
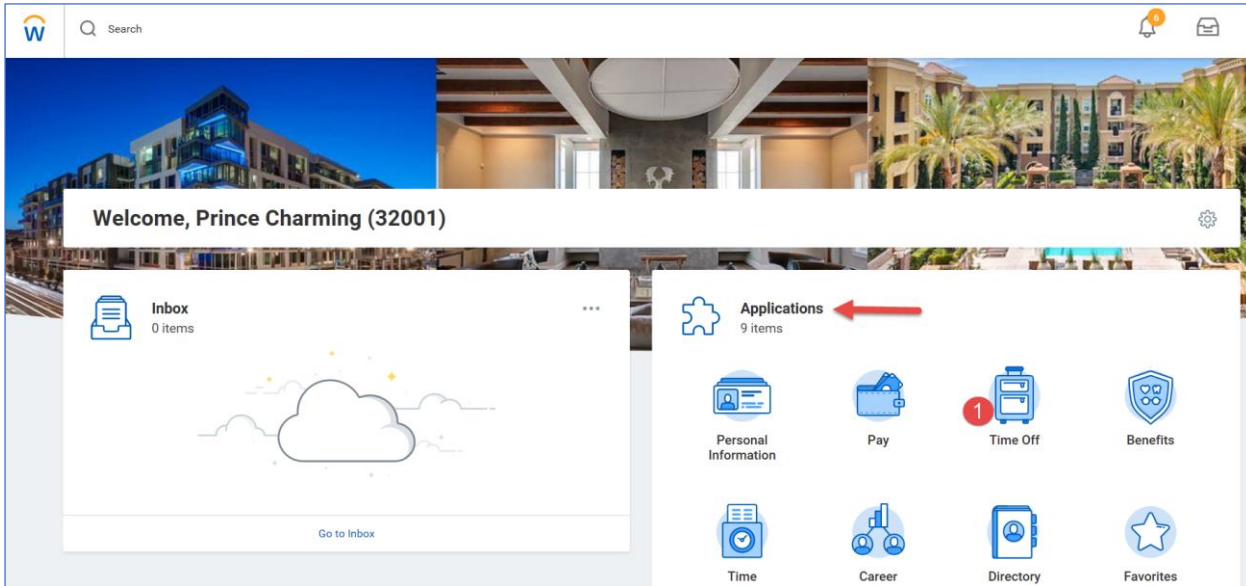
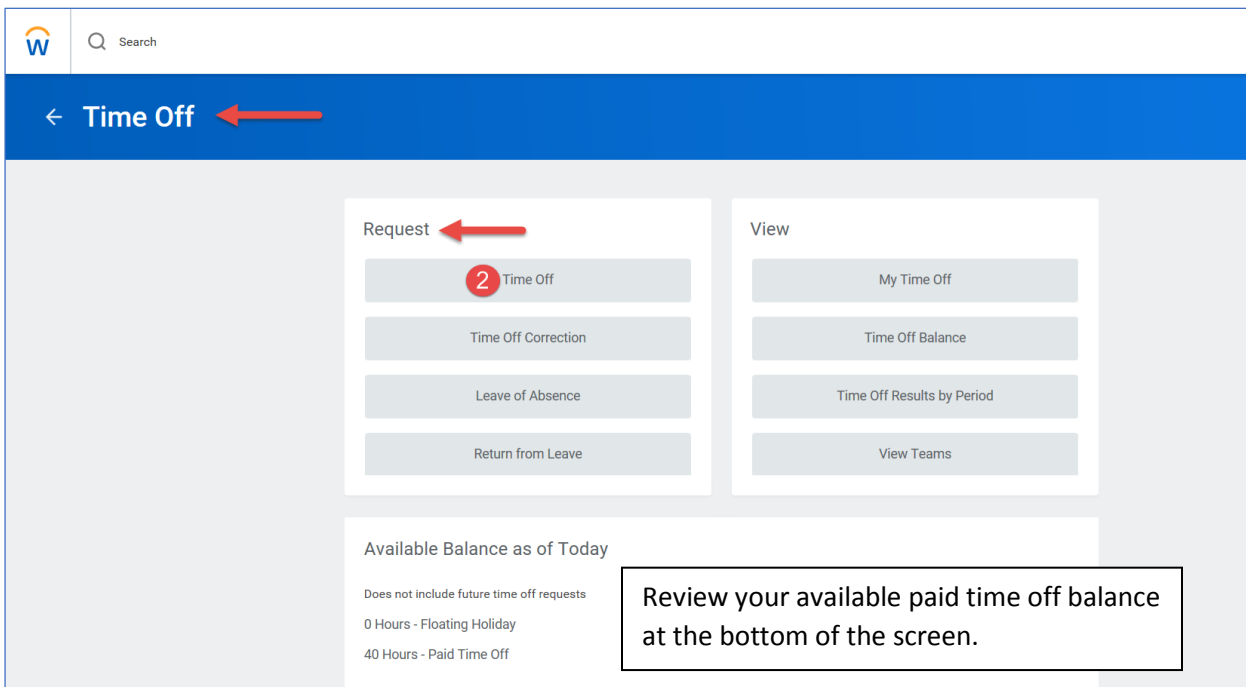


