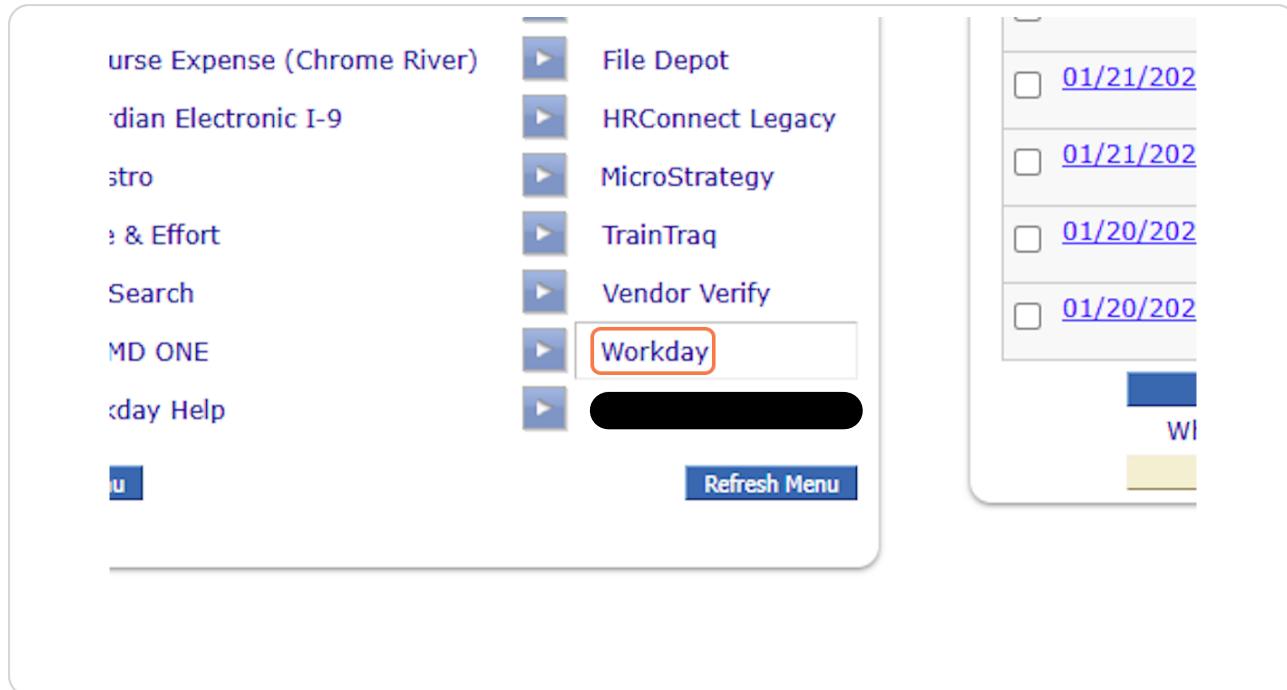




STEP 1

Sign in to SSO: Click on Workday

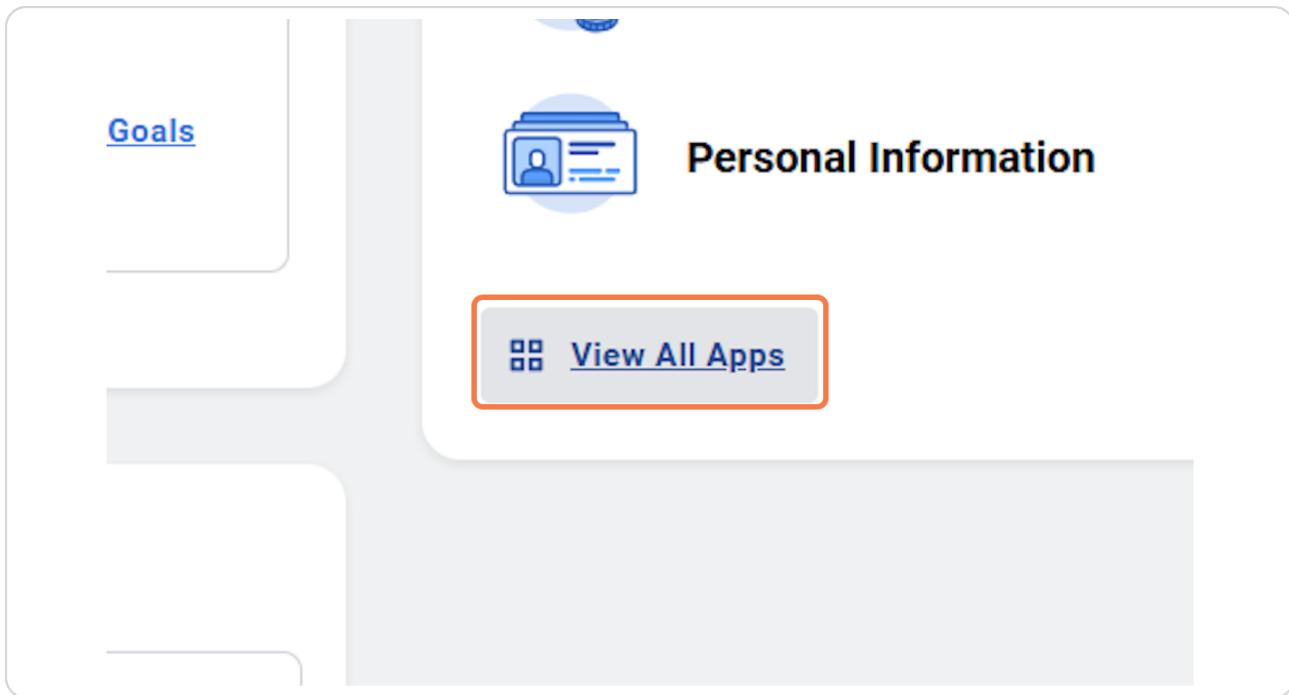


