

Time Off Request and Balances- Future Requests

USER GUIDE

Depending on your department's policy: you may enter future time off dates through the Absence App. You may also enter current and future time off dates through your Time App, refer to the Time Tracking job aid.

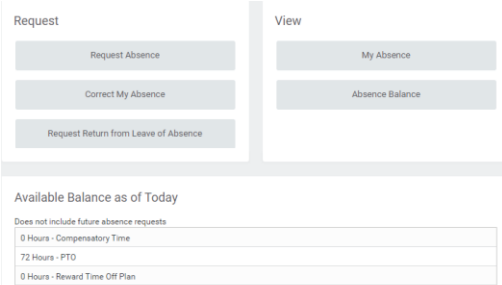
For IntelliTime and RTVision users- your leave balances will be available in Workday. Balances may not be accurate in the other programs.

VIEW ABSENCE BALANCE- Absence Application

- Under the **Menu** section, choose **Absence**.



- You will see a snapshot of your banks. Click **Absence Balance** under View to see the amounts in each bank.

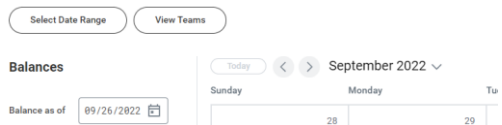


- A pop-up will appear asking you to select the **As- Of Date** to view your balances. Choose the calendar for a date.
- Select **OK**. The report **Absence Balance** displays reflecting the date entered.

If your Manager approves, you may be able to go into a negative PTO balance. Be sure to review the County's PTO Policy before going negative.

SUBMITTING TIME OFF REQUESTS

- Under the **Request** section, select **Request Absence**. The absence calendar displays. You can view your team members "approved" time off on your calendar.
- You can click on the **dates on the calendar** to select the day(s) or click **Select Date Range** for multiple days.



- Once all selected, click on the bottom of the page for **Request Absence**. This will also show the number of days you selected off.
- Select the type of absence requested:
 - Select Time Off:* Bereavement/Funeral, Compensatory, Jury, PTO, Reward or Unpaid. Select **Next**.



Note: For Leave of Absence requests, such as FMLA, contact Sharon Hernandez- Employee Resources Department first for information on your options. If approved for FMLA, enter the appropriate FMLA types.

- Select **Edit Quantity per Day**. If taking the same amount each day, enter those hours in **Update All Quantities**. You can choose how many hours, increments starting at 0.25, for each day.

If you are not taking a full day of PTO, make sure to add in the comments the time frame you are taking.

Requested	4 Hours
Reason	PTO - Scheduled
Comment	8 to 12

- Once done, click **Done**. Your request will then show the total amount of hours you have requested off.
- Enter in the **reason for the time off**. This is required for all time off requests, except for Jury Duty.

Details for: PTO

Reason *

- Attachments are NOT required. You may attach a document by dragging them or searching for the file. Select the correct Category for your attachment.
- If everything looks correct, click **Submit**. This will go to your manager for approval. You can view the status of your request at any time by returning to Request: **Absence Calendar**

Grey is pending manager approval. Green is approved.



- Once your request has been approved or denied, you will receive a notification on your home page.

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- If your request has been denied in the **notification**, click on **Details**. On the next screen, click on **Process**. You will see the denial reason listed here.

Overall Process [Absence Request: Emily Employee](#)

Overall Status Denied

Due Date 10/06/2022

Calendars In Use Consecutive Days (No Calendars Selected)

Details **Process**

CANCEL A SUBMITTED TIME OFF REQUEST- NOT YET APPROVED From the Absence Application

- Under Request, choose **Request Absence** or **Correct My Absence** to open the absence calendar.

Request **Request Absence** **Correct My Absence** **Request Return from Leave of Absence**

View **My Absence** **Absence Balance**

Available Balance as of Today

Does not include future absence requests

0 Hours - Compensatory Time
72 Hours - PTO
0 Hours - Reward Time Off Plan

- On the calendar, select the time off entry listed that you need to change.

8 9

PTO

- Select, **Cancel this Request**.

When Thursday, September 8, 2022 - Friday, September 9, 2022

Type PTO

Requested 16 Hours

Initiated On 07/19/2022 10:54 AM

Absence Event [Absence Request: Emily Employee](#)

Comment (empty)

Cancel this Request

- Enter a **comment** for the cancellation- this is required.

- Select **Submit**. The process does not need approval.

MODIFY APPROVED TIME OFF OR LEAVE REQUEST From the Absence Application

- Under Request, choose **Request Absence** or **Correct My Absence** to open the absence calendar. You cannot change the date of request, you are only able to delete or change the amount of hours.

Request **Request Absence** **Correct My Absence** **Request Return from Leave of Absence**

View **My Absence** **Absence Balance**

Available Balance as of Today

Does not include future absence requests

0 Hours - Compensatory Time
72 Hours - PTO
0 Hours - Reward Time Off Plan

- On the calendar, select the time off entry listed that has been approved that you need to modify.

19 20

PTO

- Select the day(s) you want to correct or select the **Remove Row** icon to remove days.

Wednesday, February 24, 2021 - Thursday, February 25, 2021

Select All 0 selected

Contact: 2 items

Select	Date	Type	Daily Quantity
<input type="checkbox"/>	Wednesday, February 24, 2021	Vacation (Hours)	8 Hours
<input type="checkbox"/>	Thursday, February 25, 2021	Vacation (Hours)	8 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

- Select **Submit**. This will go to your manager for approval. This will stay on your calendar until it has been approved.



Note: If you need to correct a day you selected, tap **Delete Day** to remove the day from your screen.

You will only need to edit the quantity per day if you are still taking the selected day off but adjusting the amount of hours than what was originally approved.