Requesting Absence (PTO)

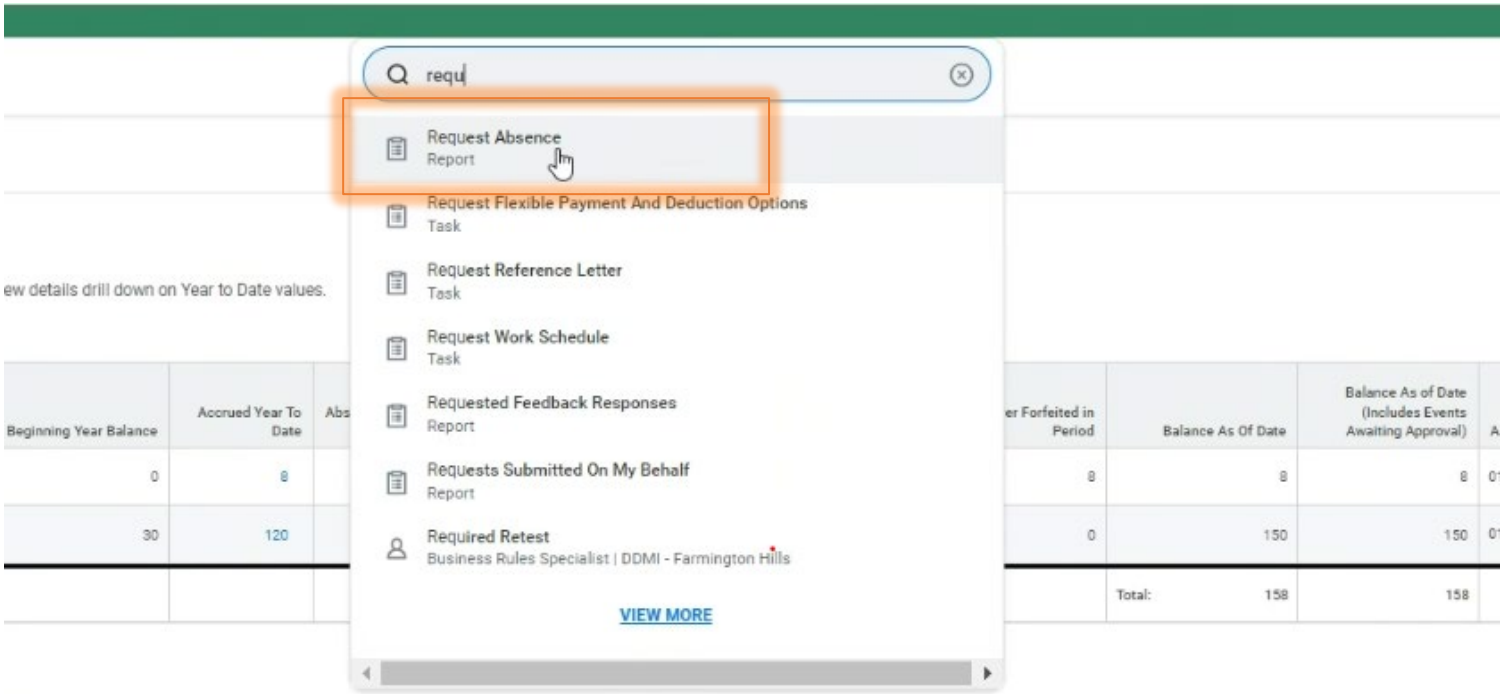
Action: Employees