SSO Webpage: <https://sso.tamus.edu/>

Home - Workday

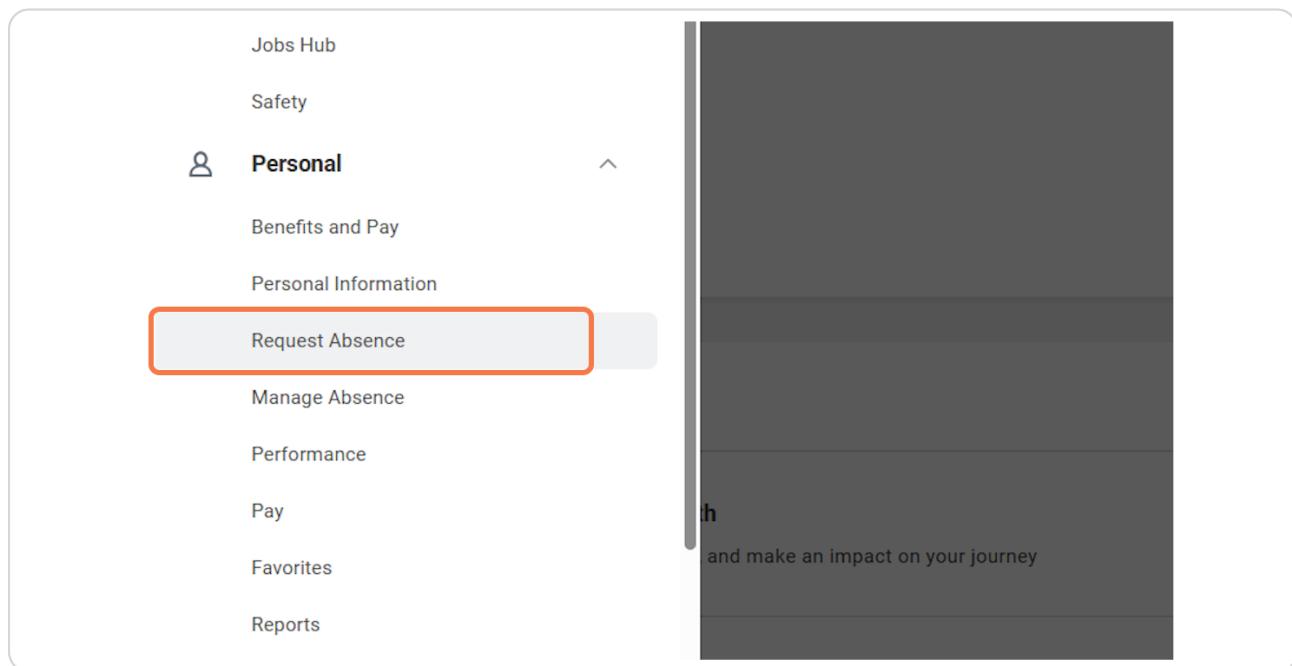
STEP 2

