

Managing Time Off

Employee Guide



Guide Introduction

You can use Workday to manage time off requests and viewing your time off balance. These tasks can also be done in the Workday Mobile app.

You can jump to a specific section of the guide by clicking any of the links in the Table of Contents below.

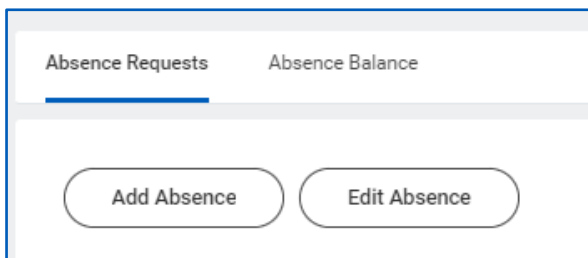
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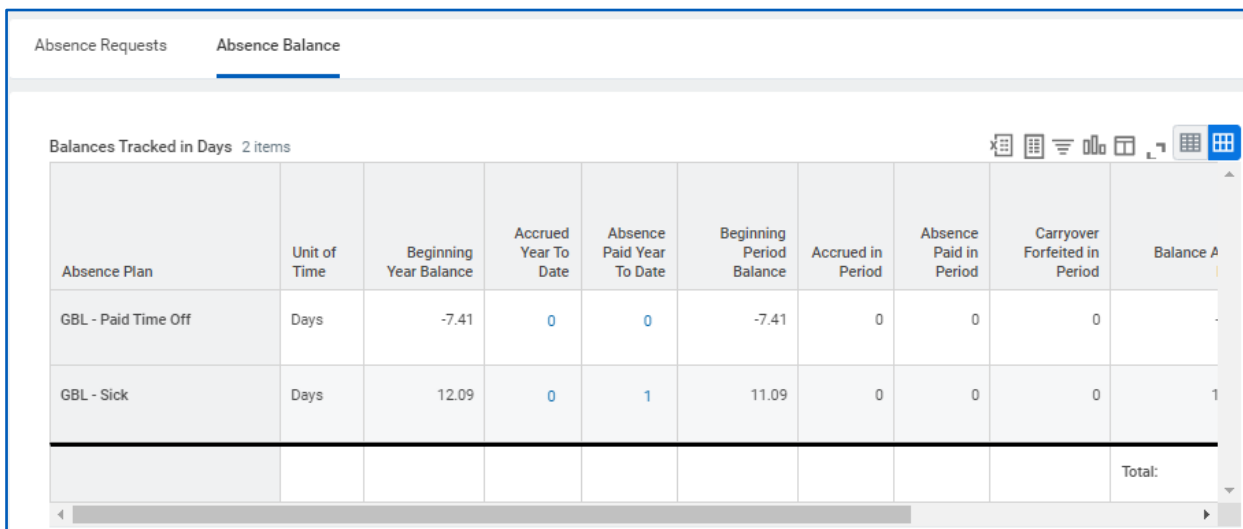


View Time Off and/or Leave of Absence

1. Go to your Profile and click [View Profile](#).
2. Click [Absence](#) on the left side of the screen to display your [Absence Requests](#) and [Absence Balance](#). From this page, you can also [Add Absence](#) or [Edit Absences](#) and the Calendar view will display.



3. Click [Absence Balance](#) to view the following details. The balance shown in this section is [as of the current date](#) and does not include any future-dated time offs.




A screenshot of the 'Absence Balance' section. It shows a table titled 'Balances Tracked in Days' with 2 items. The table has columns for Absence Plan, Unit of Time, Beginning Year Balance, Accrued Year To Date, Absence Paid Year To Date, Beginning Period Balance, Accrued in Period, Absence Paid in Period, Carryover Forfeited in Period, and Balance A.

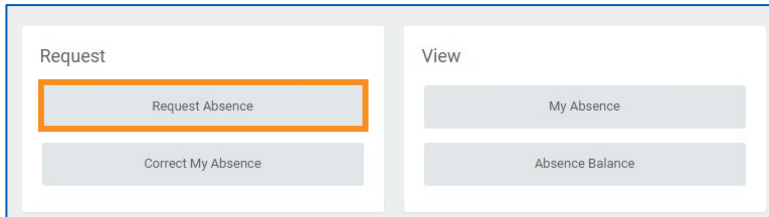
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance A
GBL - Paid Time Off	Days	-7.41	0	0	-7.41	0	0	0	-
GBL - Sick	Days	12.09	0	1	11.09	0	0	0	1
Total:									

You can also go to the [Absence App > View My Absence](#) to view the same information above.