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

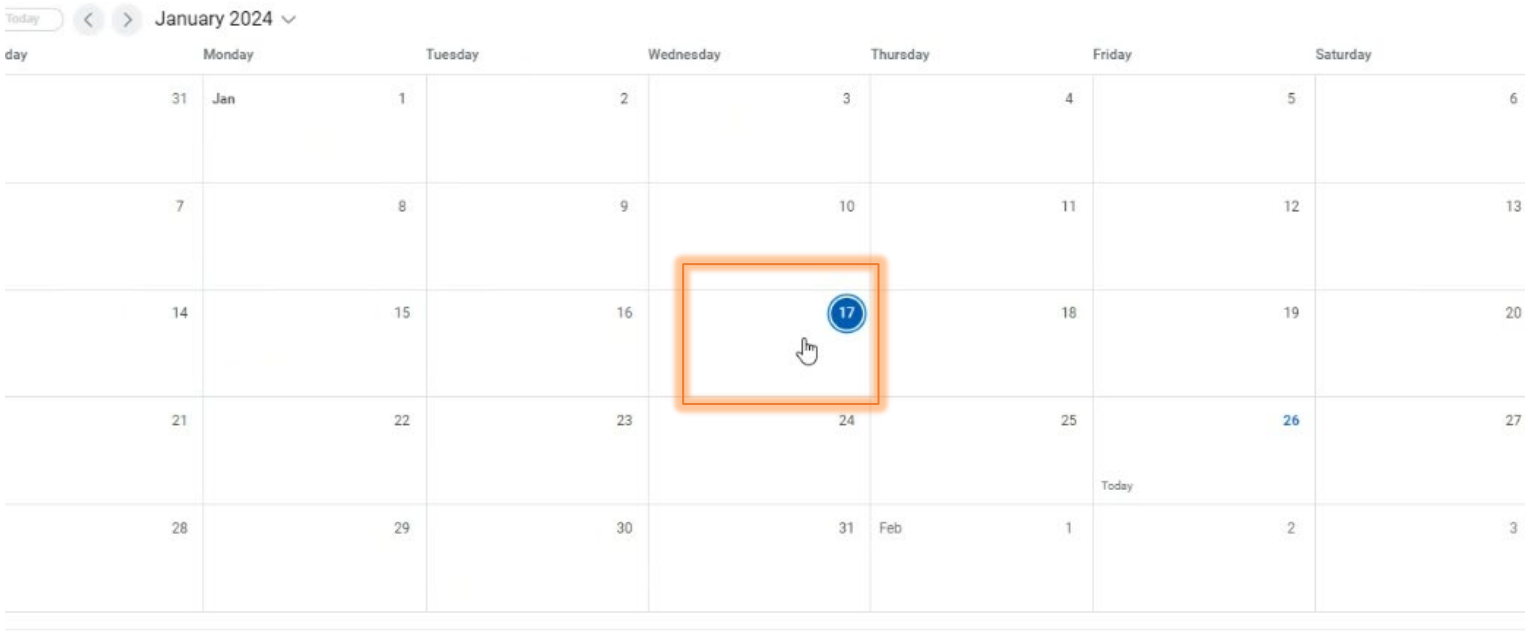
Requesting Absence (PTO)

