SUBMITTING A TIME OFF REQUEST IN WORKFORCE

1. Click on "➕ Create New Request"

2. Select the type of absence in the "Pay Code" field.
    Select the beginning and end dates in the "Dates" fields.
    You **must** add information in the "Comments" field for "Sick-Self" or "Self-Family" absences.
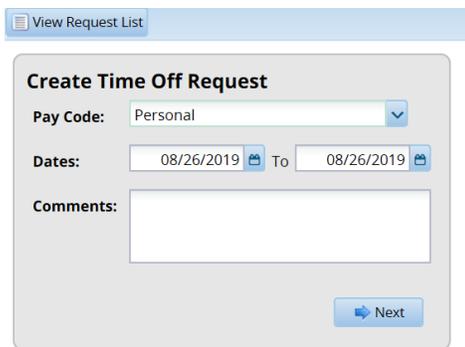
    Note: By moving your mouse over the graph at the bottom of the page, you can visually see how much time you have available in the future, as well as future pending requests off (faded marker 🔘) and future approved requests off (bold marker 📍).   See example below.
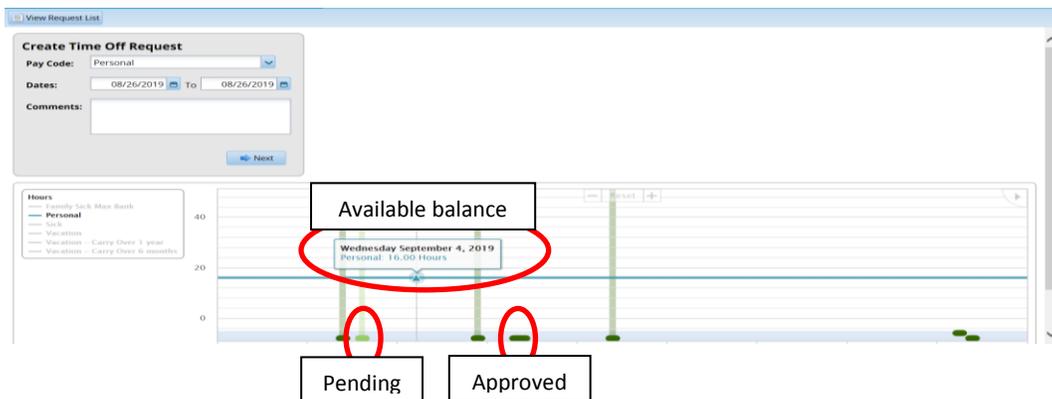
3. Select "Next".
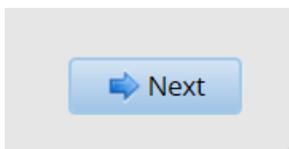
4. If your absence is less than a full day, click on the hours shown in the "Value" column and then click "Update".

If your absence will extend through a holiday and/or weekend, be sure to click on the red "X" to remove holidays or weekends from your request so that you are not charged time off for days for which you are already paid, or for which you are not scheduled to work. If you remove holidays or weekends, be sure to click the "Update" button in order to update the total hours/dates you are requesting.

Request Details

Action	Date	Pay Code	Value	
➕ ✖	Mon 08/26/2019	Vacation	8.0	Hours
➕ ✖	Tue 08/27/2019	Vacation	8.0	Hours
➕ ✖	Wed 08/28/2019	Vacation	8.0	Hours
➕ ✖	Thu 08/29/2019	Vacation	8.0	Hours
➕ ✖	Fri 08/30/2019	Vacation	8.0	Hours
➕ ✖	Sat 08/31/2019	Vacation	8.0	Hours
➕ ✖	Sun 09/01/2019	Vacation	8.0	Hours
➕ ✖	Mon 09/02/2019	Vacation	8.0	Hours
➕ ✖	Tue 09/03/2019	Vacation	8.0	Hours

5. After verifying your request accurately reflects the hours and dates, select "Submit".

Request Details

Action	Date	Pay Code	Value	
➕ ✖	Mon 08/26/2019			
➕ ✖	Tue 08/27/2019	Vacation	8.0	Hours
➕ ✖	Wed 08/28/2019	Vacation	8.0	Hours
➕ ✖	Thu 08/29/2019	Vacation	8.0	Hours
➕ ✖	Fri 08/30/2019	Vacation	8.0	Hours
➕ ✖	Sat 08/31/2019			
➕ ✖	Sun 09/01/2019			
➕ ✖	Mon 09/02/2019	Vacation	8.0	Hours
➕ ✖	Tue 09/03/2019	Vacation	8.0	Hours

Comments

On vacation

◀ Back   ✔ Submit

Bank Usage

		08/26/2019		09/03/2019
Vacation - Carry Over 6 months:	40.00 Hours used	87.50		39.50

Exceptions

No exceptions.

6. You will receive a system generated email when your request has been approved by your supervisor. **You are responsible for verifying the accuracy of your timesheets and for notifying your supervisor if you have any questions.**

Updated August 2019