



STEP 1

Sign in to SSO: Click on Workday

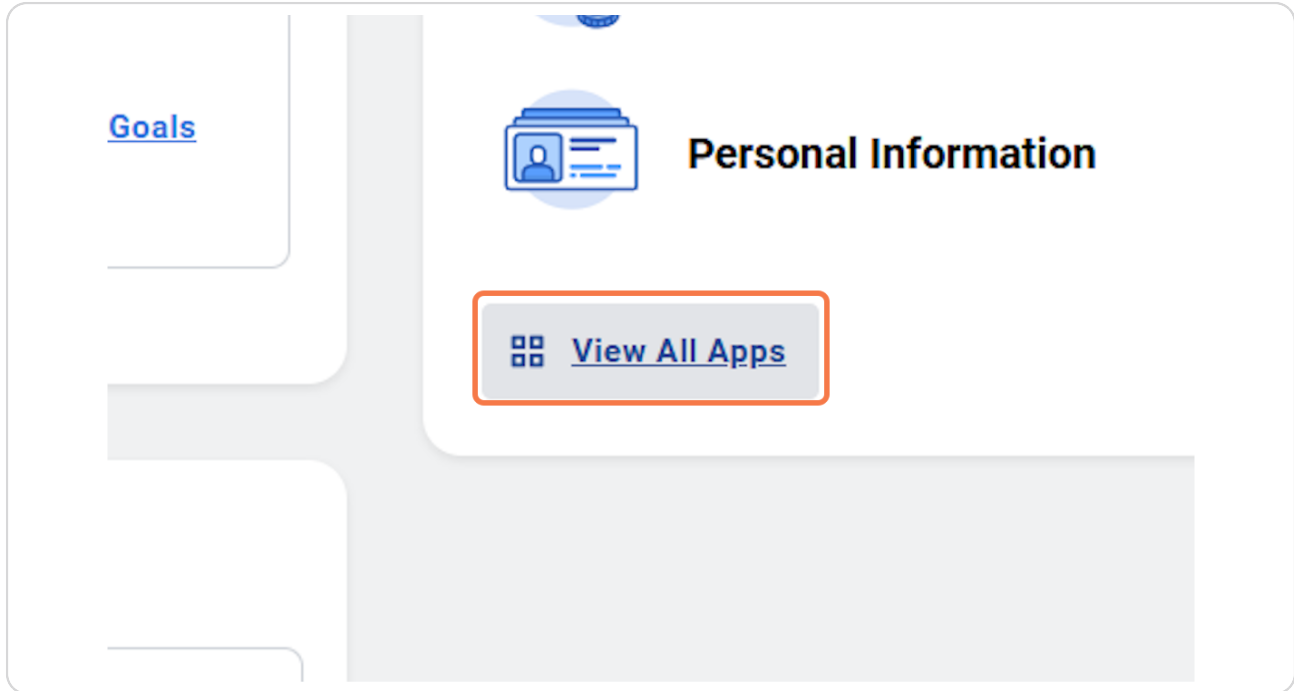
The screenshot shows a list of applications available for selection. The 'Workday' application is highlighted with a red rectangular border. To the right of the application list, there is a sidebar with a search bar and a list of dates: 01/21/2022, 01/21/2022, 01/20/2022, and 01/20/2022. Below the dates, there is a blue button labeled 'WI' and a yellow button.

