

# Requesting Absence (PTO)

Action: Employees

- Requesting absence (PTO)
- View time off (PTO) balance

# Requesting Absence (PTO)

Workday uses the verbiage “Request Absence” for requesting PTO. This is to be used when submitting time off.

# Type 'Request Absence' in search bar

The screenshot shows a search bar with the text 'requ' entered. A dropdown menu is open, listing several search results. The first result, 'Request Absence Report', is highlighted with an orange box and a mouse cursor. Other results include 'Request Flexible Payment And Deduction Options Task', 'Request Reference Letter Task', 'Request Work Schedule Task', 'Requested Feedback Responses Report', 'Requests Submitted On My Behalf Report', and 'Required Retest Business Rules Specialist | DDMI - Farmington Hills'. A 'VIEW MORE' link is visible at the bottom of the dropdown.

ew details drill down on Year to Date values.

Beginning Year Balance	Accrued Year To Date	Abs
0	8	
30	120	

er Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	A
8	8	8	0'
0	150	150	0'
Total:		158	158



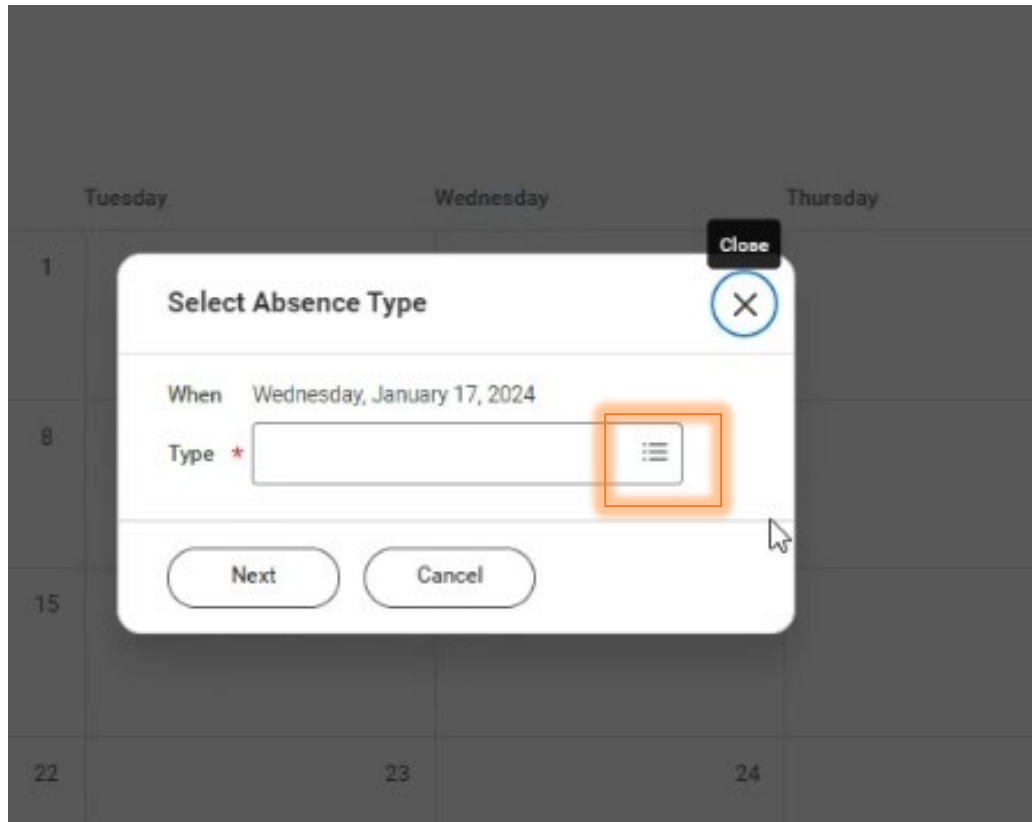
# Select the day(s) you want PTO

Today < > January 2024

day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
31	Jan	1	2	3	4	5	6	
7		8	9	10	11	12	13	
14		15	16	17	18	19	20	
21		22	23	24	25	26	27	
28		29	30	31	Feb	1	2	3



# Select Type of PTO



# Select Type of PTO

The screenshot shows a 'Select Absence Type' dialog box. At the top, it says 'Select Absence Type' with a close button (X). Below that, the date 'Wednesday, January 17, 2024' is displayed. The 'Type' field is highlighted with an orange box and contains 'x PTO'. To the right of the field is a dropdown menu icon, also circled in orange. At the bottom of the dialog are 'Next' and 'Cancel' buttons.

