

Employees, Managers or Timekeepers can enter Time Off (short term leave) requests in Workday. However, it is best practice for the employee to request their own Time Off. When employees request time off, it will route to their Manager (supervisor) to approve. If the Manager or Timekeeper will be entering time in workday in lieu of the employee, a completed time sheet or leave slip that has been approved by the supervisor must be completed and attached to the entry in Workday or maintained in the department per LSU University Archives General Retention Schedule. Workday is the LSU system of record for all hours worked and leave requests. All hours must be submitted and approved in Workday to receive pay and record leave requests and balances.

Time Off is entered into the **Absence** or **Time Off Calendar.** Employees can access their Time Off Calendar from their **Time Off Worklet**, and Managers can access their employee's Time Off Calendar from the **Team Time Off Worklet**. Timekeepers enter the employee's name in the search box, click on the **Action** icon next to the employee's name; hover over **Time and Leave**; select **Enter Time Off**.

REQUEST TIME OFF

From the Time Off Calendar.

1. On the calendar, select the day(s) you or the employee wishes to take off. The selected days will turn blue. To deselect a day, click the highlighted day again.

Request Time Off Mike the	Tiger (00042362)	attach your FMLA Documentatio	on by using Maintain My Worker Do	ocuments with the document categ	ory Leave - FMLA or Time Off - FI	ЛLА.	
 If this is a FMLA request, please refer https://uiswcmsweb.prod.lsu.edu/tra 	to the job aid for instructions. ining/ <u>timekeeper/fmla_quick_guide.pdf</u>						
Balances	Today () February Sunday Mon	2022 🗸	Tuesday	Wednesday	Thursday	Friday	Saturday
Balance as of 02/04/2022 144.5 Hours	30	31	Feb 1	2	3	4	5
Balance Per Plan Annual Time Off-Schedule 2 90 Hours						Today	
Sick Time Off - Professional and Academic 54.5 Hours	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
3 Days - Request Time Off							

2. Click the **Request Time Off** button when you are ready to submit the request. The number of days you are requesting displays on the button to help confirm your request.

REQUEST TIME OFF



- 3. A Prompt box will appear. Enter the following:
 - a. Select the Type of leave you are requesting.
 - b. Enter the number of hours requested per day in the Daily Quantity field. Please note, you must edit this field if you are not requesting the 8 hours default value.
 - c. In the **Comments** enter the times you will be gone in this field if you are not requesting the entire daily quantity (8 hours) or any other information your supervisor requires.
 - d. You may add any documentation under **Attachments** if you wish or if your manager requests you to do so. (*i.e. jury duty notification for a Civil Time Off request*)
 - e. Click **Submit** to send the request to your manager for approval.

Note: FMLA Documentation should NOT be attached to a time off request.

When	Monday, February 14, 2022 - Wednesday, F	ebruary 16, 2022
Type *	× Annual …	
Daily Quantity ★	8	
Unit of Time	Hours	_
Comment		
Attachments		
	Drop files here	
	or	
	Select files	
Submit	Cancel	

4. The days you have requested off will now be denoted in a gray shaded box. This means the request has been submitted to your manager for approval. Once your manager approves the request, the gray shaded box will change to a green shaded box. If the Manager or Timekeeper is entering the time off request, the request is automatically approved and you will see the green box denoting an approved time off.

Request Time Off Mike the T • Please do not submit any FMLA Docum • If this is a FMLA request, please refer to https://uiswcmsweb.prod.lsu.edu/traini	iger (00042362) •••• rentation as part of the process. You o the job aid for instructions. ing/timekeeper/fmla_quick_guide.pdf	an attach your FMLA Documentati	on by using Maintain My Worker D	ocuments with the document cateç	ory Leave – FMLA or Time Off – FN	ALA.	
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	13	14	15	16	17	18	19
			•	•			
	20	21	22	23	24	25	26



CHECK STATUS OF TIME OFF REQUEST

From the **Time Off Worklet**, employees can check on their Time Off Requests:

1. Under View, select My Time Off.

← Time Off			
	Request	View	
	Time Off	My Time Off	
	Time Off Correction	Time Off Balance	
	Leave of Absence	Time Off Results by Period	
	Return from Leave		

2. You can see the status of your requests on the table displayed.

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anization Loui:	siana State University -	Board of Supervisors >> LSUAM I	FA - HRM -				
iager(s)							
Time Off Reques	sts Time Off Ba	alances as of Current Date					
Time Off Reque	sts 24 items						三小厅
						C18	- 000 []
Date	Day of the Week	Туре	Requested	Unit of Time	Comment	Status	Time Of Event
Date	Day of the Week	Type	Requested 8	Unit of Time Hours	Comment	Status Canceled	Time Of Event
Date 12/14/2018 12/13/2018	Day of the Week Friday Thursday	Type Sick Sick	Requested 8 8	Unit of Time Hours Hours	Comment	Status Canceled Canceled	Time Of Event
Date 12/14/2018 12/13/2018 10/02/2018	Day of the Week Friday Thursday Tuesday	Type Sick Sick Sick	Requested 8 8 2	Unit of Time Hours Hours Hours	Comment Dentist Appointment	Canceled Canceled Canceled Approved	Time Of Event
Date 12/14/2018 12/13/2018 10/02/2018 09/21/2018	Day of the Week Friday Thursday Tuesday Friday	Type Sick Sick Sick Sick	Requested 8 8 2 2 2	Unit of Time Hours Hours Hours Hours	Comment Dentist Appointment Doctor's Appointment	Canceled Canceled Approved Approved	Time Of Event



Upon approval of the Time Off request, employees will receive a notification in their Notifications Inbox.