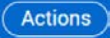
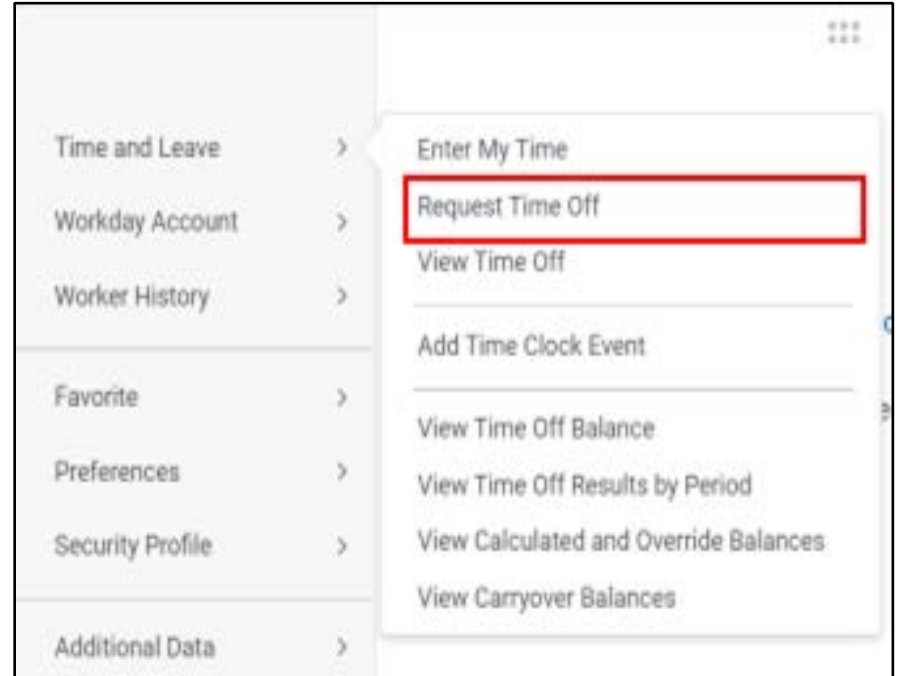


Employee View

This section outlines the steps that employees will need to follow to request Comp Time Cash Out

Steps

- 1) On the Profile Page users must click on the Actions Button  then Select Time & Leave and then Click on Request time off. Alternatively, users can access the “Time Off” worklet on their Workday landing page. To Learn of the total available time off please see the View Time Off Section of this guide



Steps

2) The request time off page will appear

3) Select any date (preferred to select present date to avoid confusion) then click the Request Time Off button

Request Time Off Test Employee

1. Please kindly note the following points before you enter the time off request:
Please **do not** input any time off on a **Public Holiday or Weekend** unless you are not entitled leave on those dates.
If you check the box "Include All Selected Days", your total time off balance will be deducted for all requested days including the selected Public holidays or weekends.

Balances

Balance as of 03/14/2023

22 Days
11 Hours

Balance Per Plan

- Compensatory Time Off
11 Hours
(Comp Time (Hours), Compensatory Hours
Cash Out)
- Personal Time Off - US
6 Days
(Personal (Days))
- Vacation Time Off - US
25 Days
(Vacation (Days))
- Volunteer Time Off
1 Day
(Volunteer (Days))

Today < > March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	Mar 1	2	3	4
5	6	7 Compensat...	8	9	10	11
12	13	14	15	16	17	18
19	20	Today	22	23 Compensat...	24	25
26	27	28	29	30	31	Apr 1

