

1. To request a time off, select the **Workday** icon workday. 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.

ŵ	Q Search					
÷	Time Off 🔶					
		Request		View		
		2 Time Off		My Time Off		
		Time Off Correction		Time Off Balance		
	Leave of Absence			Time Off Results by Period		
	Return from Leave			View Teams		
		Available Balance as of Today Does not include future time off requests 0 Hours - Floating Holiday 40 Hours - Paid Time Off	Review your available paid time off balance at the bottom of the screen.			



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

View Teams	Today	> December 2	2018 ~					
alances								
alance as of 12 / 24 / 2018 💼	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Hours	25	26	27	28	29		1	
lance Per Plan								
ours	2	3	4	5	6	7	8	
d Time Off								
Hours	9	10	11	12	13	14	15	
	16	17	18	19	Click and drag to select multiple dat			
					3			
	23	24 Christmas Eve	25 Christmas Day	26	27	28	29	
	30	31	1	2	3	4	5	

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

- 5. **Type** of the time off request such as Paid Time Off, Unpaid Time Off, or Jury Duty.
- 6. **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.
- 7. Comment if necessary.
- 8. Click the **Submit** button to complete the time off request and send it for an approval.

Request Time Off			
Prince Charming (32001) (Act		Request Time Off Prince Charming (32001)	
View Teams		Total: 16 Hours	
Balances	Today	When Wednesday, December 26, 2018 - Thursday, December 27, 2018	
Balance as of 12 / 24 / 2018	Sunday	Type * × Paid Time Off 🗄 🗄	Friday S
40 Hours Balance Per Plan	25	Daily Quantity * 8 Unit of Time Hours Comment	30 1
Floating Holiday 0 Hours Paid Time Off	2	Family Visit	7 8
40 Hours	9	8 Submit Cancel	14 1
	16		21 2

For Questions Contact - <u>HRSystemSupport@essex.com</u>