# Request Absence (All Employees)

Benefit eligible employees should submit Time Off Requests in Workday. These requests will route to your manager for approval. Employees who use WFM to submit PTO requests will continue to follow the WFM 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 Absence**.
4. Select the requested date(s) and then select **Continue**.
5. Select the **Type of Absence** and then select **Next**.
6. Select **Edit Hours (Daily).**
7. Select **Submit Request**.

**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**: The **Quantity per Day** defaults to zero. For non-exempt staff, this number can be changed to meet your weekly Full-Time Equivalent (FTE) requirement. Exempt staff must follow the Hour of Work policy and take increments of full days.



## 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:** FMLA approved 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.

## Non-Exempt Time Off Reminders

- Accruals are visible in Workday & Kronos.
- Employees that currently use WFM for PTO will continue to do so.
- Approved WFM time feeds Workday.
- Entries in Kronos on Payroll Monday will load as approved and will flow into and update Workday.

# Manage Absence (All Employees)

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

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### Cancel/Edit Time-Off in Workday

From your Time Off and Leave page:

1. Select **Manage Absence.**
2. Locate and click the **Absence Request** you wish to cancel or edit. If the request is not visible, use the arrows by the date to navigate to a different time rage.

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

3. To cancel your request, select **Cancel Absence,** input details and then select **OK**.
4. To edit your request, select **Edit**, make the necessary changes and then select **Submit Request**.
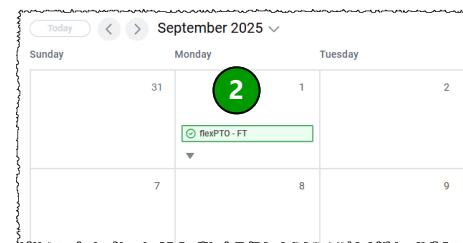




**Absence Entries**

| | |
|---|---|
| Request Amount | 8 Hours |

**Approved**

| | |
|---|---|
| Status | Approved |
| Request Dates | Mon, Sep 1, 2025 |
| Type of Absence | flexPTO - FT |
| Duration per Day | 8 Hours |

Cancel Absence    Edit

**Cancel Absence**    ✕

This action cancels the entire absence request.

Request Dates     Mon, Sep 1

Comment [        ]

Comment to Approver [        ]

**Attachments**

Drop files here
or
Select files

Cancel     OK

**Edit Absence**

**Mon, Sep 1**

Type of Absence *
[ ✕  flexPTO - FT ]

Reason
[        ]

Hours (Daily)
[ 8 ]

✏ **Edit Individual Days**

Comment
[        ]

Total Request Amount: 8 Hours

Cancel     Submit Request