1 Day - Request Time Off

Steps

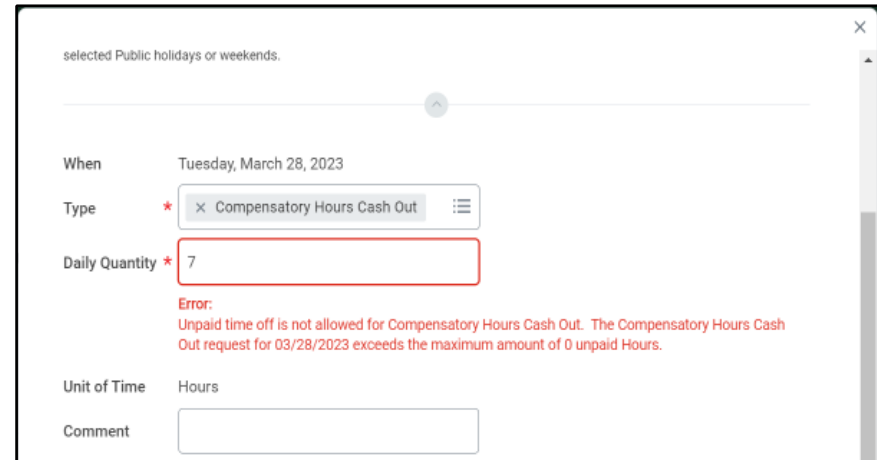
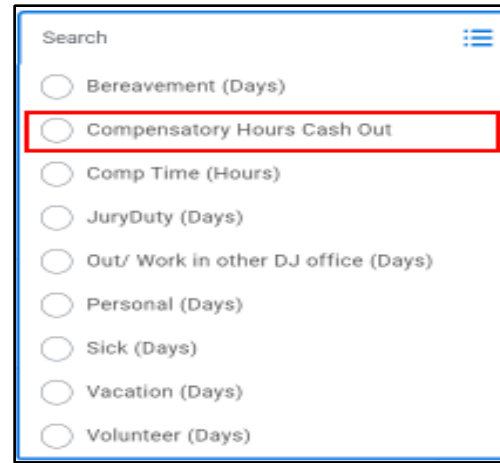
4) A mini window will appear containing two mandatory fields that need to be filled out; the Type of Leave & the Daily quantity. Users can also add a comment in the comment field and add any relevant attachments.

The screenshot shows a 'Request Time Off' form for 'Test Employee'. The form is titled 'Request Time Off' and includes a close button (X) in the top right corner. Below the title, there is a status '(empty)'. A note reads: '1. Please kindly note the following points before you enter the time off request: Please do not input any time off on a Public Holiday or Weekend unless you are not entitled leave on those dates. If you check the box 'Include All Selected Days', your total time off balance will be deducted for all requested days including the selected Public holidays or weekends.' Below the note is a horizontal separator line with a small downward arrow in the center. The form fields are: 'When' (Tuesday, March 28, 2023), 'Type' (a dropdown menu with a red asterisk), 'Daily Quantity' (0, with a red asterisk), 'Unit of Time' (empty), and 'Comment' (empty). Below the form fields is an 'Attachments' section with a light blue box containing the text 'Drop files here' and 'or' above a 'Select files' button. At the bottom of the form are two buttons: 'Submit' (orange) and 'Cancel' (white with a grey border).

Steps

- a) Click on the Type field then select the Time Off type as “Compensatory Hours Cash Out”
- b) Daily quantity is measured in Hours, so Users need to enter the exact number of hours that they want to encash (by default the quantity autofills to 7 hours) Entering a Daily Quantity that is more than the available balance will display an error message as indicated in the screenshot on the next slide

5) Click the Submit Button to complete the request process



Send Back Process for Employees

Steps to follow if Manager has sent back the Comp Time Cash Out request

Steps

This section helps the User (Employee) navigate the process of correcting requested cashout. In case the request for Comp Time Cash Out has been sent back by the Manager for corrections, the reason for the send back will be specified by the manager in the comments section.

