

Workday: Request Time Off



FLORIDA A&M UNIVERSITY
**HUMAN
RESOURCES**
DIVISION OF FINANCE AND ADMINISTRATION

Document Information

Department: Office of Human Resources | HR Training Template No.:

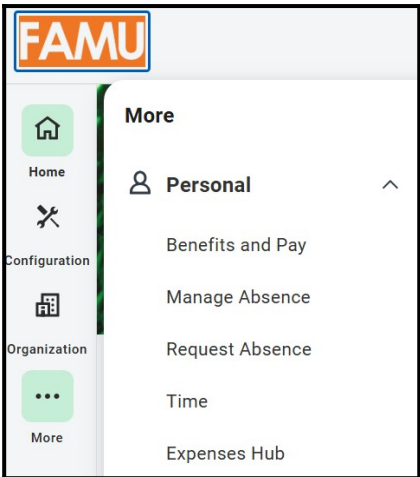
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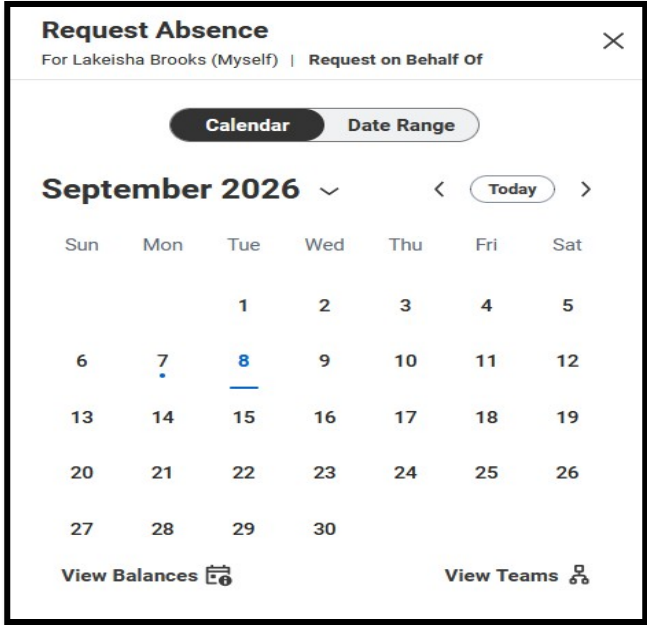
Subject: Request Time Off

Purpose: This job aid will show users how to request and correct time off in Workday. Please reference the HR 3000 Benefits and Hours Worked policies for additional information.

Related References:

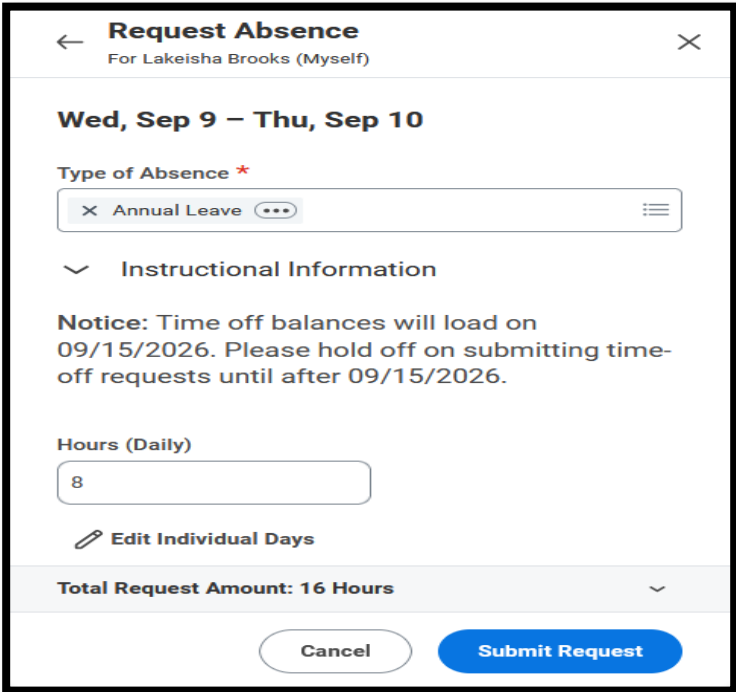
Request Time Off

Step	Actions
1.	From the Workday homepage, click More and scroll down to Personal, then click Request Absence. 
2.	Personal may be found on the Workday homepage under Home.

Step	Actions
	
3.	A calendar will pop up so you can select the dates for which you wish to request time off. At the bottom of the left corner, you can select the View Balances hyperlink to see assigned time-off plans.  Next, click the dates you would like to take time off. You can select multiple dates, or deselect them if you decide additional dates are not required.
4.	In the calendar view, select the dates you wish to request off, then click Continue. You can select multiple dates, or deselect them if you decide additional dates are no longer needed.