How to Submit Time Off

1. Click on the **Absence** app  on your Workday Home page.
2. Choose **Request Absence**.

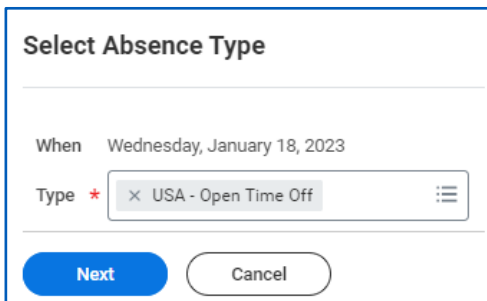


3. The unified absence calendar displays your time off balance. You can view other coworkers' absence requests by clicking **View Teams**. This tells you when your co-workers are scheduled to be out of the office. You can use this information to decrease the likelihood of too many team members being absent on the same day.
4. From the **Calendar** view, select the date/s you are requesting as time off.
5. Click the **Request Absence** button on the bottom left corner of the screen. The number of calendar days you requested dynamically displays on the button but note the correct duration of working days will appear in the next view.



How to Submit Time Off (cont.)

- Choose the **Absence Type** drop down menu to choose the appropriate option for your time off request and click **Next**.



Select Absence Type

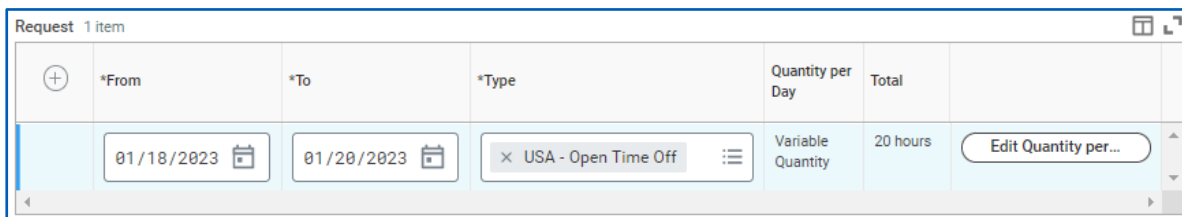
When Wednesday, January 18, 2023

Type *

Next **Cancel**

Note: The types may vary per region. Check with your local HRBP for additional guidance.

- You can edit the number of hours or days for the request. Hours can be set to either 4 hours for a half-day or 8 hours for a full day. In some regions, there is also an option to enter time-off in 0.5-hour increments.



	*From	*To	*Type	Quantity per Day	Total	
+	01/18/2023	01/20/2023	USA - Open Time Off	Variable Quantity	20 hours	Edit Quantity per...

- Enter any comments or add attachments if needed then click **Submit**. The request will be sent to your manager for approval. You will receive a notification in your Workday My Tasks once your manager has approved or denied the request.

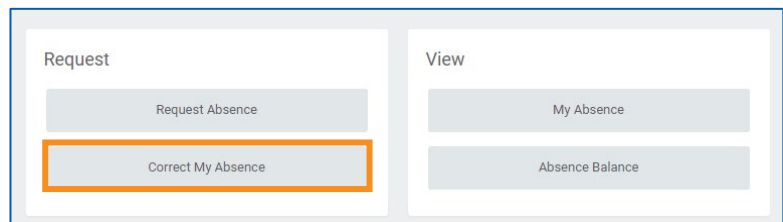


Correcting Time Off

If you need to make changes to your time off requests, follow the steps below.

