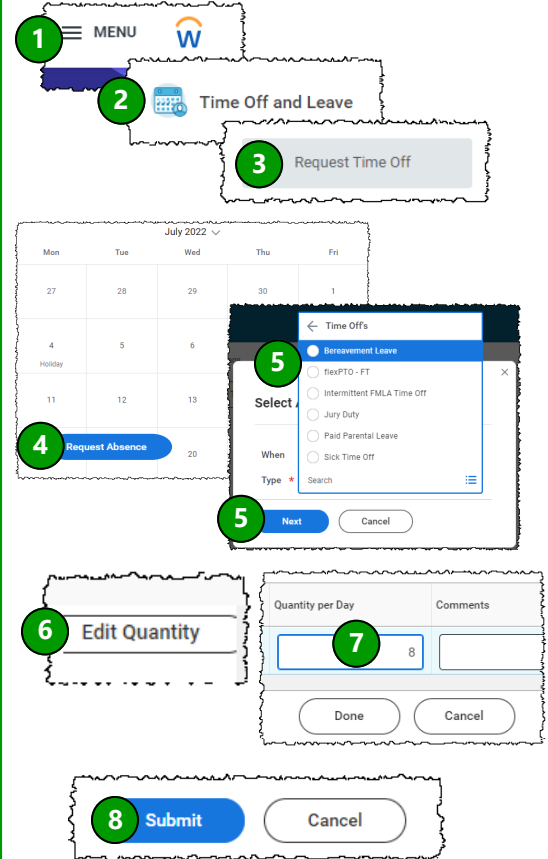
From your Workday homepage:

1. Select **Menu**.
2. Select **Time Off and Leave**.
3. Select **Request Time Off**.
4. Select the requested date(s) and then select **Request Absence**.
5. Select request **Type** and then select **Next**.
6. Select **Edit Quantity**.
7. Enter **Quantity per Day** amount and then select **Done**.
8. Select **Submit**.

Note: Time off approved by your manager will display with a green indicator. Time off requests submitted but not approved will display with a gray indicator.

Note: See below for time off types.

Note: The **Quantity per Day** defaults to zero. For exempt staff enter your daily scheduled hours. For non-exempt staff, this number can be changed to meet your weekly Full-Time Equivalent (FTE) requirement.



Time Off Types

Bereavement Time Off: Time off due to the death of an immediate family member.

FlexPTO-FT: Flex Paid time off .

Intermittent FMLA Time Off: Time off, in separate blocks of time, for a single qualifying reason.

Jury Duty: Time off for Jury Selection.

Paid Parental Time Off: Time off in connection with the birth or placement (for adoption or foster care) of a child.

Sick Time Off: Time off for personal illness.

Time Off Reminders

- ◆ Time tracking occurs in Kronos.
- ◆ Accruals are visible in Workday & Kronos.
- ◆ Employees that currently use VandyWorks for PTO will continue to do so.
- ◆ Exempt staff will use Workday and no longer use Kronos to report PTO.
- ◆ Workday and VandyWorks will feed Kronos.
- ◆ Entries in Kronos on Payroll Monday will load as approved and will flow into and update Workday.



Correct Time Off Requests (All Employees)

Benefit eligible employees should submit Time Off Requests in Workday. These requests will route to your manager for approval. Employees who use VandyWorks to submit PTO requests will continue to use the VandyWorks process. Changes to Time Off Requests can also be made in Workday. Follow the steps below to change a Time Off Request.

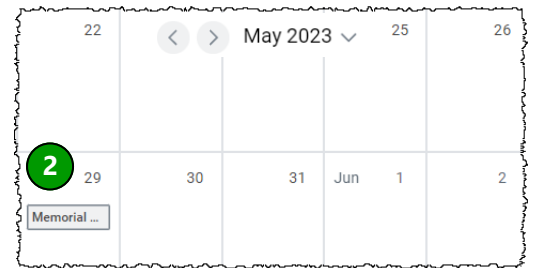
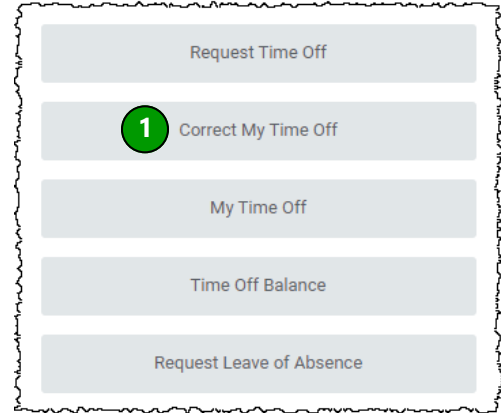
Correct Time Off Requests in Workday

From your Time Off and Leave page:

1. Select **Correct My Time Off**.
2. Locate and click the **Absence Request** you wish to change. If the request is not visible, use the arrows by the date to navigate to a different time range.

Note: If you are a non-exempt (hourly) employee, please see your Kronos Timekeeper for any adjustments to a prior pay period.

3. To delete an entire entry/day, select the **minus** icon next to the related row, and then scroll down to select **submit** (step 6 image). (If you want to adjust an entry/day, skip to step 4.)
4. To make adjustments to some or all entries, check the box in the row(s) of the corresponding entry(ies).
5. Update the **Type** and/or **Quantity per Day**, and then scroll down to **submit**.



Date	Type	Daily Quantity	Select
Monday, May 29, 2023	flexPTO - FT	8 Hour	<input type="checkbox"/>

5 Type

5 Quantity per Day

Unit of Time (empty)

Comment



QUESTIONS?

Please email BusinessEducation@vumc.org.