On the home screen, locate Your Top Apps: Click on View All Apps



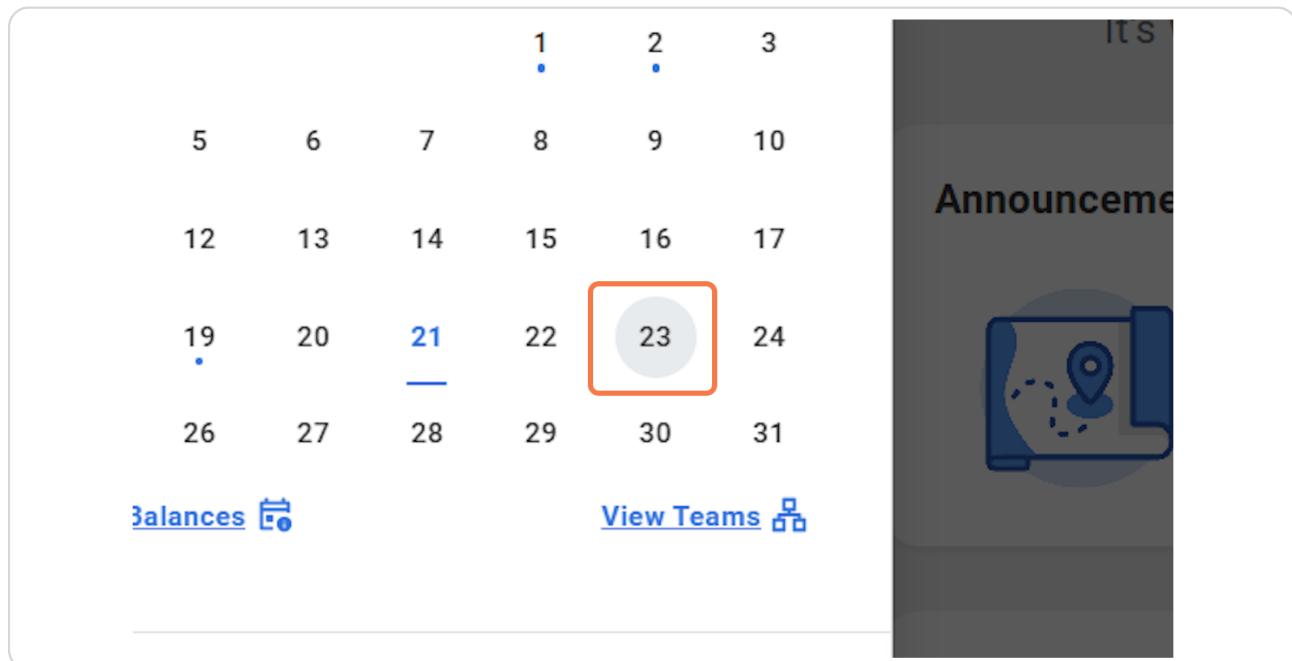
STEP 3

Click on Request Absence