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

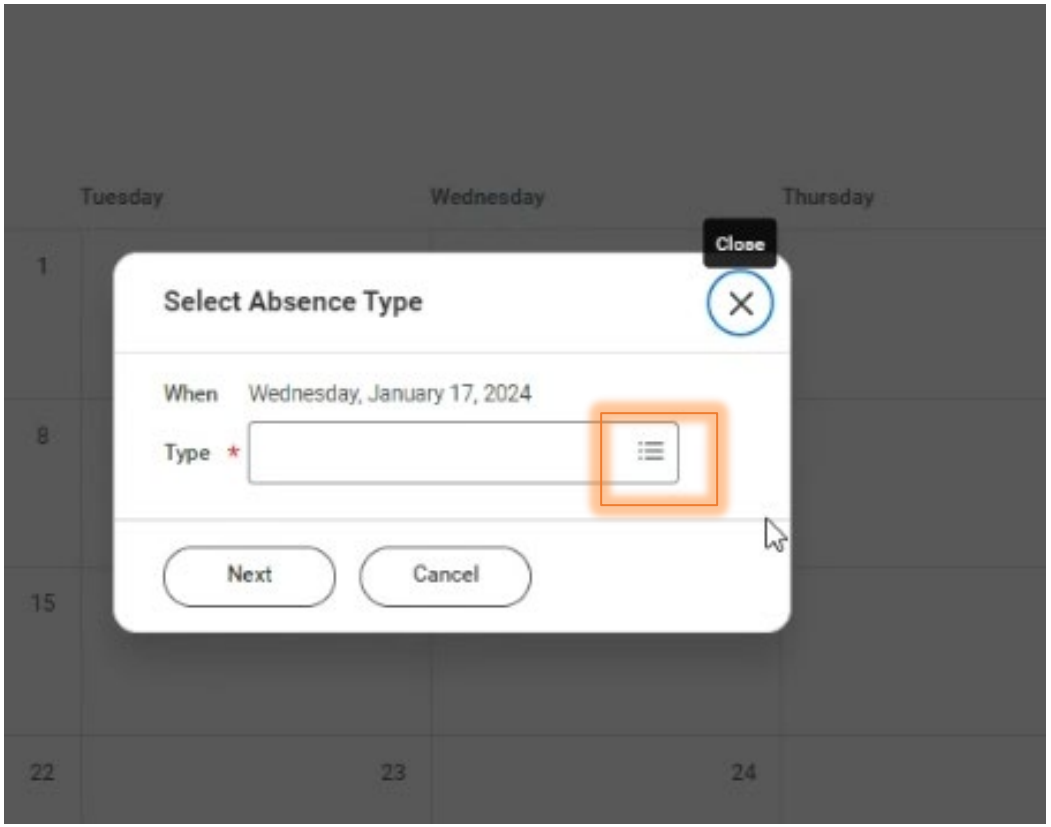
Type ‘Request Absence’ in search bar



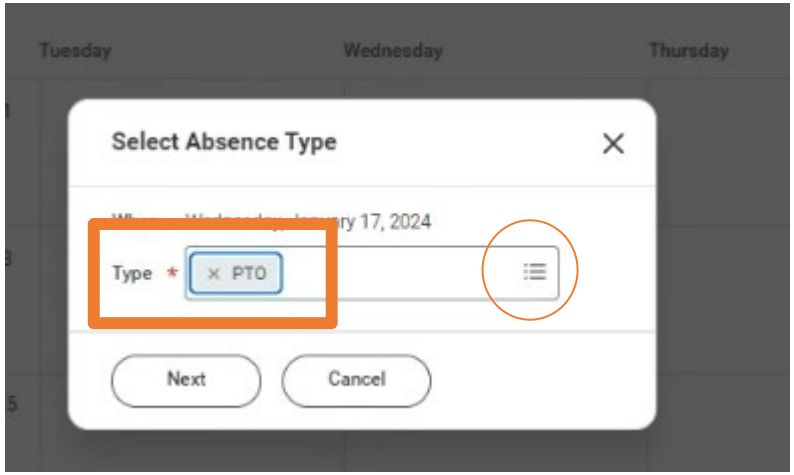
Select the day(s) you want PTO



Select Type of PTO

