

## TIME OFF PLANS

GCCCD offers multiple time off plans that include, vacation, sick, jury duty, bereavement, etc. Workday tracks all time off accrual and usage. Available time off plans are determined by your employee type, position, and your labor contract/handbook, as applicable. Please reference your labor contract/handbook for time off definitions and accruals formulas at the following link: [GCCCD Labor Contracts](#)



The **Time Off** application provides easy access to tasks that you will use to enter time off requests, preview available time off balances, and correct prior time off requests.

## REQUEST TIME OFF

Time off is processed using a calendar view enabling you to scroll through the months to make your selections. You can select time off by clicking on a single day or multiple days. To select consecutive days, click and drag across the days. To remove a selection, simply click it again.

If you select multiple days off in one request, all days must have the identical time off type and daily quantity of hours. If your days off are not identical, then these need to be submitted through separate time off requests.

Time off requested may not exceed the number of hours that you have accrued. You may receive an error, if the requested time off exceeds your available time. When you submit your time off request, Workday automatically recalculates your projected balances and displays them on the left side of the calendar, as of the date shown.

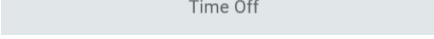
# MANAGE TIME OFF REQUESTS



## INITIATE A TIME OFF REQUEST

From the **Home** page:



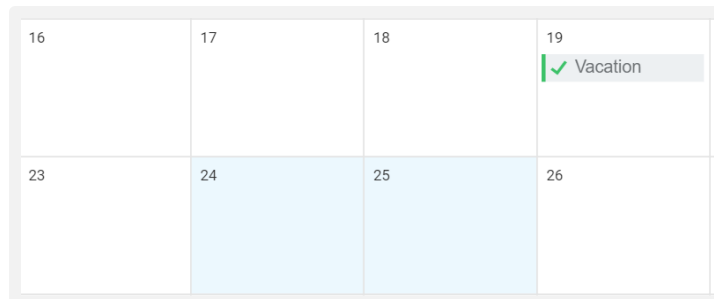
1. Click the **Time Off** application.

2. Select the  button in the Request section.

3. The current month's calendar displays. If needed, use the **arrow**   icons next to the month to toggle forward or backward in time.


**NOTE:** You are limited in how far back you are able to make time off requests or changes in Workday. If you need to make changes to time off requests that occurred in a prior period, please email Payroll.

4. Click the desired day(s) in which you are requesting off. You may request multiple days at the same time for the same type of Time Off.



5. The number of days will populate in the request time off button. Click that button



6. Use the **Prompt** icon  or type in what **Type** of time off you are requesting (e.g. Vacation).
7. **Daily Quantity** will auto populate 8 hours (10 during the 4/10 Summer schedule), which can be updated, if needed. The system will generate an **Error** if your time off request exceeds your available balance.

**NOTE:** If you select multiple days off in one request, they need to have **identical** time types and daily quantity of hours. If your days off are not identical, then these need to be submitted in separate requests.



8. Click

## REQUEST TIME OFF AS YOU ENTER YOUR TIME


From the **Enter My Time** page:

**Request Time Off**  
 Bryan Banville Autosave

**Balances**  
 Balance as of 08/31/2018  
 247.775 Hours  
 Balance Per Plan  
 Compensatory Time  
 54.625 Hours  
 CSEA Recognition Day  
 0 Hours  
 Employee Birthday  
 0 Hours  
 Sick  
 179.75 Hours  
 Vacation  
 13.4 Hours

Today < > August 2018  

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 ✓ CSEA Recognition Day	2 ✓ Employee Birthday	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Vacation	22	23	24	25
26	27	28	29	30	31	1

- Click **Enter Time** at the bottom left of the screen and select **Request Time Off**.
- Select the date(s) from the calendar and click the **1 Day - Request Time Off** button on the lower left. The time off button will updated total days requested, as they are selected.
- Use the **Prompt** icon  or enter the **Type** (e.g. Vacation) of time off you are requesting.
- The **Daily Quantity** (e.g. 8) will auto-populate, based on your schedule. The amount can be updated, but the max amount allowed is limited by your schedule on the day you are requesting time off for.
- Workday will check if have accrued enough of the requested type of time off, as of the date(s) you are requesting.
- Click **Submit**.
- The Time Off request will now display in the Enter My Time page. Once the time off request is approved, then the Leave Without Pay (LWOP) entry will zero out and new values will appear under time off.

Regular	Addl. Straight Time	Time Off	OT	Comp Time Worked	Grand Total
24	0	0	0	0	24

Today < > Jun 19 – 25, 2017 View Week  

Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Sun 6/25
Hours: 8	Hours: 8	Hours: 8	Hours: 0	Hours: 0	Hours: 0	Hours: 0
						Leave Without Pay 16