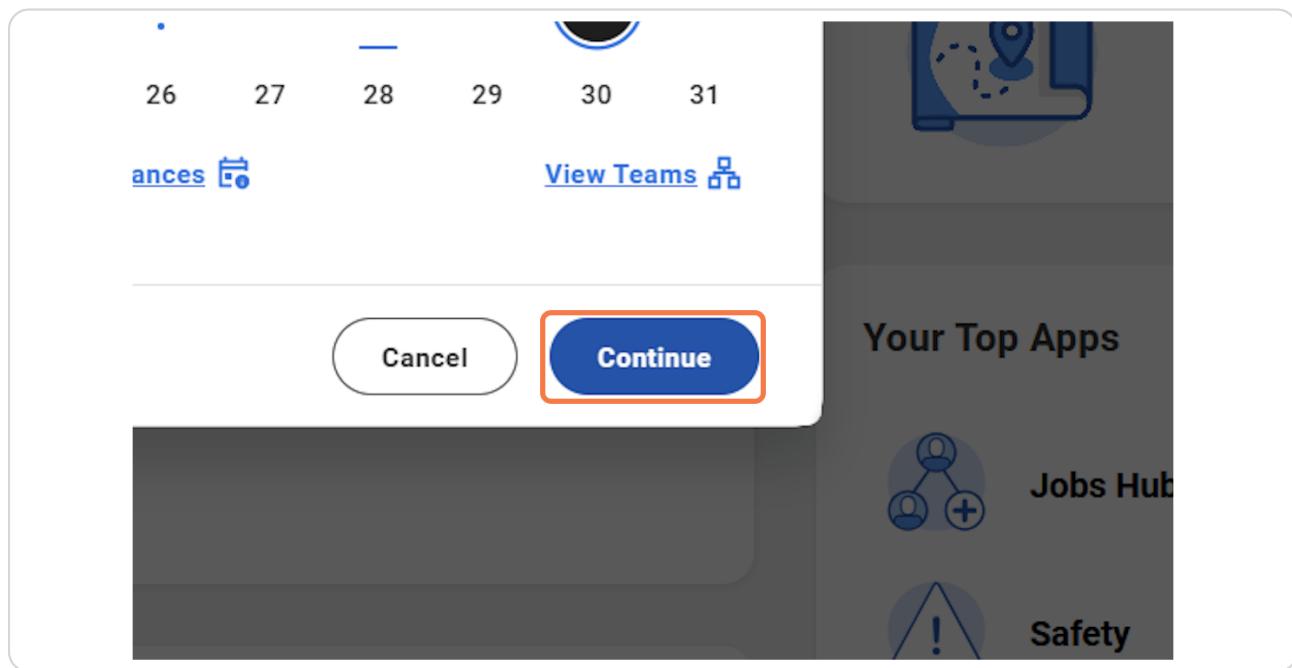
STEP 4

Move to the birthday month and select the desired day of Birthday Leave.