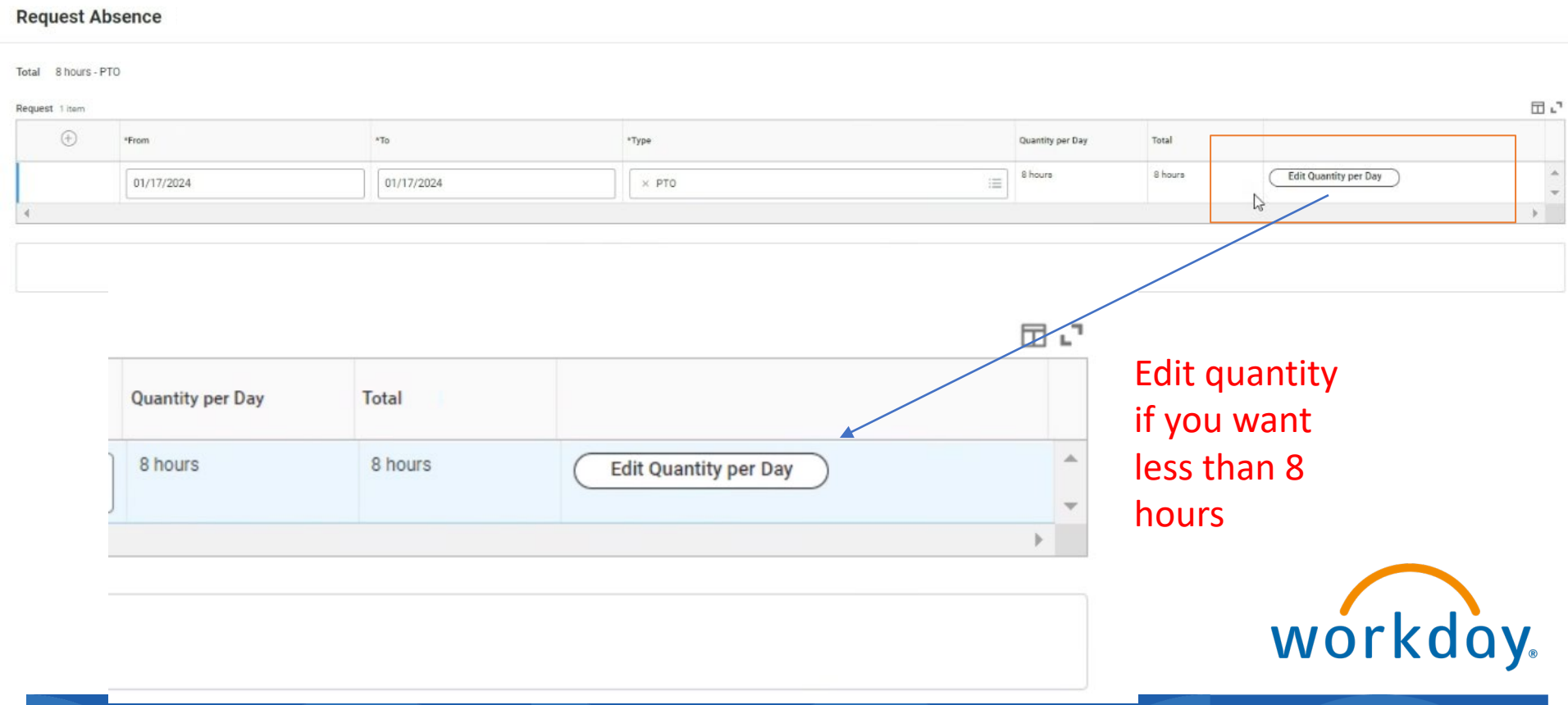


Select Type of PTO



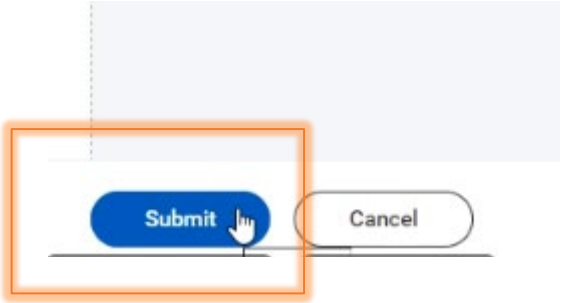
As an employee select PTO

Confirm info, edit hours if needed



Edit quantity if you want less than 8 hours

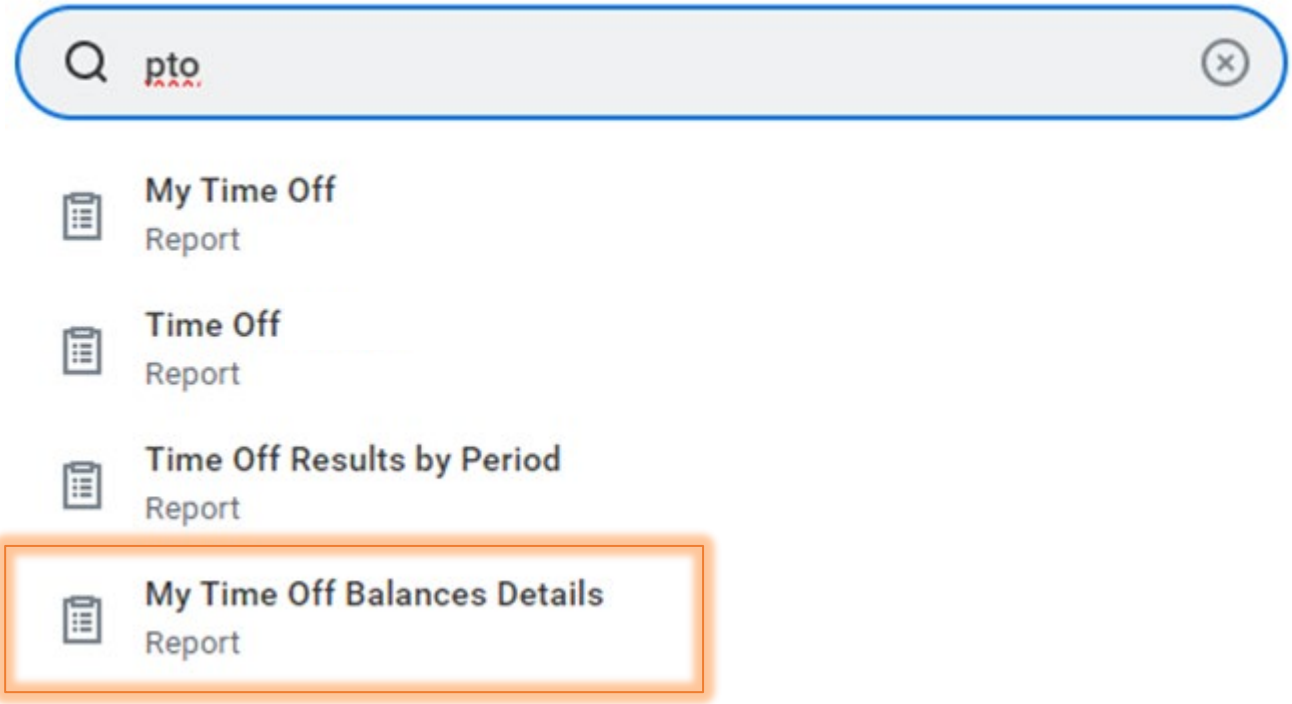
