



Request Absence for a Future Pay Period

(This task replaces the Request Time Off Task)

Workday delivers a new simplified Request Absence task that enables workers to quickly submit future dated full or partial day requests for multiple dates in one unified event.

Procedure:

Tip: The Request Absence task can also be accessed from the related actions on the worker profile and the Time Management Hub.

1. Search for the task **Request Absence** in the search window on the home screen and open the task by clicking on it.

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Task

Enables you to **request absence** by selecting from a combined list of time off and leave types, collectively known as absence types. You don't have to distinguish between time off or leave types.

2. Choose the future date(s) which you want to request absence for by using the pop-up calendar to select each day:



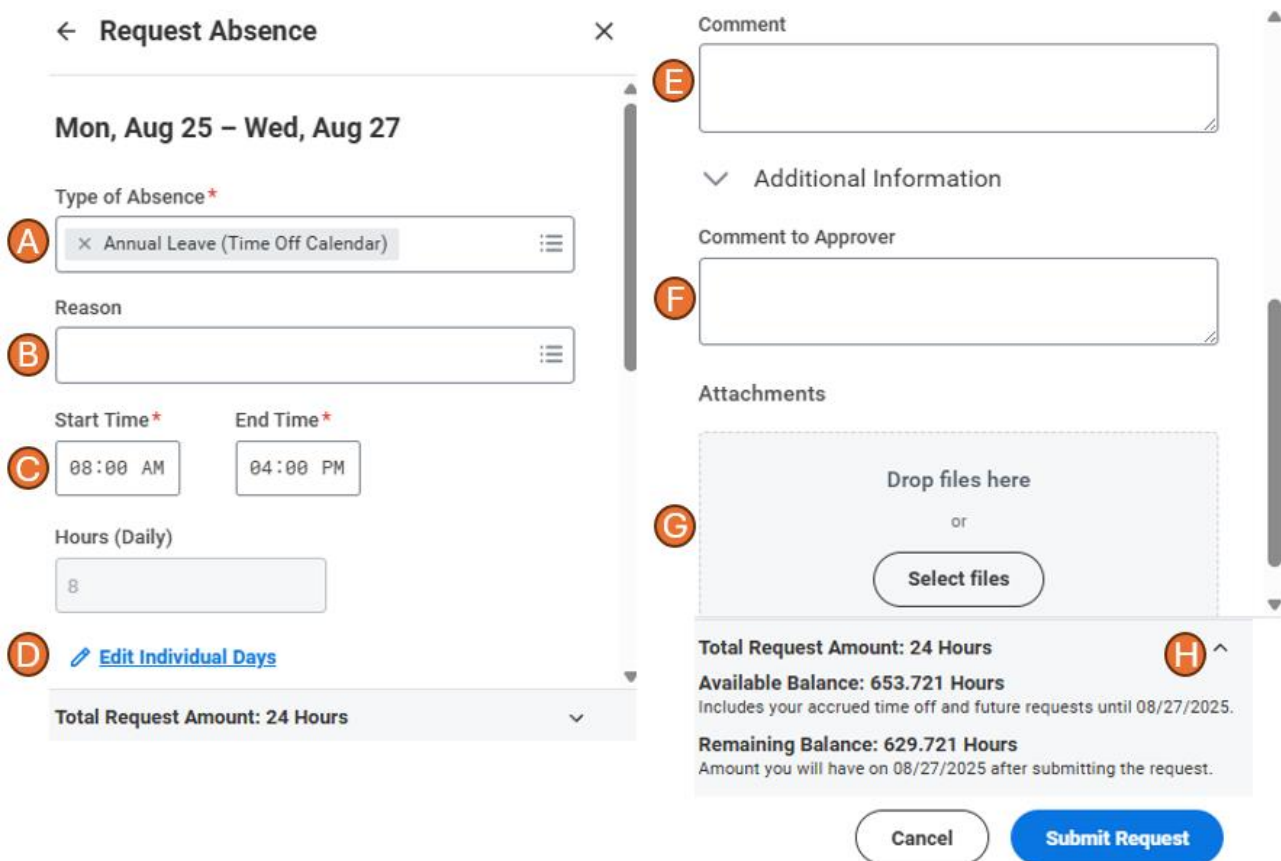
3. Select the Type of Absence you are requesting by clicking in the box and choosing in the drop down menu.