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

Home - Workday

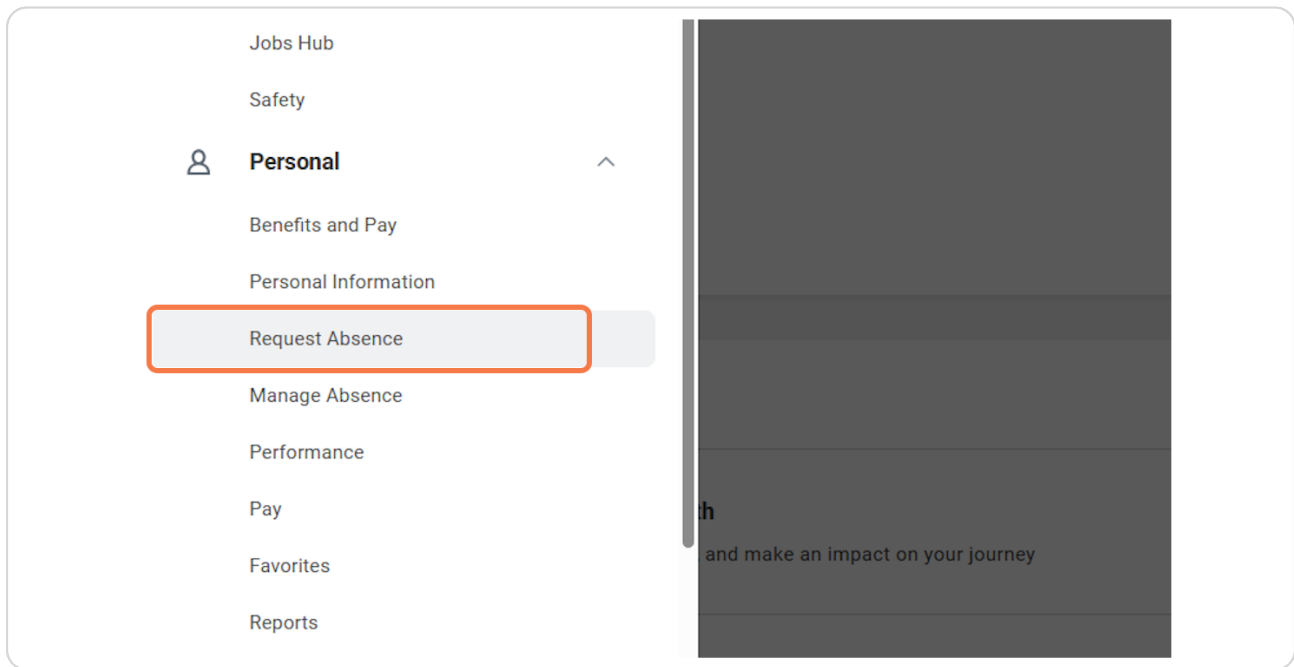
STEP 2

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



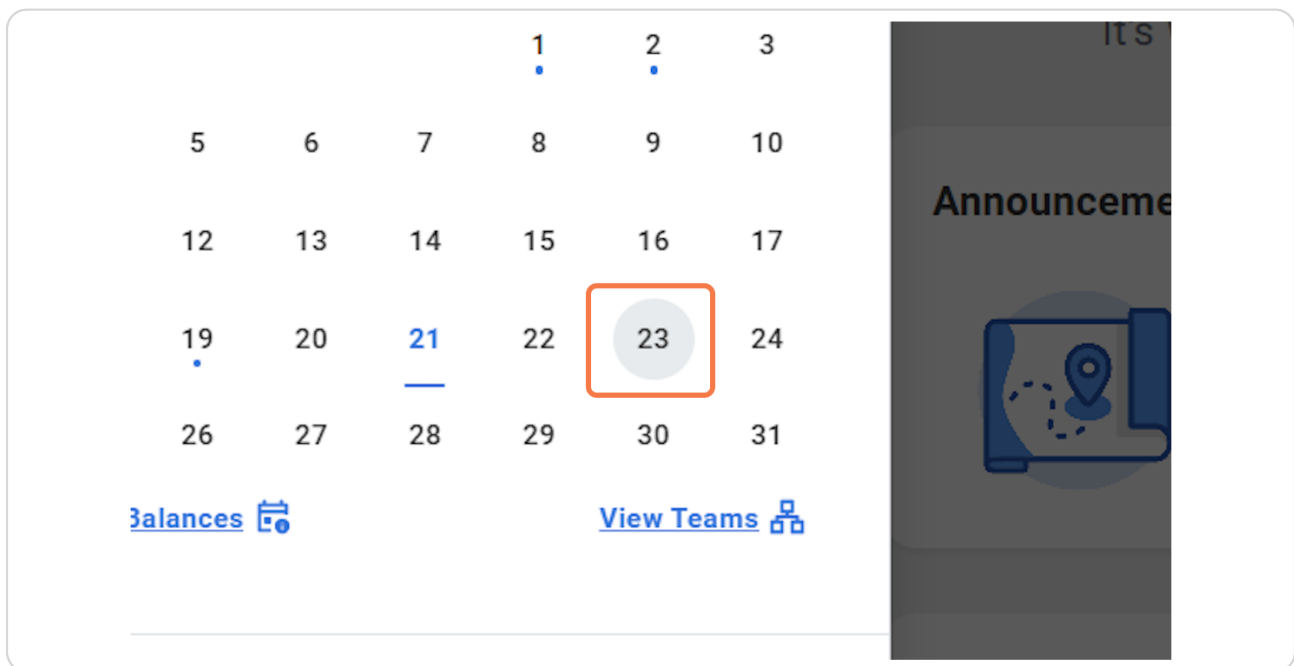
STEP 3

Click on Request Absence



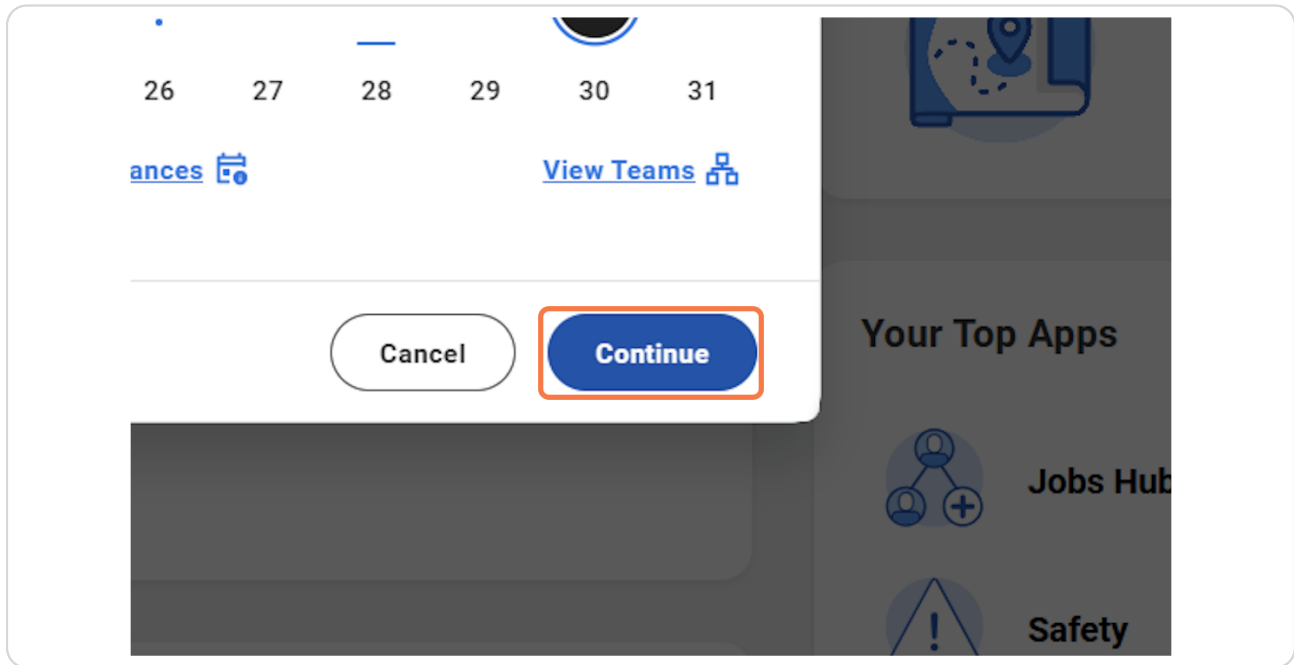
STEP 4

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



