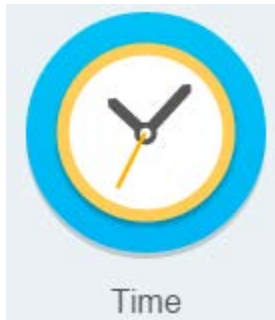



TCC employees will use Workday's Time worklet to request time off. Employees will use the same tools that the system uses for tracking time sheets.

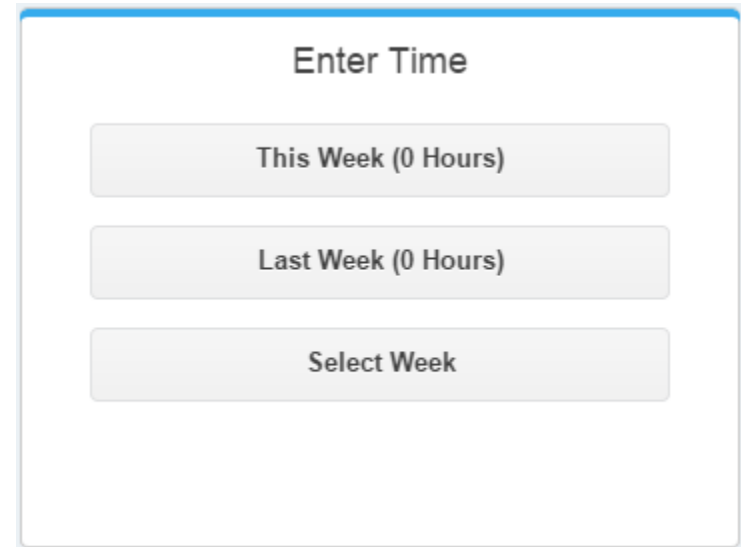
Workday's Time Worklet:



Enter Time Off by Week


From the Time worklet:

1. Click **Select Week**. Click the **Calendar** icon  to choose a date for the week you want to request time off. Click **OK**.



2. While looking at the calendar, click the **Enter Time** button. Then select **Enter Time** from the menu that displays.



- Each day is presented on a separate tab. Create time blocks by entering time **In**, time **Out** and **Time Type** for each day. Use the plus **+** and minus **-** buttons to create and delete additional blocks of time for each day.
 - Time Type**: use the prompt icon  to see your options for types of time off – annual, sick, etc.
 - In**: for the beginning of your time off, such as “8 am”
 - Out**: for the end of your time off, such as “12 pm”
 - Out Reason** will always be “Out.”
- Once you are done, click the **OK** button to go back to the calendar to review what you’ve entered.
- You must click **Submit** to send your time off request to your manager for review and approval. If it’s not sent by using **Submit**, then it cannot be processed.

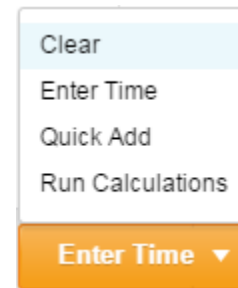
Do not click **Submit** until you are done entering time off for the entire week.

Review that your hours are correct, then click the **Submit** button. You may want to enter a comment in the comment box explaining to your manager why you are requesting time off or to provide additional details or context for your request.

Quick Add

Exempt employees have the option of using **Quick Add** to create multiple time blocks at once on the calendar.

- Click **Enter Time**, then **Quick Add** from the pop-up menu.



- Select the **Time Type** to specify what type of time off you want to request. Then click **Next**.
- Select the beginning (**In**) and ending times (**Out**) of your request, then select the days you want to request off. Click **OK**. Multiple blocks of time off are now added to the calendar.