As an employee select  
PTO



# Confirm info, edit hours if needed

## Request Absence

Total 8 hours - PTO

Request 1 item

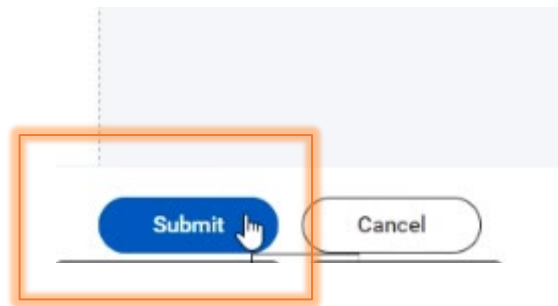
*From	*To	*Type	Quantity per Day	Total	
01/17/2024	01/17/2024	x PTO	8 hours	8 hours	Edit Quantity per Day

Quantity per Day	Total	
8 hours	8 hours	Edit Quantity per Day

Edit quantity if you want less than 8 hours



# Submit










# Time Off (PTO) Balance

Workday uses the verbiage “Time Off Balance” for showing your available PTO balance.

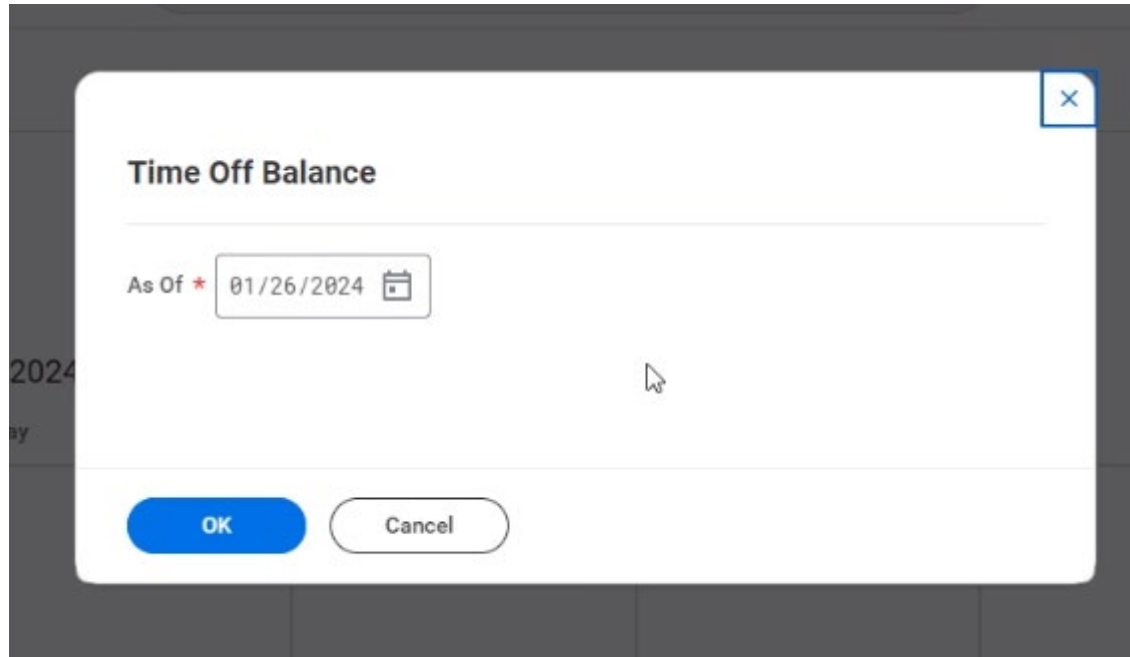
# Type PTO or *Time Off Balance*

-  My Time Off Report
-  Time Off Report
-  Time Off Results by Period Report
-  My Time Off Balances Details Report



# Select today's date



Time Off Balance

As Of \* 01/26/2024

OK Cancel



# View Balance

Balance As Of Date 01/26/2024

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 2 Items



Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period	
Floating Holiday	Hours	0	8	0	0	8	0	8	8	8	01/01/2024 - 01/31/2024 (Monthly)	
PTO	Hours	30	120	0	30	120	0	0	150	142	01/01/2024 - 01/31/2024 (Monthly)	
									Total:	158	150	

