**If you did not use any exception time**

1. On the Workday dashboard, click on the TimeOff worklet.
2. On the next screen, click on Time Off.

3. The current month’s calendar will be displayed. Click on the last day of the month and then click on the green Request Time Off button in the lower left.

4. On the Request Time Off screen, WHEN will be displayed as the last day of the month you clicked on the calendar. In the “TYPE” field, click on the prompt icon to the right and select “No Exception Time Reported.” The DAILY QUANTITY should be 1.

5. Click Submit to record the fact that you did not use any exception time in this month.
To record any kind of exception time

1. On the Workday dashboard, click on the TimeOff worklet.
2. On the next screen, click on Time Off.
3. The current month’s calendar will be displayed. Click in the day(s) in which you used or will be using some type of exception time. In this example, Dec 1 – 10 are highlighted. Click on the green Request Time Off box (indicating the total number of days).
4. On the Request Time Off screen, WHEN will display the days you selected. In the TYPE field, click on the prompt ☐ icon to the right and select the appropriate code (e.g., Sick, Vacation, Jury Duty, etc.). The DAILY QUANTITY should be the number of hours you used OR if you are taking an entire day (e.g., for Vacation), it should be the number of hours you work in a typical day.
5. Add a comment if appropriate. Click Submit. You can submit time off requests throughout the month. Your manager will be able to view and approve these as they are submitted.
6. If you return to the Request Time Off calendar you will see that the days you recorded are highlighted in gray.
To view details about the exception time you recorded/requested, click on any grayed out pay code. If the entry is in error, click on Cancel This Request and then confirm the cancellation.

7. To view details about the exception time you recorded/requested, click on any grayed out pay code. If the entry is in error, click on Cancel This Request and then confirm the cancellation.

8. Once your manager has approved your Time off Request, you will see a green checkmark next to the pay code. In this example only the time off on the 7th of the month has been approved.

To correct exception time which has been approved

1. If you entered time and it was already approved by your manager, you can still make corrections or changes. In this example, the employee asked for three days of vacation time and it was approved (see the green checkmark!).

2. Click on the gray highlight on any of the approved vacation days. Make your corrections by clicking on the day, the exception type, and/or the number of hours, then click on Continue. In this example, the original plan to have three 8 hr days off was amended to have two 4 hr days and one full 8 hr day.

3. When you return to the calendar view, you will have to re-Submit the days that were edited (for your manager's approval). The approval for the third day that was not changed will still be in effect.