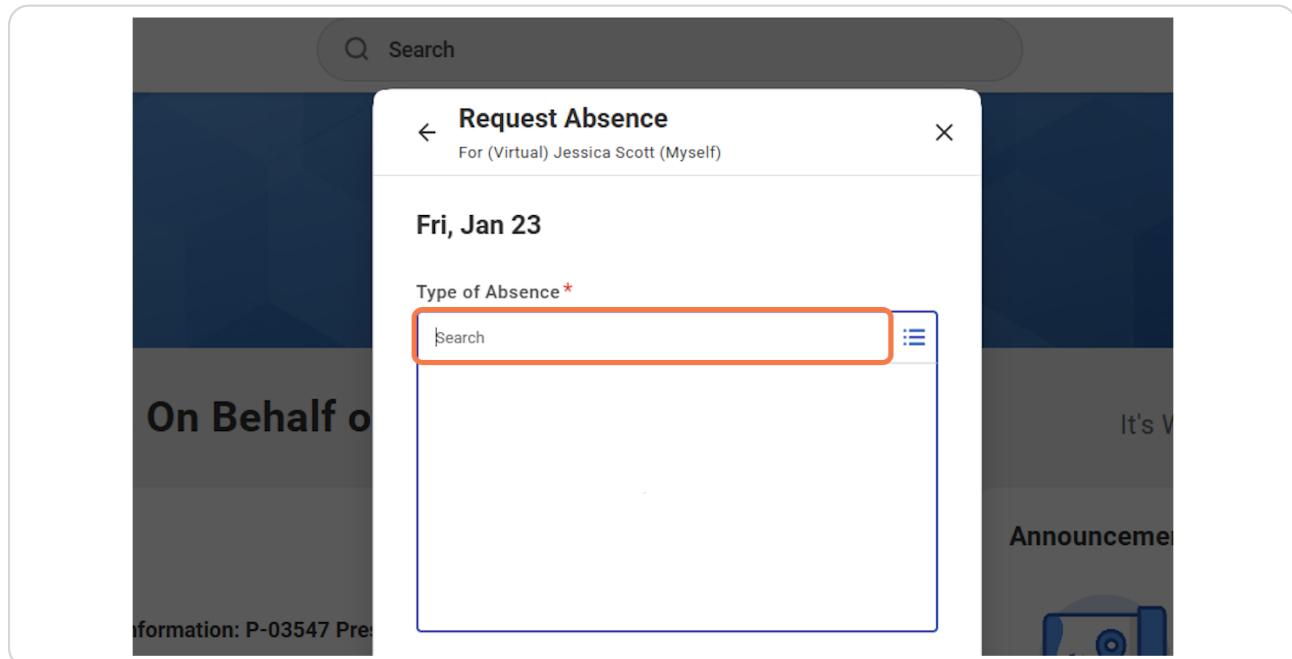
STEP 5

Click on Continue



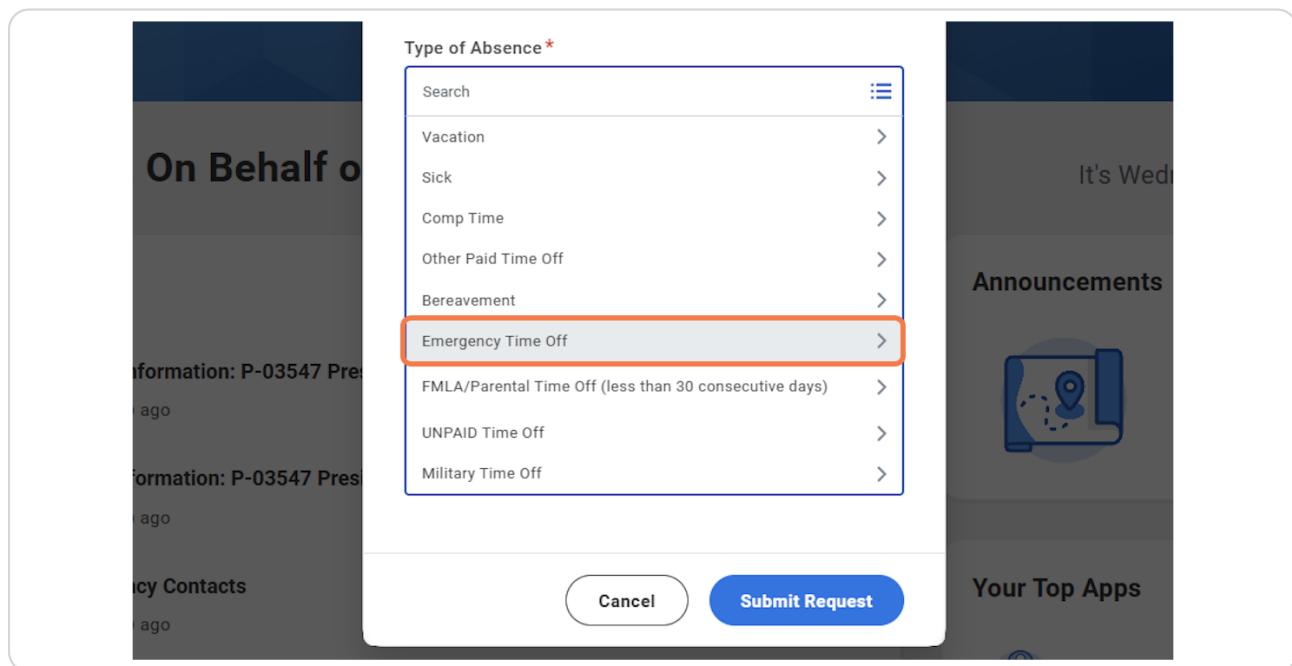
STEP 6

Click on Type of Absence



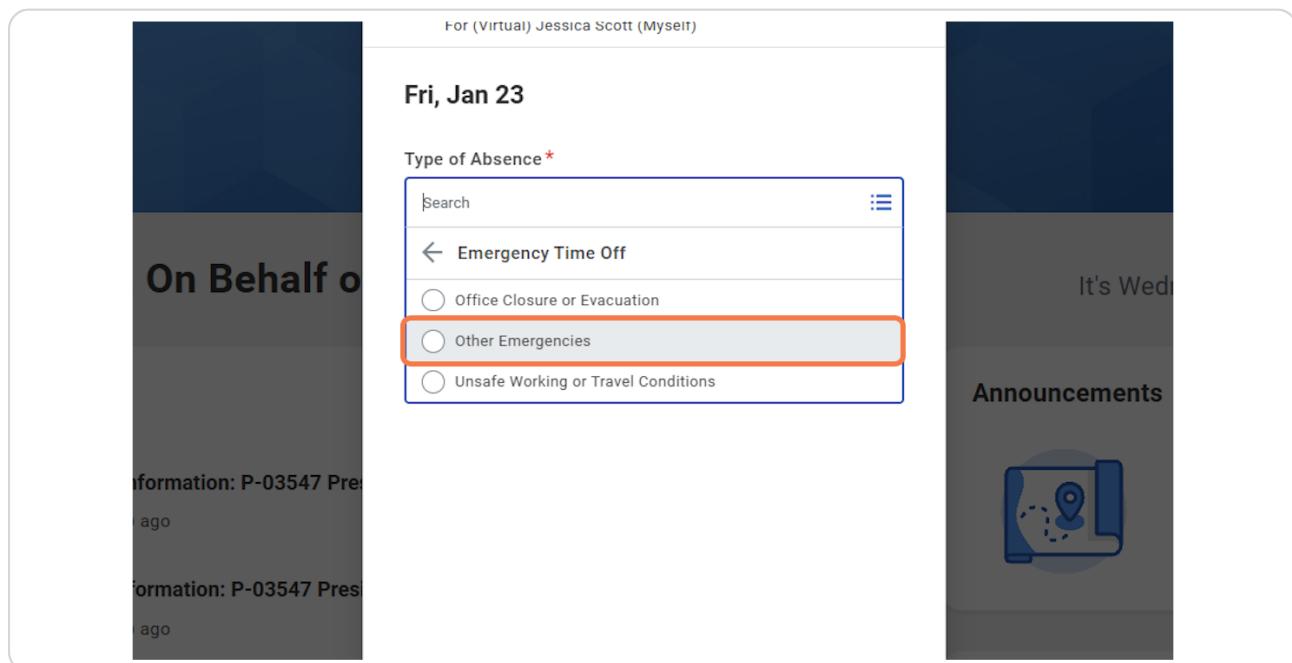
STEP 7

