

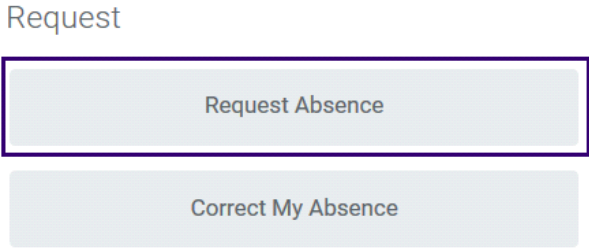
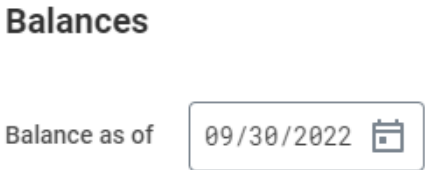


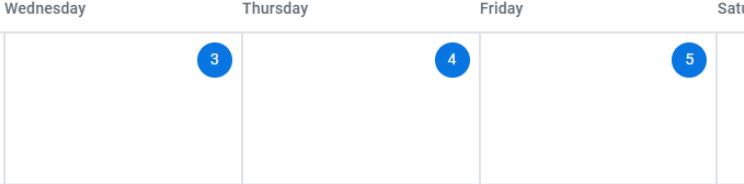
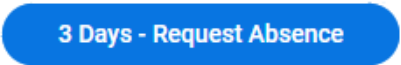


WORKDAY QUICK GUIDE

ENTER ABSENCE (TIME OFF)

<p>1. Select the Absence app from the Global Navigation Menu.</p> <p>(Menu > Absence)</p>	 <p>MENU </p> <p>Absence</p>
<p>2. Select Request Absence.</p>	 <p>Request</p> <p>Request Absence</p> <p>Correct My Absence</p>
<p>3. Set the Balance as of date to the last day of the absence you are requesting.</p>	 <p>Balances</p> <p>Balance as of 09/30/2022 </p>
<p>4. Use the arrow buttons to navigate to the month you want to take off.</p>	 <p>Today < > August 2022 ✓</p>
<p>5. Select the day(s) you want to request off.</p>	 <p>Wednesday Thursday Friday Saturday</p> <p>3 4 5</p>
<p>6. Select the Request Absence button.</p>	 <p>3 Days - Request Absence</p>

7. Select the **Type** of absence you want to take.
Note: If you have a balance in any of the following Time Off types, it must be used first and in the following order:

- *Holiday Credit Time Off*
- *Discretionary (Awarded) Time Off*
- *Vacation Time Off*
- *Other Paid Time Off*
- *Unpaid Time Off*

8. If you have more than one position, choose the **Position** you want to use for the time off request.

9. Select **Next**.

Select Absence Type

When Wednesday, August 3, 2022 - Friday, August 5, 2022

Type *

Position *

Next

Cancel

10. If necessary, select the **Edit Quantity per Day** button, and adjust the number of hours you want to take off for each day in the **Quantity per Day** column.

11. Select **Done**.

3 items

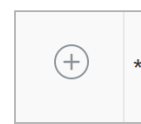
Date	Quantity per Day
Wed, Aug 3, 2022	<input type="text" value="4"/>
Thu, Aug 4, 2022	<input type="text" value="8"/>
Fri, Aug 5, 2022	<input type="text" value=""/>

Edit Quantity per Day

Done

12. To add another time off request, select **Plus (+)**, and repeat steps 4-11.

Request 1 ite



13. Select **Submit**.

Submit

User Guide: https://isc.uw.edu/user-guides/enter_absence/