WORKDAY TIME OFF OVERVIEW FOR TIMEKEEPERS
QUICK REFERENCE GUIDE

THE REQUEST TIME OFF

To find an employee type the employee name or employee ID in the search field.

1. Click the Related Actions and Preview button next to the employee.
2. Hover over Time and Leave.
3. Select Enter Time Off as the Timekeeper.
1. Employee Name and Employee ID.

2. **Today** button. Click to display the current month.

3. **Arrow Controls.** Scrolls through the months in the calendar.

4. **Month.** Indicates the calendar month displayed on the screen.

5. **Balance as of Date.** Shows the as of date for leave balances, e.g., annual leave, comp time, personal leave, etc. This date can be changed.

6. **Total Leave Balance.** Displays the total of the leave hours available as of the date selected in the Balance as of... date field.

7. **Balance Per Plan.** Section displays leave balances for each eligible leave plan.

8. **Time Off Request Time Block.** Displays any time off requests including the status. Common time off request statuses, include:
   - **Unsubmitted** – Gray Clock
   - **Submitted** – Gray Check Mark
   - **Action Needed** – Yellow Exclamation Point
   - **Approved** – Green Checkmark
   - **Denied** – Red Circle

9. **Holidays.** Time blocks that display scheduled State holidays.

10. **Request Time Off** button. Click to enter leave type and reason (after indicating on the calendar dates being requested). The button displays the number of days being requested.

**Note:** See the Request Full Days Off in a Future Pay Period job aid for step-by-step instructions.