Click on Emergency Time Off



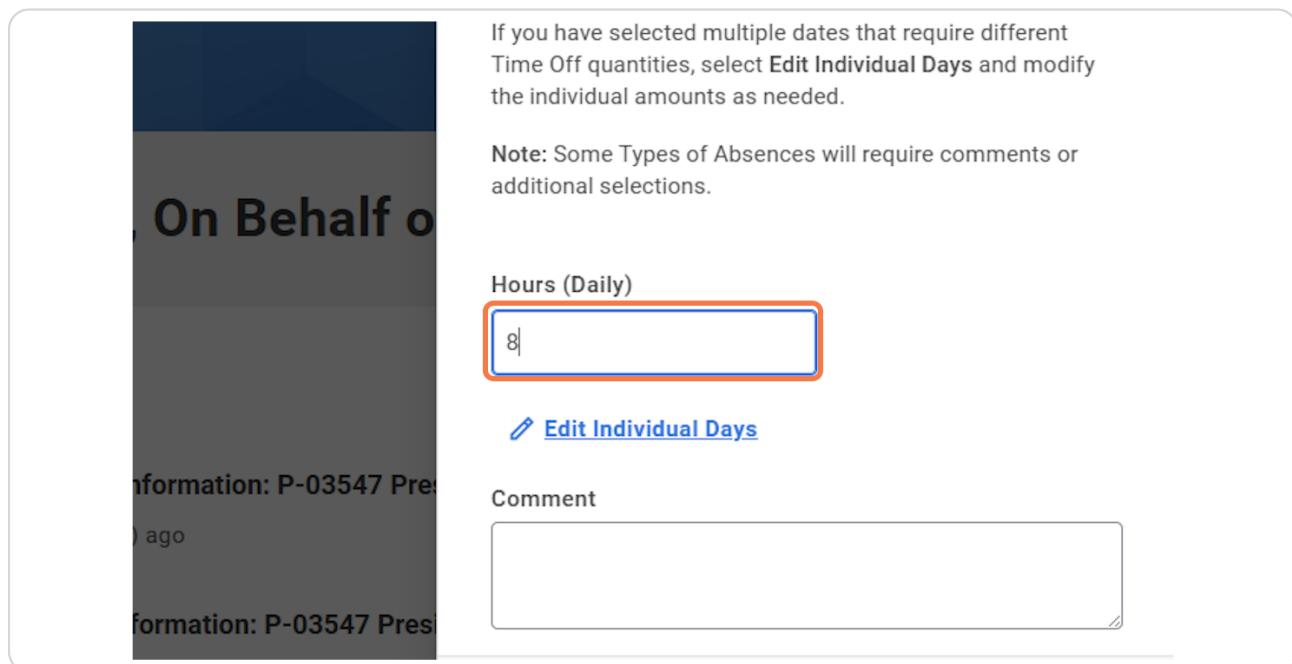
STEP 8

Click on Other Emergencies



STEP 9

Enter "8" hours for the day



If you have selected multiple dates that require different Time Off quantities, select Edit Individual Days and modify the individual amounts as needed.

Note: Some Types of Absences will require comments or additional selections.

Hours (Daily)

