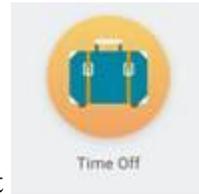


Instructions for Workday Time Off Process

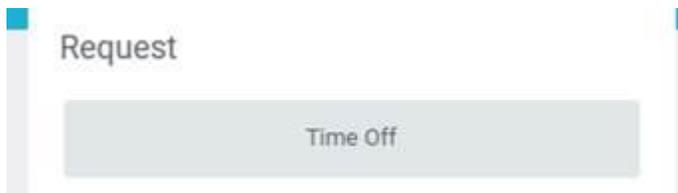
Steps

1. Log in to **SSO**
2. Select **Workday**

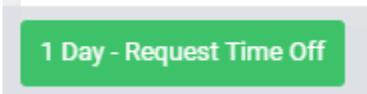
3. From the Workday Home page, click **Time Off Worklet**



4. Click **Time Off**



5. Click to birthday month and click on the day requested.
6. At the bottom of the screen, click on the green button **Request Time Off**



7. In pop-up window, complete the following:

- a. **Time Off Type** - Select **4-Other**

Type
Daily Quantity
Unit of Time
Include All Selected Days
Comment

* X 4- Other Emergencies

search

* 4- FMLA Time Off

4- Jury Service/Court Subpoena/Summons

4- Organ Donor

4- Other Emergencies

- b. **Daily Quantity**
- c. **Comment** - enter **Birthday Leave**

8. Click **Submit**

