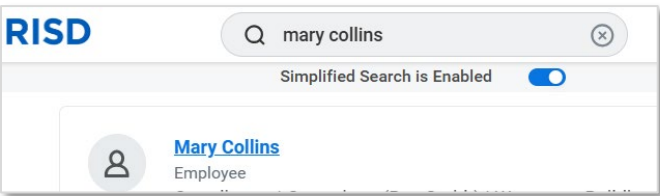


Request Absence on Behalf Of

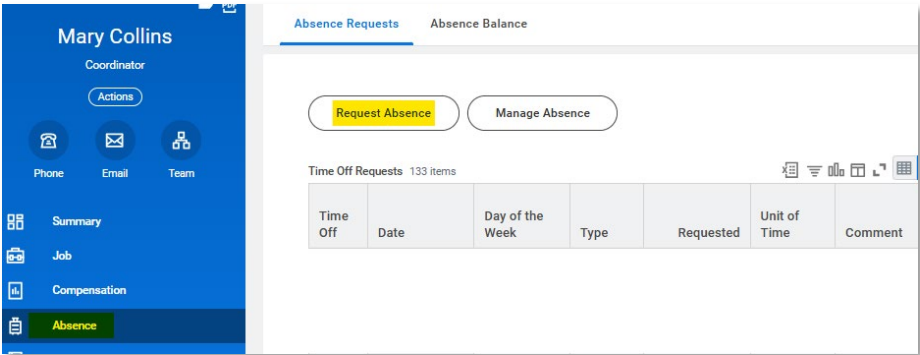
Log into Workday

Navigate to the employees' profile

Type employees' name in search bar
Click **Employee Name**

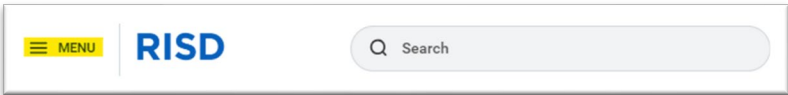


Click **Absence** from side menu
Click **Request Absence** button

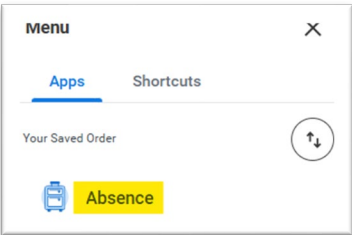


OR

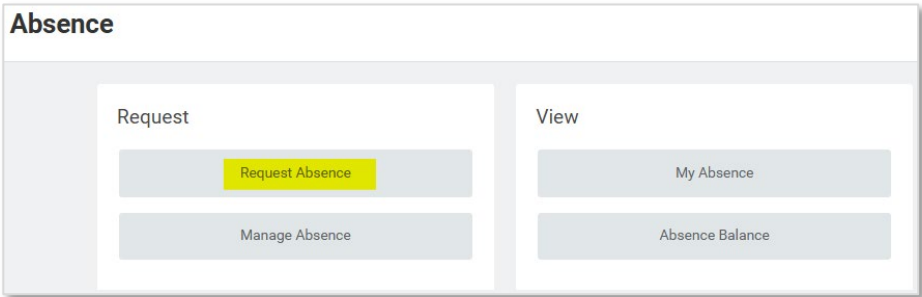
Click **Menu** in the top left



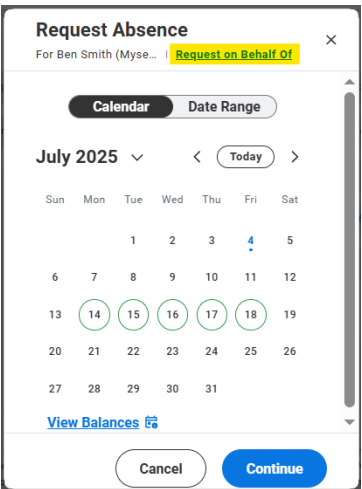
Click **Absence** in Apps



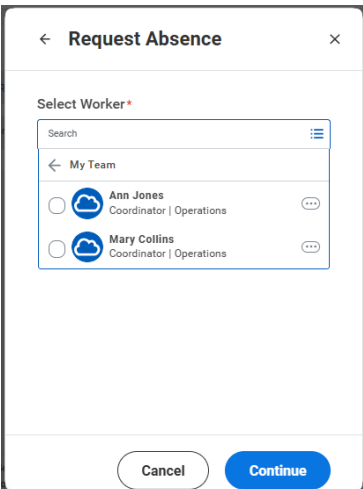
Click **Request Absence**



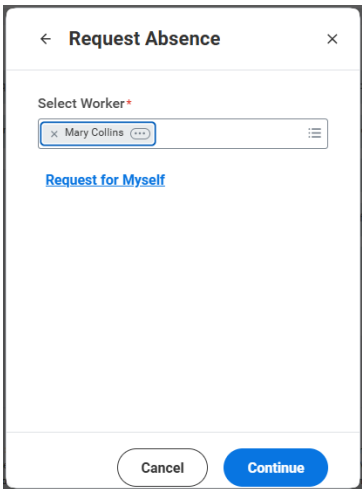
Click **Request of Behalf Of**



Select the employee from the **My Team** drop down



Click **Continue**



Request Absence on Behalf Of

Absence can be requested using the Calendar (default) or a Date Range.

Calendar

Select requested day(s)
then click Continue

Date Range

Enter Start Date and End Date for range
then click Continue

Click the **month/year** see all months in year
Use **Today** button to return to current day
Use the **arrows** to scroll through months

Request Absence
For Mary Collins | [Request on Behalf Of](#)

Calendar Date Range

August 2025 < Today >

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Cancel Continue

Request Absence
For Mary Collins | [Request on Behalf Of](#)

Calendar Date Range

Start Date* End Date*

08/07/2025 08/08/2025

[View Balances](#)

Cancel Continue

Select Type of Absence

Enter **Hours** (daily amount)
(if you enter 7 and selected two days 14 hours will be requested)

Enter **Comments** or upload **Attachments**, if applicable

Request Absence
For Mary Collins

Thu, Aug 7 – Fri, Aug 8

Type of Absence*

Bereavement
Bonus Day
Inclement Weather
Jury Duty
Personal
Sick