1. Click on the **Absence** app  on your Workday home page.

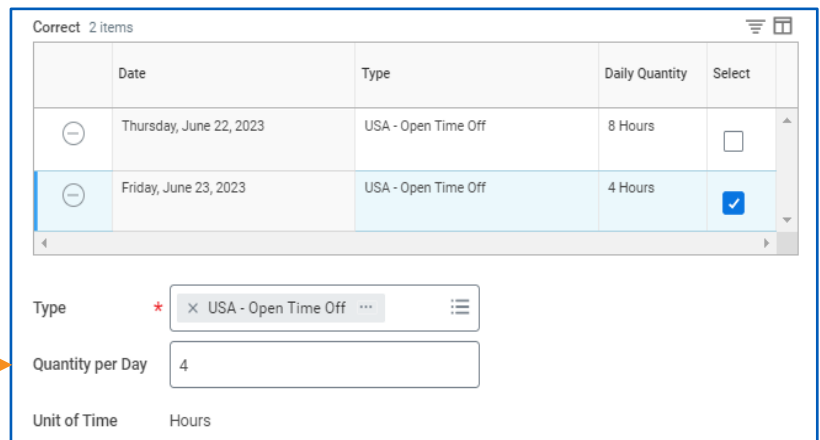
2. Choose **Correct My Absence**.



3. Within the Calendar view, find your existing request and click on it.

4. If your request has NOT yet been approved, the only option is **Cancel Request**. The hours can not be edited, and you will need to leave a comment before you can submit.

5. If your request has been approved, edit the number of hours/days you wish to take your time-off. This can be from 8 hours to 4 hours instead.



5. Click **Submit** and the corrected time off request will be sent to your manager. You will receive a notification in your Workday My Tasks once your request is approved.

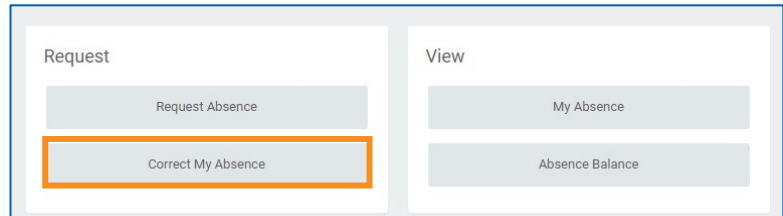


Canceling Time Off

If you need to cancel your time off requests, follow the steps below.

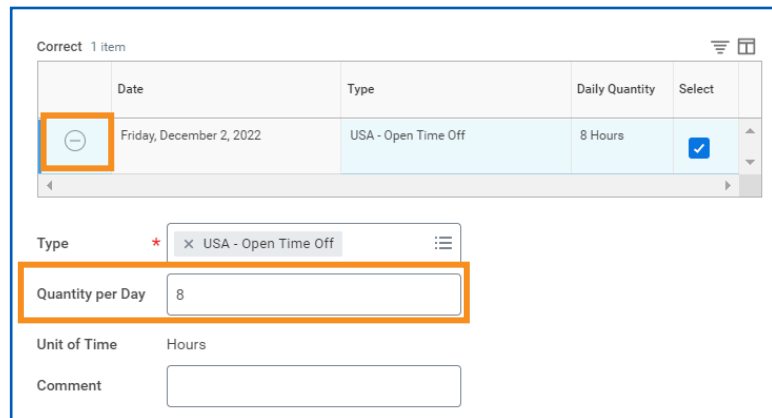
1. Click on the **Absence** app  on your Workday home page.

2. Choose **Correct My Absence**.



3. Within the Calendar view, find your existing request and click on it. This can be an approved (in green) request or pending (in grey) for approval.
4. If your request has NOT yet been approved, you can click **Cancel Request**. You will need to leave a comment before you can submit. No further manager approval is needed.

5. If your request has been approved, you can either use the subtract (-) button or change the daily/hour quantity to zero to delete the request.



6. Click **Submit** and the corrected time off request will be sent to your manager. You will receive a notification in your Workday My Tasks once your request is approved.



To change the date of your time off, cancel the first request you submitted and create a new time off request for the new date/s.



Time Off in Workday Reminders

Workday absence is split into two terms:

- Time Off - Short-term absences
- Leaves - Long-term absences

Genesys has multiple sites across the globe, and each has its own naming convention for leave or time off types. Please reach out to your local HRBP for additional guidance.

Oracle, our previous HRIS system, used different names for absence types and allowed you to block off time that could not be taken as time off. This will not be possible in Workday and the time-off types will reference the absence type 'GBL' for Global.

Types of leave may vary per region. Check with your local HRBP for additional guidance or visit the [One Genesys Portal](#) and search for the policies about Leaves or Time Off based on your location.

If your time off request defaults to zero and you cannot change the quantity, you are requesting a day that is not authorized for time off. You cannot request time off on a company/national holiday or on a non-scheduled day. If you have questions, please reach out to your local HRBP.