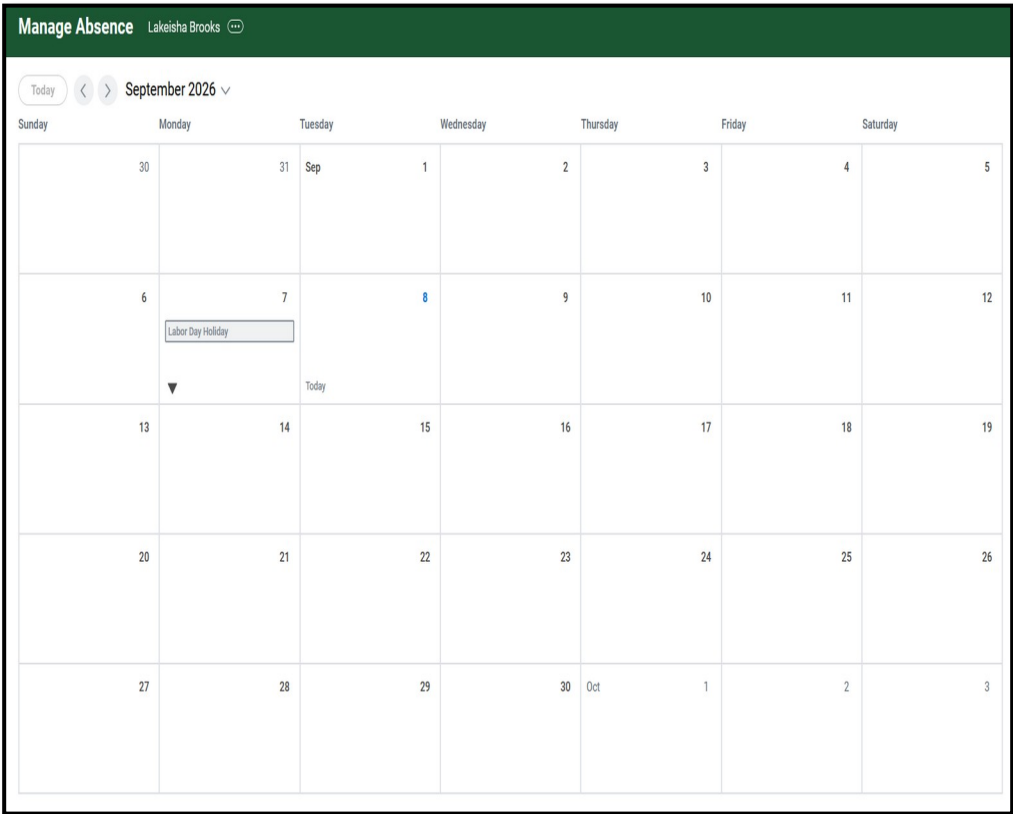
Step	Actions																																										
	Request Absence For Lakeisha Brooks (Myself) Request on Behalf Of Calendar Date Range September 2026 < Today > <table><tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table> View Balances View Teams Cancel Continue	Sun	Mon	Tue	Wed	Thu	Fri	Sat			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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5.	Request Absence For Lakeisha Brooks (Myself) Wed, Sep 9 – Thu, Sep 10 Type of Absence * Cancel Submit Request Workday has divided time away from work into three categories:																																										

Step	Actions								
	Administrative Time Offs, Time Offs, and Leave of Absence Related. Type of Absence * <table data-bbox="508 415 1328 699"> <tr> <td data-bbox="537 443 618 468">Search</td><td data-bbox="1276 443 1317 468">☰</td></tr> <tr> <td data-bbox="537 516 833 541">Administrative Time Offs</td><td data-bbox="1284 516 1308 541">></td></tr> <tr> <td data-bbox="537 585 654 611">Time Offs</td><td data-bbox="1284 585 1308 611">></td></tr> <tr> <td data-bbox="537 655 841 680">Leave of Absence Related</td><td data-bbox="1284 655 1308 680">></td></tr> </table> Administrative Time Offs • Bereavement • Job Disability • Jury Duty • Voting Elections Time Offs • Annual Leave • Leave Without Pay • Military Training • Sick Leave • University Closure • Winter Break Earned (Comp Time) • Worker's Compensation Leave of Absence Related • Administrative Leave • Educational Leave • FMLA (Unpaid Military Care Giver) • FMLA Non-Military (Unpaid) • Intermittent FMLA Leave • Leave Without Pay • Military Service (Active Duty Paid) • Military Service (Active Duty UnPaid) • Parental Leave • Personal Leave	Search	☰	Administrative Time Offs	>	Time Offs	>	Leave of Absence Related	>
Search	☰								
Administrative Time Offs	>								
Time Offs	>								
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Step	Actions
	Please select the category under which your absence falls. The next screen auto-populates the hours, and you can adjust the quantity and leave a comment if required. 
6.	Select Submit Request .
7.	The time-off request will route to your manager for approval. Once it has been approved, you will receive a Notification in Workday and via email.

Correct Time Off

Step	Actions
1.	From the Workday homepage, click More and scroll down to Personal , then click Absence .
2.	This brings you to the time off calendar. Navigate to the pre-approved time off by selecting the back and forward arrows until you find it.

Step	Actions
	 Note: You can only correct a time off request after it has been approved. You will know if the request is approved if it appears on the calendar with a green banner and checkmark. If it has not yet been approved, it will appear as a gray ribbon and you will be able to select Cancel Absence.
3.	Select Edit .
4.	Update the applicable information. You can adjust the Type or Hours .
6.	Select Submit Request .
7.	Your time off request will be rerouted to your manager for approval. Once it has been approved, you will receive a Notification in Workday and via email.

Please reach out to workday@famu.edu with additional questions.