**Time Off: Manage Your Time Off**

**View Time Off Balances**

From the Time Off worklet:

1. Click the **Time Off Balance** button under the View section. The Time Off Balance task displays with today's date in the As Of field by default.
2. Click **OK** to view your balance as of today's date.

**Note:** To view past or future balances, change this date. Workday will re-calculate based on how you accrue time off.

3. Depending on the type of time off plan, balances are tracked either in days or hours. Select any of the Accrued Year To Date values to view more details.

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![Time Off Balance Screen](image-url)
Submit Time Off Requests

From the Time Off worklet:

1. Click **Time Off** under Request.

2. Select the day(s) you wish to take time off. Click on a selected day to deselect it.

3. Click **Request Time Off**. The number of days you requested dynamically displays on the button to help confirm your request.

4. Enter the Type of time off requested.

5. Enter the number of hours requested per day in the Daily Quantity field. Your status of salaried or waged, as well as state and federal laws, may limit what you can add in this field.

6. Attach any appropriate supporting documents by dragging them to the **Drop files here** field or clicking **Select files**.

7. Click **Submit**.

Your screens and processes may vary from those described here.
**Check on the Status of Your Request**

From the Time Off worklet, click **My Time Off** under View. You can see the status of your requests on the table displayed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Requested</th>
<th>Unit of Time</th>
<th>Comment</th>
<th>Status</th>
<th>Time Off Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/23/2016</td>
<td>Tuesday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>02/22/2016</td>
<td>Monday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>02/12/2016</td>
<td>Friday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Submitted</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>02/11/2016</td>
<td>Thursday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Submitted</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>02/10/2016</td>
<td>Wednesday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Submitted</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>02/09/2016</td>
<td>Tuesday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Submitted</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>02/08/2016</td>
<td>Monday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Submitted</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>01/02/2015</td>
<td>Thursday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td>4th of July</td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>05/29/2015</td>
<td>Friday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td>Memorial Day</td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>05/28/2015</td>
<td>Thursday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td>Memorial Day</td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>05/27/2015</td>
<td>Wednesday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td>Memorial Day</td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>05/26/2015</td>
<td>Tuesday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td>Memorial Day</td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
<tr>
<td>05/27/2014</td>
<td>Tuesday</td>
<td>Vacation (Hours)</td>
<td>8</td>
<td>Hours</td>
<td></td>
<td>Approved</td>
<td>Time Off Request: Amelia Casias</td>
</tr>
</tbody>
</table>
Cancel a Submitted Time Off Request

Submitted requests that have not been approved can be canceled. Once approved, you must correct the request before you cancel it.

From the Profile icon:
1. Click the **Inbox** link.
2. Click the **Archive** tab.
3. Click the Time Off Request task you want to cancel.
4. Click **Cancel**.
5. Enter a comment. This step is required for a cancelation.
6. Click **Submit**. No approval is required.

**Note:** The Archive tab only includes time off requests completed within the last 30 days.
Modify Previously Submitted and Approved Requests

From the Time Off worklet:

1. Click **Time Off Correction** under Request. If you have no approved requests, you will receive an error message.
2. Click the approved time off request on the calendar.
3. Select the day(s) you want to correct.
4. Enter an adjustment to requested hours in the Daily Quantity field.
5. Click the **Remove Row** icon to remove days. The projected balance at the top automatically updates once you leave the field.
6. Click **Continue**.
7. Click **Submit**.
8. Enter any comments.
9. Click **Submit** and **Done**.

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