1. To request a time off, select the **Workday** icon  on OKTA. On the Workday homepage, select **Time Off** from **Applications**.



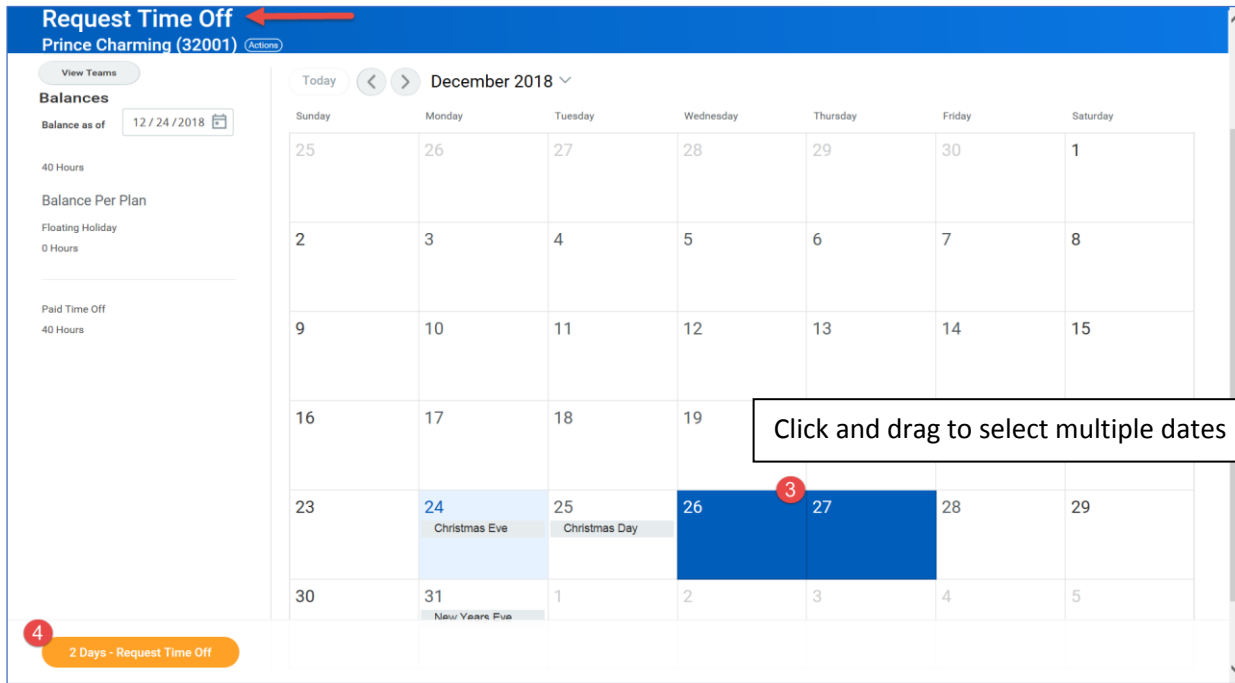
You'll be directed to the **Time Off** screen.

2. Select **Time Off** under the **Request** section.



Workday – Request Time Off

- On the **Request Time Off** screen, select the dates for which you want to request time off.
- Click the **Request Time Off** button.



The **Request Time Off** popup window will be displayed. Enter the following information:

- Type** of the time off request such as Paid Time Off, Unpaid Time Off, or Jury Duty.
- Daily Quantity** defaults to 8. Enter the number of hours in the **Daily Quantity** field if you are requesting less than 8 hours of time off.
- Comment if necessary.
- Click the **Submit** button to complete the time off request and send it for an approval.