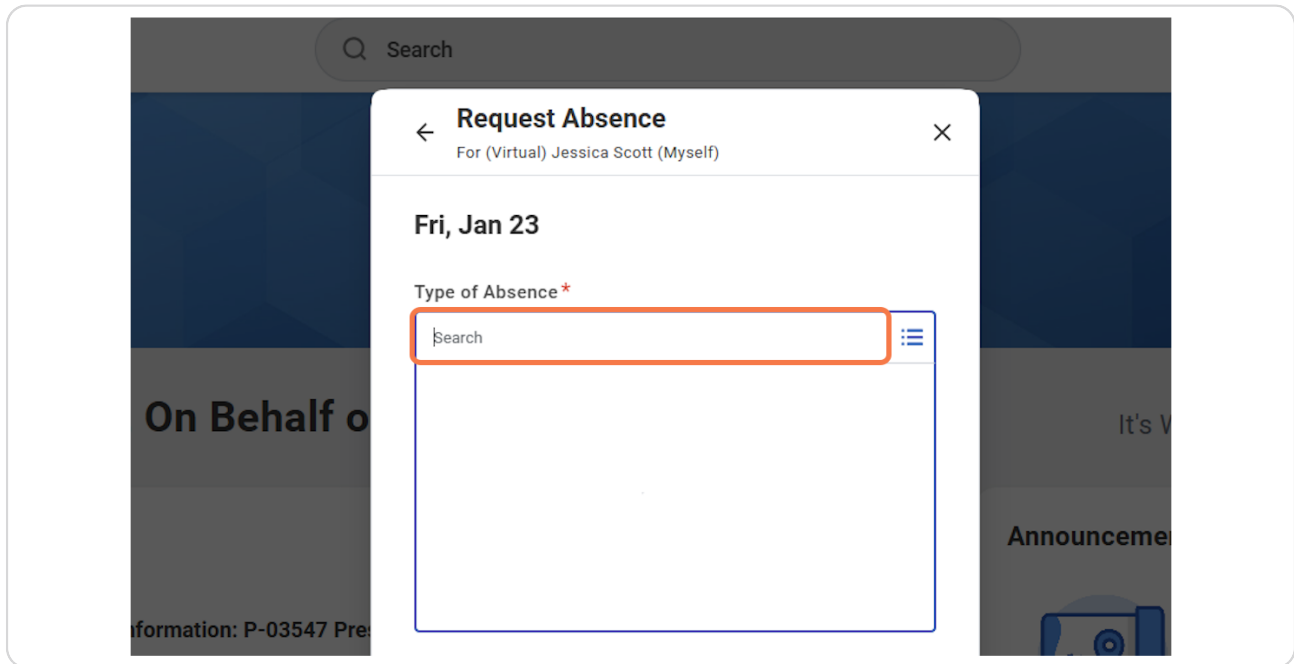
STEP 5

Click on Continue



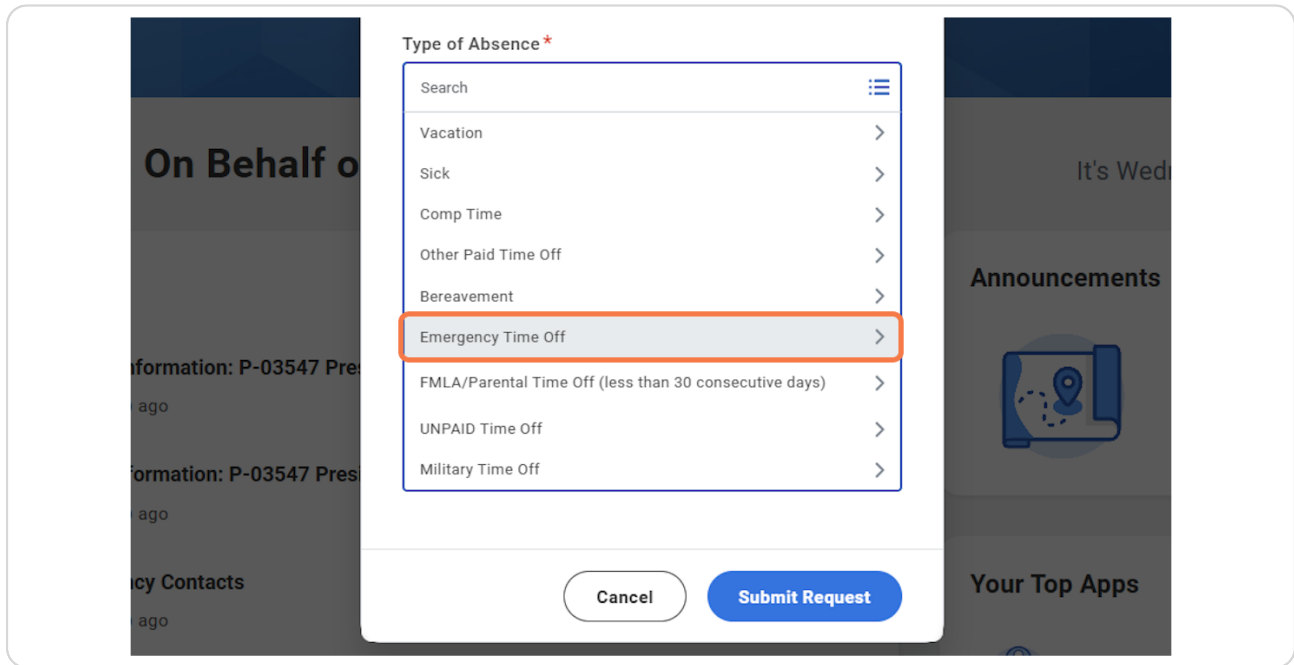
STEP 6

Click on Type of Absence



STEP 7

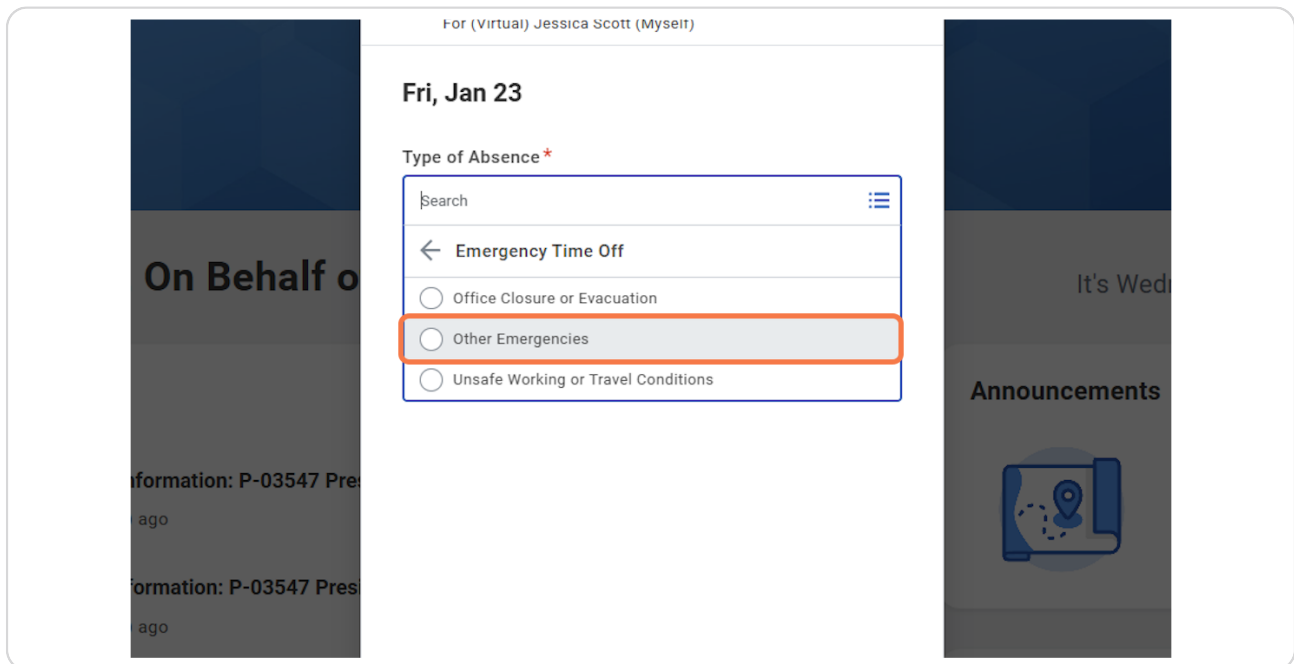
Click on Emergency Time Off



The screenshot shows a mobile application interface. On the left, a sidebar contains the text "On Behalf of" and two identical entries: "Information: P-03547 Pres" followed by "ago". Below these is "Emergency Contacts" followed by "ago". On the right, a sidebar contains "It's Wed", "Announcements" with a location pin icon, and "Your Top Apps". The main content area is titled "Type of Absence*" and features a dropdown menu. The menu lists several options: "Search", "Vacation", "Sick", "Comp Time", "Other Paid Time Off", "Bereavement", "Emergency Time Off" (highlighted with an orange border), "FMLA/Parental Time Off (less than 30 consecutive days)", "UNPAID Time Off", and "Military Time Off". At the bottom of the main area are two buttons: "Cancel" and "Submit Request".