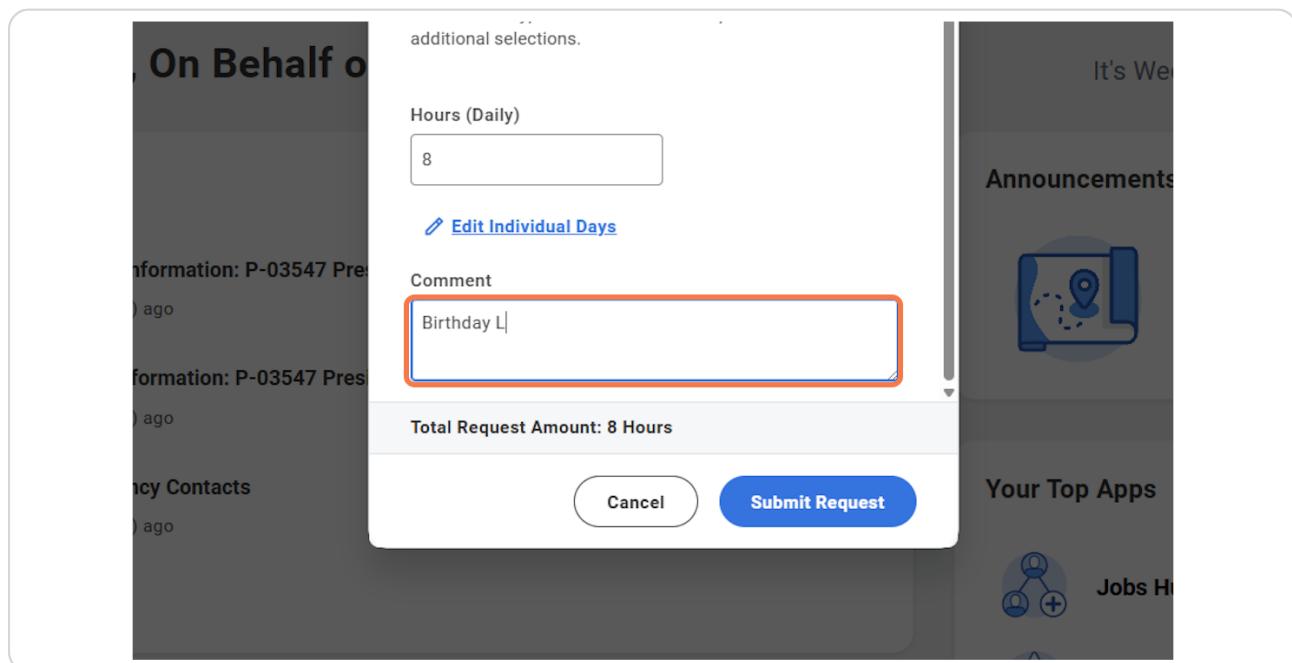
8

[Edit Individual Days](#)

Comment

STEP 10

Type "Birthday Leave" in the comment box



additional selections.

Hours (Daily)

8

[Edit Individual Days](#)

Comment

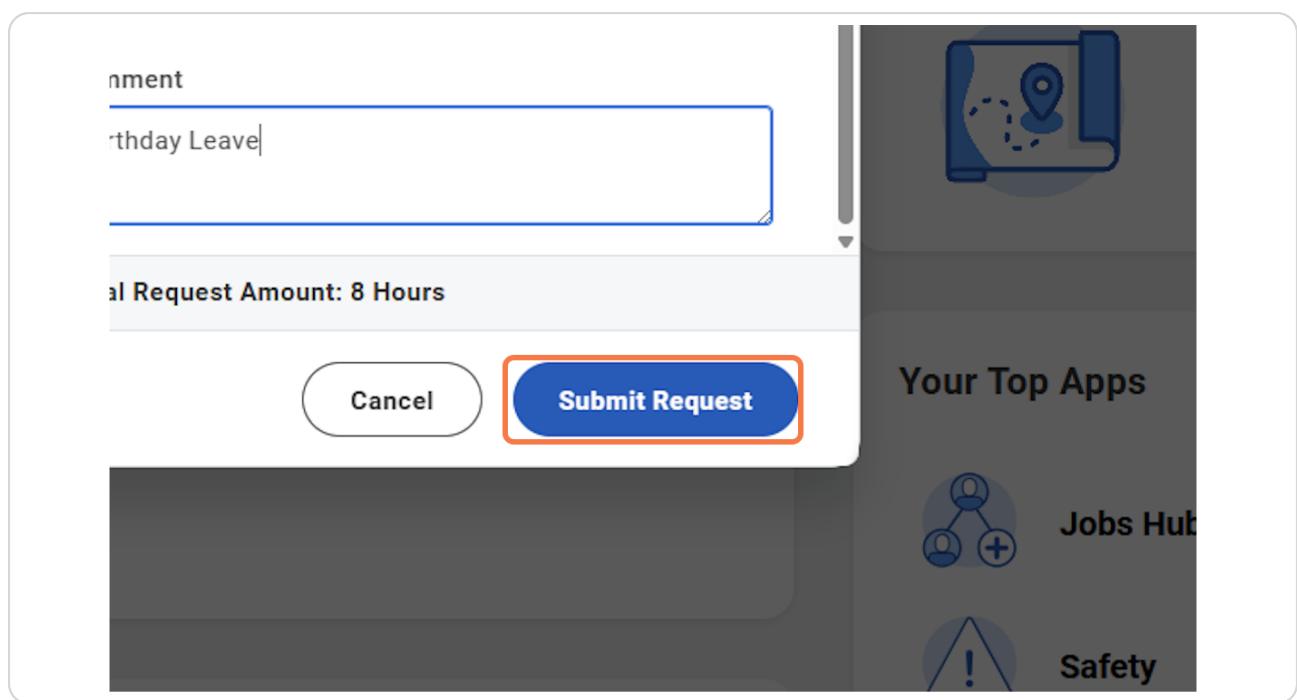
Birthday Leave

Total Request Amount: 8 Hours

[Cancel](#) [Submit Request](#)

STEP 11

Click on Submit Request



STEP 12

Request will route to the direct manager for review and approval.