In Workday, an employee will use the **Requests** application to create a request for the following:
- Opt in for vacation credit
- Request a comp time payout
- Switch from overtime to comp time
- Donate/receive catastrophic leave donations

*Note:* An employee might not be eligible for some or all of these requests.

**Steps (Opt in for Vacation Credit):**

1. On the landing page, select the **Requests** application
2. Under **Actions**, select the **Create Request** button
Steps (Opt in for Vacation Credit):

3. Select the **prompt** in the Request Type field. **Note:** You can also just type the name in the search

4. Select **All**

5. Use the **scroll bar** to select the type of request you are creating

6. Select **Convert Sick Time to/from Vacation Time (Vacation Credit)**

7. Select **OK**

8. On the following screen, enter a reason for this request in the Describe the Request field

9. Select **Submit.** This is reviewed by the HR Coordinator

**Note:** This change will take effective on the first day of the next month.
Steps (Request Comp Time Payout):

1. On the landing page, select the **Requests** application
2. Under **Actions**, select the **Create Request** button
3. Select the **prompt** in the **Request Type** field. **Note**: You can also just type the name in the search
4. Select **All**
5. Use the **scroll bar** to select the type of request you are creating
6. Select **Comp Time Payout Request**
7. Select **OK**
Steps (Request Comp Time Payout):
8. On the following screen, enter a reason for this request in the **Describe the Request** field
9. Select **Submit**. This is reviewed by the HR/Absence Coordinator

Steps (Switch from Overtime to Comp Time):
1. On the landing page, select the **Requests** application
Steps (Switch from Overtime to Comp Time):

2. Under Actions, select the Create Request button

3. Select the prompt in the Request Type field. Note: You can also just type the name in the search

4. Select All

5. Use the scroll bar to select the type of request you are creating

6. Select Switch to Comp Time or Overtime then Select OK

7. On the following screen, enter a reason for this request in the Describe the Request field

8. Select the method you are currently using and the one you want to switch to by selecting the appropriate radio button

9. Select Submit. This is reviewed by the HR Coordinator

Note: This change will take effective on the first day of the next month.
Steps (Donate Catastrophic Leave):

1. On the landing page, select the **Requests** application

2. Under **Actions**, select the **Create Request** button

3. Select the **prompt** in the **Request Type** field. **Note:** You can also just type the name in the search

4. Select **All**

5. Use the **scroll bar** to select the type of request you are creating

6. Select **Donate Catastrophic Leave to Employee**

7. Select **OK**
Steps (Donate Catastrophic Leave):

8. On the following screen, enter a reason for this request in the **Describe the Request** field.

9. The employee must type the recipient's name, how much they are donating, and then must select the I Agree radio button.

10. Select **Submit**. This is reviewed by the Benefits Leave Consultant.