STEP 8

Click on Other Emergencies



The screenshot shows the same mobile application interface as in Step 7. The main content area is titled "For (Virtual) Jessica Scott (Myself)" and "Fri, Jan 23". Below this is the "Type of Absence*" dropdown menu. The menu is open, showing a search bar and four options: "Emergency Time Off" (with a left arrow), "Office Closure or Evacuation", "Other Emergencies" (highlighted with an orange border), and "Unsafe Working or Travel Conditions". The sidebar and bottom buttons remain the same as in the previous screenshot.

STEP 9

Enter "8" hours for the day

On Behalf of

Information: P-03547 Pres

ago

Information: P-03547 Pres

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

On Behalf of

Information: P-03547 Pres

ago

Information: P-03547 Pres

ago

ncy Contacts

ago

additional selections.

Hours (Daily)

8

[Edit Individual Days](#)

Comment

Birthday L

Total Request Amount: 8 Hours

Cancel

Submit Request

It's We

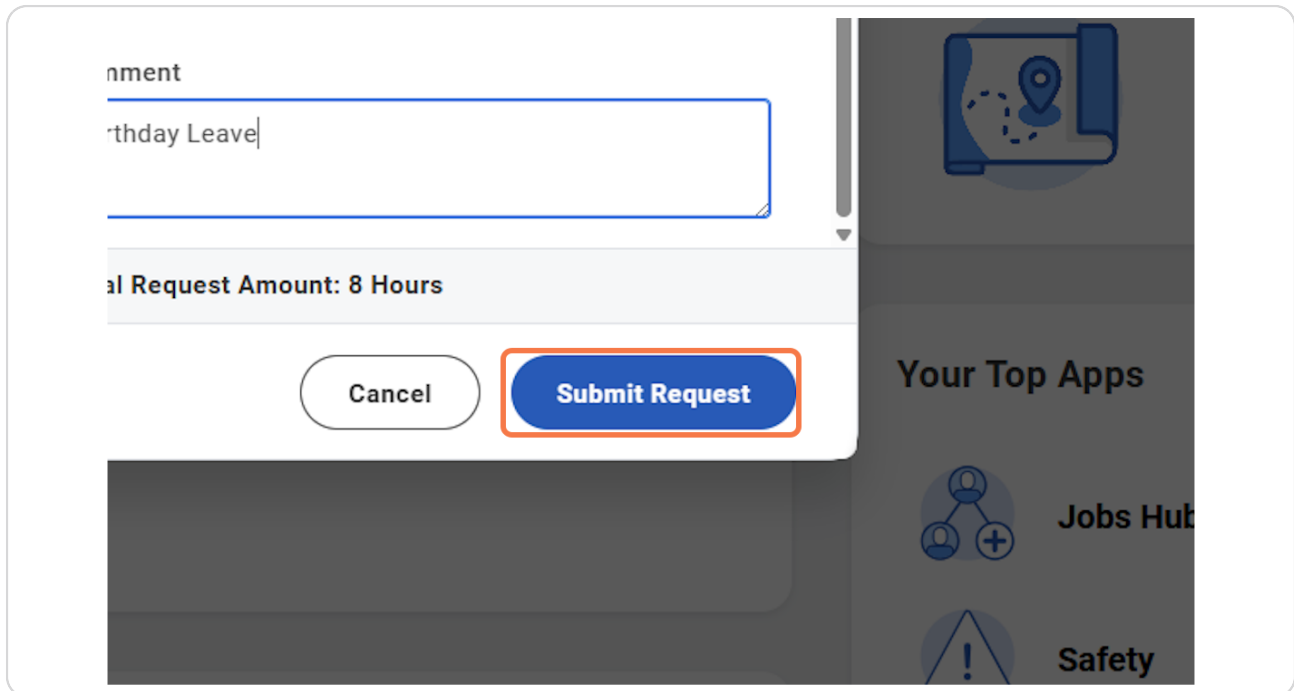
Announcements

Your Top Apps

Jobs H

STEP 11

Click on Submit Request



The screenshot shows a web interface for submitting a leave request. On the left, a form is displayed with a text input field containing "nment" and "rthday Leave". Below this, a summary bar indicates "al Request Amount: 8 Hours". At the bottom of the form are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is a blue pill-shaped button with white text, and it is highlighted with a red rectangular border. To the right of the form is a dark grey sidebar. The top of the sidebar features a blue icon of a document with a location pin. Below this, the section "Your Top Apps" is visible, containing two items: "Jobs Hub" with a network icon and "Safety" with a warning triangle icon.

STEP 12

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