



## 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

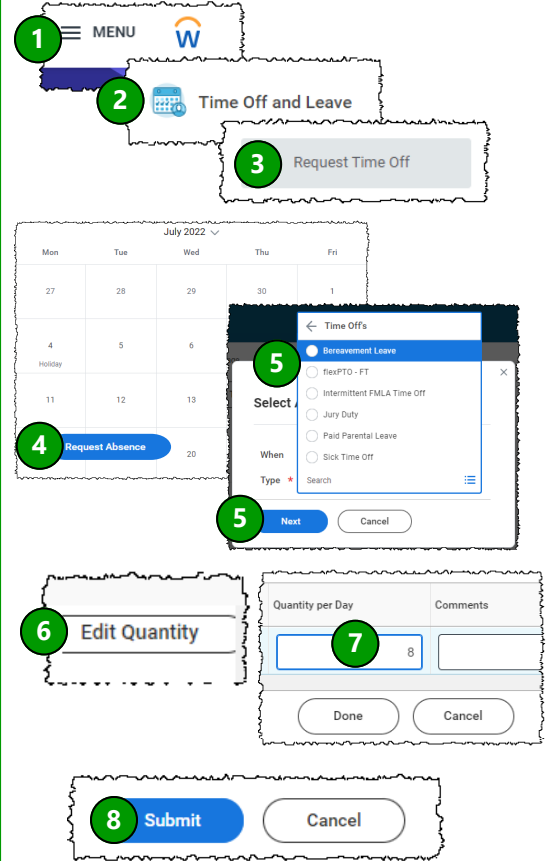
From your homepage:

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 Leave:** Time off due to the death of an immediate family member
- flexPTO-FT:** Flex Paid Time Off
- Intermittent FMLA Time Off:** Leave, in separate blocks of time, for a single qualifying reason.
- Jury Duty:** Leave for Jury Selection
- Paid Parental Leave:** Leave in connection with the birth or placement (for adoption or foster care) of a child
- Sick Time Off:** Personal illness time off

### 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.