Requesting an Absence – Process Flow

**Initiators:** Employee, Absence or Benefits Leave Consultants

**Key Fields:** Date Range, Quantity per Day, Reason

- Navigate to **Request Absence**
- Select days requested on the calendar and select **Request Absence**
- Select Absence Type, enter additional information and **Submit**
- Is request for Time Off or Leave of Absence?
  - Time Off: Request routes to Manager for Approval
  - Leave of Absence: Request routes to UHR for approvals
Requesting Absence

1. To request an absence, select the **Absence** application

2. Under **Request**, select **Request Absence**
3. This takes the employee to the **Absence Calendar**. Note on the left-hand side, an employee can view their absence balances.

4. On the calendar, click and drag the days you are requesting off.

5. As an alternative, you can select the **Select Date Range** button to enter your dates.

6. Select the **Request Absence** button.

7. Select the **prompt** and then select type of absence you are requesting. **Note:** You can also type the name of the request in the search section.

8. Select the **Next** button.
9. On this screen, you can review the dates and hours being requested off. Note, since this employee selected a weekend and holiday, Workday only pulls the hours for the days where an employee would normally work. Select the **Edit Quantity per Day** to edit the hours.

10. On this screen, an employee can update the hours being requested off per day. Select **Done** when complete.

11. Select the orange **Submit** button. This request routes to the manager for approval.
Viewing Absence Balances

1. To view absence balances, select the **Absence** application

2. Under **View**, select **Absence Balance**

3. Note, on this page, you can also view absence balances as of today’s date
4. After selecting Absence Balance, you can enter the **date** for which you want to view your balances. You can enter today’s date, a past date, or a future date to see what you will accrue.

5. Select **OK**

6. On this screen, you can view all your absence balances by absence bucket.

7. Select the **Iowa State University** logo to return to your landing page.