Add	Sunday	<input type="checkbox"/>
-	Monday	<input checked="" type="checkbox"/>
In	Tuesday	<input checked="" type="checkbox"/>
Out	Wednesday	<input checked="" type="checkbox"/>
Out Reason	Thursday	<input checked="" type="checkbox"/>
	Friday	<input checked="" type="checkbox"/>
	Saturday	<input type="checkbox"/>

Enter time off directly onto the calendar

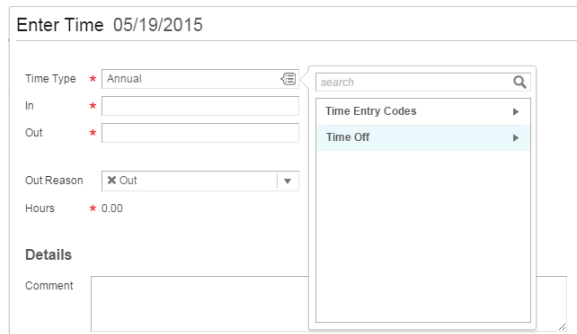
If you prefer, there is a second way in Workday to enter your time off request. It doesn't matter your preference—it just works a little differently.

1. Click inside the calendar on the day you want to request time off. The Enter Time window displays.



2015	Sun 3/1 Hours Entered: 0	Mon 3/2 Hours Entered: 0	Tue 3/3 Hours Entered: 0	Wed 3/4 Hours Entered: 0
7 AM				
8 AM				
9 AM				

2. Complete all required fields: time **In**, time **Out** and **Time Type**.



Enter Time 05/19/2015

Time Type * Annual

In *

Out *

Out Reason * Out

Hours * 0.00

Details

Comment

3. Click **OK**.
4. Repeat **steps 3 and 4** for each day you want to request time off. Total hours update and display across the top of the calendar.

5. If necessary, click on a previously created time block to make any corrections.
6. Click **OK** to save corrections or **Delete** to remove a time block.
7. You must click **Submit** to send your time off request to your manager for review and approval. If it's not sent by using **Submit**, then it cannot be processed.



Limitations of the Workday time off system

Please take note of some important limitations of the Workday time off system:

1. Workday does not automatically recognize the 1-hour lunch break, and will record an 8 a.m. to 5 p.m. time off request as 9 hours. If you are requesting off a full day of work, you may need to enter it as 9 to 5, or 8 to 4 and let your manager know you will be out the entire day in the comment box.
2. Each week must be submitted separately, and time off requests that extend across multiple weeks must be submitted separately. For example, if you request off Friday and the following Monday, they must be submitted as separate weeks.



You can use the arrows to navigate between weeks on the calendar to enter time off across multiple weeks, but they must be **submitted separately, week by week**.

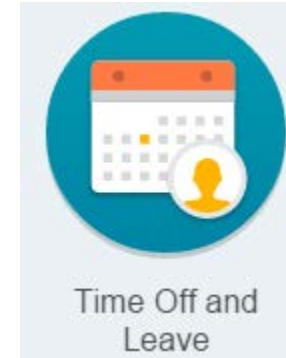
Modify Previously Submitted Time Off Requests

You can make changes to your time off request after it has been approved, but the week must then be re-submitted for your manager's review and approval.

From the Time worklet:

1. Click **Select Week**.
2. Enter a date that is within the week you want to edit.
3. Click **OK**. Your time off requests display on the calendar. Approved time-off blocks are shaded dark green.
4. Click the time block you want to edit. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**.
6. After making changes, make sure to click the green **Submit** button to resend it your manager for approval.

About the Time Off and Leave Worklet



The **Time Off and Leave** worklet contains links to actions and information related to time-off and extended leaves of absence. Use these links and options to do the following:

- **My Time Off:** View previously entered time off requests, including not submitted, submitted, and approved requests.
- **Request Leave of Absence:** Request an extended leave of absence from the College such as FMLA, military service, worker's compensation, sabbatical, etc.
- **Request Return from Leave of Absence:** Used when returning from your extended leave of absence.
- **Time Off Balance:** View how many time-off hours you've accumulated as of a specific date. Click the **Calendar** icon to select a particular date.