NOTE: The available options will be determined by the employee's security role and Absence/Time Off eligibility.

The image displays three sequential screenshots of the 'Request Absence' form, illustrating the process of selecting a type of absence. Each screenshot shows the form title 'Request Absence' with a close button (X), the date range 'Mon, Oct 20 – Wed, Oct 22', and a 'Type of Absence' dropdown menu. The first screenshot shows the dropdown menu open, displaying a list of options: Primary Time Off, Compensatory Leave Time Offs, Misc Time Offs, Sick and Safe Time Offs, Unpaid Time Offs, Intermittent FMLA Time Offs, and Accident Leave. A blue arrow points from the dropdown menu in the first screenshot to the same menu in the second screenshot. The second screenshot shows the 'Primary Time Off' option selected, and a blue arrow points from this selection to the third screenshot. The third screenshot shows the 'Primary Time Off' option selected, and a list of radio button options is displayed below it: Annual Leave (Time Off Calendar), Paid Administrative Leave (Time Off Calendar), Pandemic Carryover Time Off (Calendar), Personal Leave (Time Off Calendar), and Sick (Time Off Calendar). Each screenshot also includes 'Cancel' and 'Submit Request' buttons at the bottom.

4. Complete the **Absence Request** details:

*****Option 1:** (used if all dates requested are identical; *same # of hours used*)

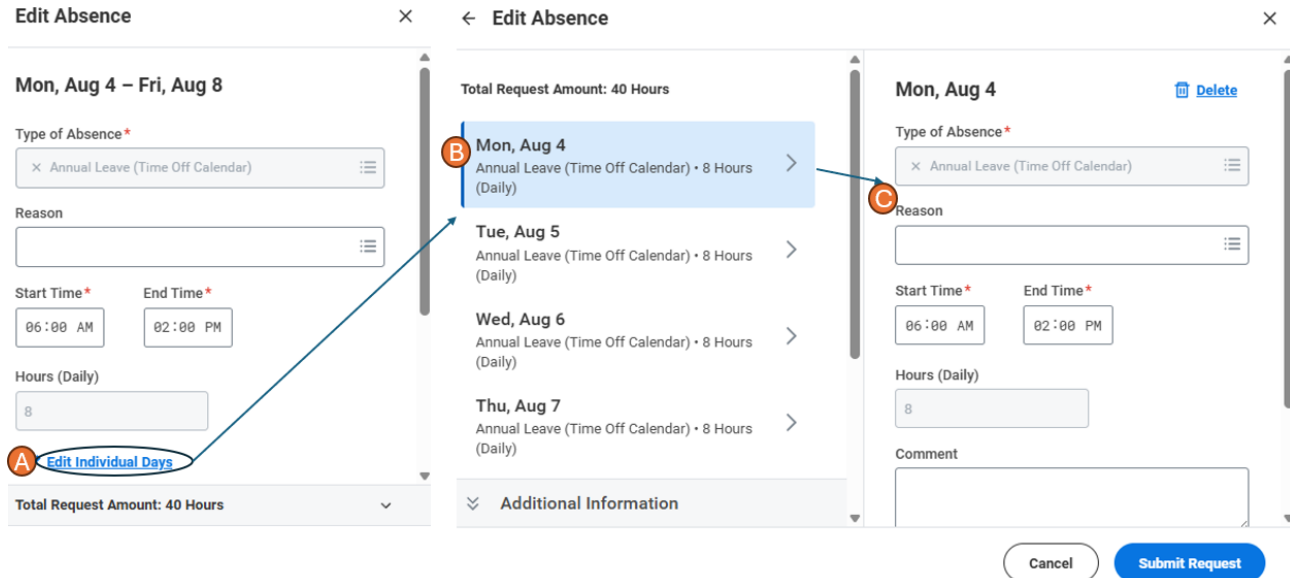


The screenshot shows the 'Request Absence' form with the following fields and annotations:

- Mon, Aug 25 – Wed, Aug 27**: Dates for the absence.
- Type of Absence***: Dropdown menu with 'Annual Leave (Time Off Calendar)' selected. **A** points to this field.
- Reason**: Dropdown menu. **B** points to this field.
- Start Time***: Time picker showing '08:00 AM'. **C** points to this field.
- End Time***: Time picker showing '04:00 PM'.
- Hours (Daily)**: Input field showing '8'.
- Edit Individual Days**: Link to edit the request for individual days. **D** points to this link.
- Total Request Amount: 24 Hours**: Summary of the total hours requested.
- Comment**: Text area for a comment. **E** points to this field.
- Additional Information**: Section header.
- Comment to Approver**: Text area for a comment to the approver. **F** points to this field.
- Attachments**: Section for adding attachments. **G** points to the 'Drop files here' area.
- Total Request Amount: 24 Hours**: Summary of the total hours requested.
- Available Balance: 653.721 Hours**: Summary of the available balance. **H** points to the balance information.
- Remaining Balance: 629.721 Hours**: Summary of the remaining balance.
- Cancel** and **Submit Request** buttons.

- Type of Absence: Use the prompt to change the appropriate Time Off code (e.g., Personal, Sick) or leave
- Time Off Reason: Use the prompt to select the time off reason (if applicable)
- Start/End time for the absence for date(s)
- Click to choose different options for different requested dates (see Option 2 below)
- Do not use
- Enter Comment for the approver for the request
- Add attachment (if applicable)
- Click down arrow at anytime to see balance before and after request

*****Option 2:** (used to select different options; *varying start/end times for select dates in the request*)



The screenshot shows the 'Edit Absence' form. On the left, the 'Edit Individual Days' link is circled in red and labeled 'A'. An arrow points from this link to a list of dates in the center. The list shows 'Mon, Aug 4' selected, with a red circle 'B' next to it. An arrow points from the 'Mon, Aug 4' entry in the list to the right-hand form, which is labeled 'C'. The right-hand form shows the details for 'Mon, Aug 4', including 'Type of Absence' (Annual Leave), 'Reason', 'Start Time' (06:00 AM), 'End Time' (02:00 PM), and 'Hours (Daily)' (8). At the bottom of the form, there are 'Cancel' and 'Submit Request' buttons.

- To choose different options for different dates, select [Edit Individual Days](#)
- Select each date individually
- Enter options by date (type, reason, start / end), etc...

5. When you have finished entering details, click on the Submit Request button

Submit Request

and you will see this confirmation pop-up:

Success! Request Submitted

[Go to Calendar](#)



6. To verify click the Go to Calendar button [Go to Calendar](#) and confirm the time off is showing. If you hover the cursor over the date(s) it will display whether it is submitted or approved.

The screenshot displays a calendar interface with dates from 17 to 30. A tooltip for Friday, August 22, 2025, shows 'Submitted | Annual Leave (Time Off Calendar) | 8 Hours | Friday, August 22, 2025'. Another tooltip for Monday, August 25, 2025, to Wednesday, August 27, 2025, shows 'Approved | Annual Leave (Time Off Calendar) | 8 Hours | Monday, August 25, 2025 to Wednesday, August 27, 2025'. The interface includes buttons for 'Annual Leave (Time Off Calendar)' and 'Annual Leave (Time Off Calendar)'.

NOTE: To Cancel a submitted Absence request that has not been approved see the [Edit or Cancel Absence Requests](#) job aid.

Tips:

- For leave taken, leave balances are updated in the system at the end of each pay period.
- For accruals, the balance is updated at the beginning of the pay period based on projected accrued leave for the employee (except Comp Time).
- Comp Time is accrued the day it is earned and after the time sheet is saved.
- To view the status of your Absence request, use the **View Time Off** job aid.
- You can cancel an absence before it has been approved. After the absence has been approved, you can cancel or correct it using the **Edit or Cancel Absence Requests** job aid.
- There is no need to request Holidays as Time Off unless you work in a unit that has pre-scheduled holidays.

7. The System Task is Complete.