

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.

The screenshot shows the 'Request Time Off' interface in Workday. At the top, it says 'Request Time Off' and 'Mike the Tiger (00042362)'. Below this, there are instructions: 'Please do not submit any FMLA Documentation as part of the process. You can attach your FMLA Documentation by using Maintain My Worker Documents with the document category Leave - FMLA or Time Off - FMLA.' and 'If this is a FMLA request, please refer to the job aid for instructions.' with a link to a quick guide PDF.

The main part of the interface is a calendar for February 2022. The calendar shows days from Sunday to Saturday. Days 14, 15, and 16 are highlighted in blue, indicating they are selected for the request. A 'Today' label is positioned above the 4th of the month. On the left side, there are 'Balances' for 'Balance as of 02/04/2022' (144.5 Hours), 'Balance Per Plan' (Annual Time Off - Schedule 2: 90 Hours; Sick Time Off - Professional and Academic: 54.5 Hours), and a 'Request Time Off' button at the bottom left showing '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.

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.

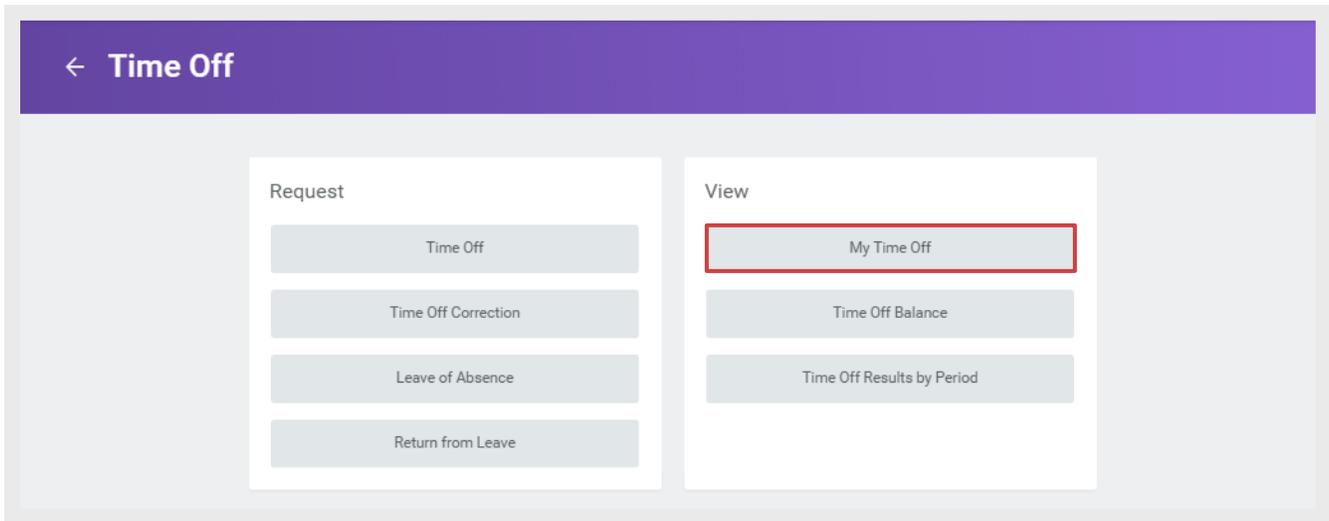
Note: FMLA Documentation should NOT be attached to a time off request.

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.

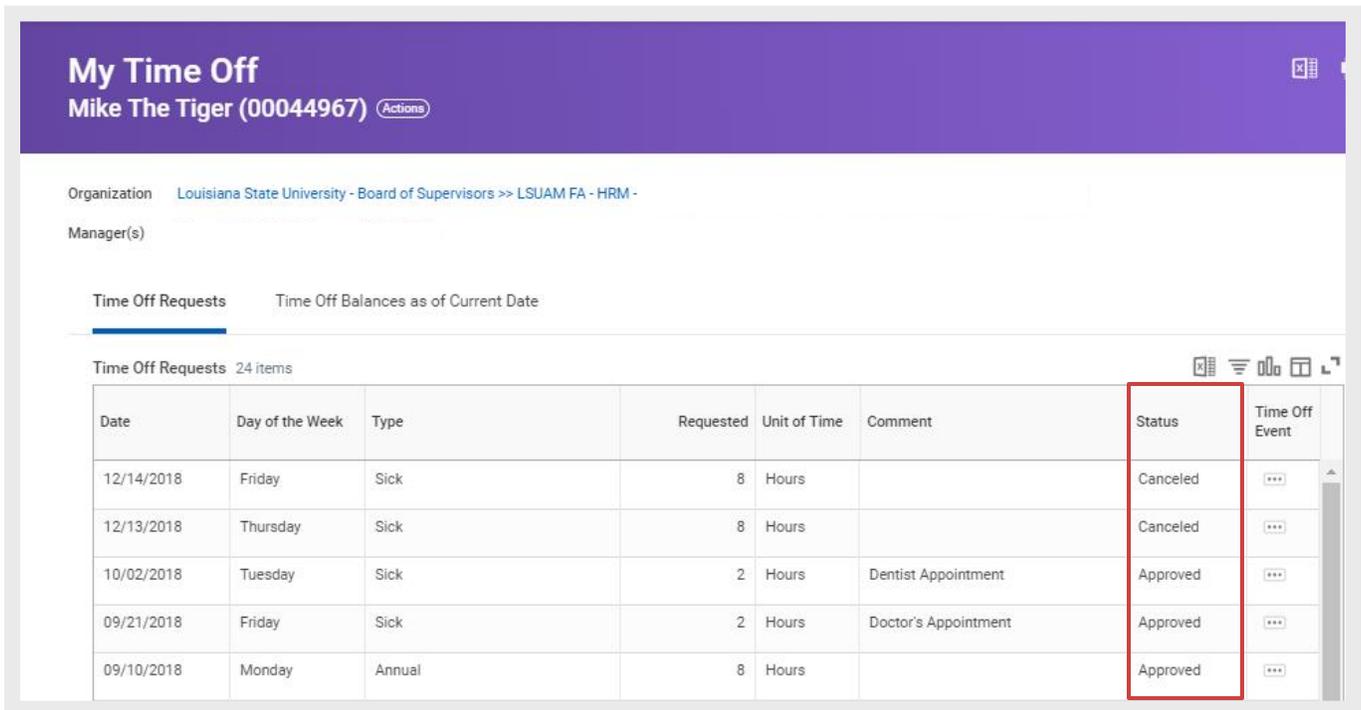
CHECK STATUS OF TIME OFF REQUEST

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

1. Under View, select **My Time Off**.



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



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