Unpaid Time
Vacation
Workers Compensation

Cancel Submit Request

Request Absence
For Mary Collins

Thu, Aug 7 – Fri, Aug 8

Type of Absence*
x Vacation

> Instructional Information

Hours (Daily)
7

[Edit Individual Days](#)

Comment

Total Request Amount: 14 Hours

Cancel Submit Request

Request Absence
For Mary Collins

Comment

Additional Information

Comment to Approver

Attachments

Total Request Amount: 14 Hours

Cancel Submit Request

To change date(s), click arrow at top beside Request Absence.

To edit individual days, for requests that include multiple days, go to page 3.

Click the **Submit Request** to complete the request.

No approvals are necessary when a manager requests absence on behalf on their employee.

Request Absence on Behalf Of

Edit Individual Days of an Absence Request

Click the **Edit Individual Days** link in the Request Absence pop-up

Request Absence
For Mary Collins

Thu, Aug 7 – Fri, Aug 8

Type of Absence*

x Vacation

> Instructional Information

Hours (Daily)

7

[Edit Individual Days](#)

Comment

Total Request Amount: 14 Hours

Cancel Submit Request

Click the day(s) that you would like to edit individually

Edit Type of Absence

Edit Hours Requested

Delete Day

Request Absence
For Mary Collins

> Instructional Information

Total Request Amount: 14 Hours

Thu, Aug 7 >
Vacation • 7 Hours (Daily)

Fri, Aug 8 >
Vacation • 7 Hours (Daily)

✓ Additional Information

Comment to Approver

Thu, Aug 7 [Delete](#)

Type of Absence*

x Vacation

Hours (Daily)

7

Comment

Available Balance: 21.415 Hours
Includes your accrued time off and future requests until 08/08/2025.

Cancel Submit Request

Click the **Submit Request** to complete the request.

No approvals are necessary when a manager requests absence on behalf on their employee.