Submit



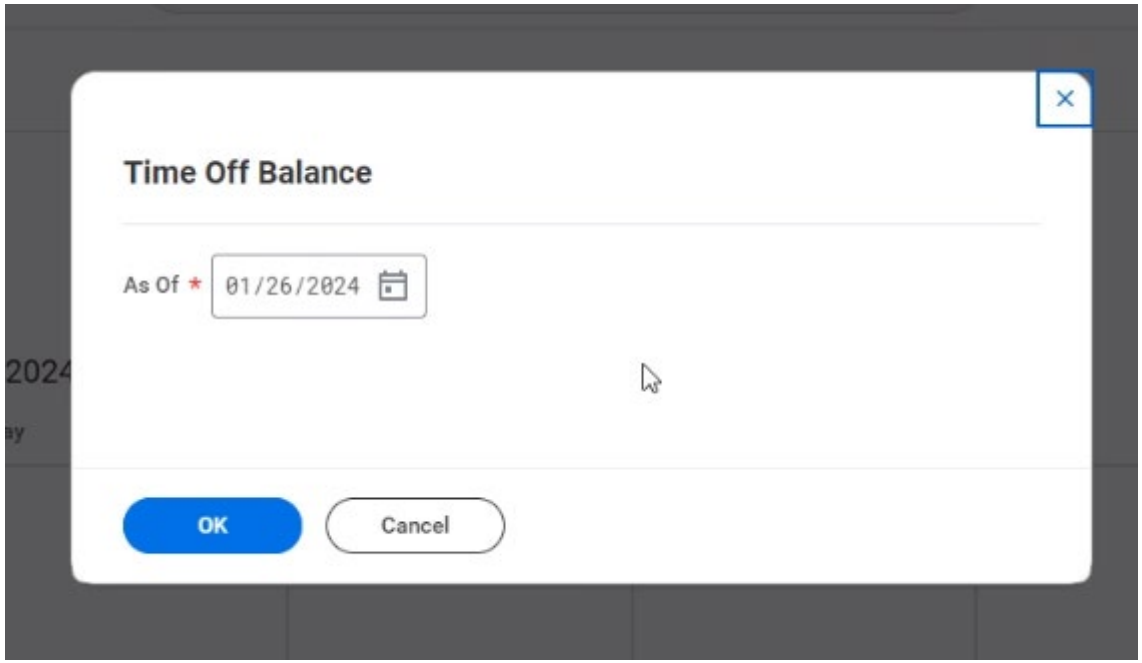
Time Off (PTO) Balance

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

Type PTO or *Time Off Balance*



Select today’s date



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	