1) Task arrives in Workday Inbox

The screenshot shows a Workday inbox interface. At the top, there is a navigation bar with a 'MENU' icon, the user name 'DOW JONES', a search bar, and notification icons for a bell (4) and an envelope (1). Below the navigation bar, the main heading is 'Inbox'. On the left side, there are 'Actions' and 'Archive' tabs. Under 'Actions', there are dropdown menus for 'Viewing: All' and 'Sort By: Newest'. A task card is visible with the title 'Time Off Correction: Test Employee' and a star icon. The main content area displays a task titled 'Revise Time Off Correction Test Employee' with a star, gear, and share icon. Below the title, it says '23 hour(s) ago - Effective 03/07/2023'. The task description is 'Correct Time Off' and 'To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.' Below the description, there is a table titled 'Time Off Correction' with 1 item. The table has columns: Date, Day of the Week, Type, Previously Requested, Correction to Requested, Unit of Time, and Comment. The data row shows: 03/07/2023, Tuesday, Compensatory Hours Cash Out, 7, 0, Hours, and an empty comment field. At the bottom of the task card, there are three buttons: 'Submit' (orange), 'Save for Later' (white), and 'Cancel' (white).

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Comment
03/07/2023	Tuesday	Compensatory Hours Cash Out	7	0	Hours	

Steps

- 2) Users can view the Previously requested Hours in the Previously Requested column
- 3) Click on the 5th Column to edit the Correct Time Off hours. Review the correction then Click on the Submit Button to update the Requested Time Off

Revise Time Off Correction Test Employee ⋮

23 hour(s) ago - Effective 03/07/2023

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

Time Off Correction 1 item

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Comment	Errors & Warnings
03/07/2023	Tuesday	Compensatory Hours Cash Out	7	<input type="text" value="4"/>	Hours	<input type="text"/>	

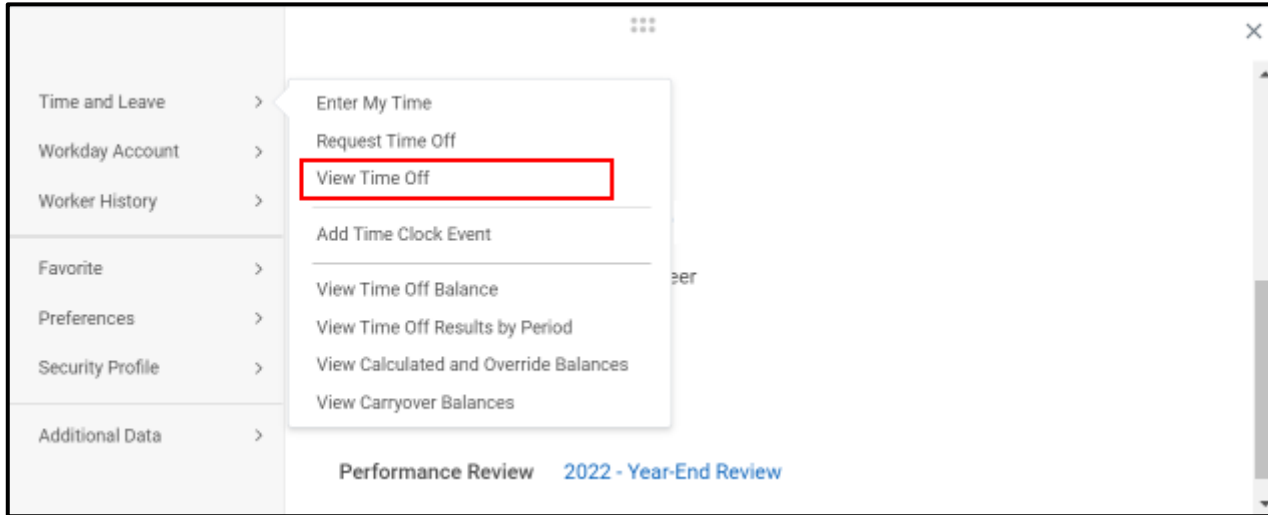
Submit Save for Later Cancel

View Time Off

To view how much time off is available follow the steps below

Steps: View Time Off

- 1) To view available Time Off users must be on their profile page; To access the profile page click on the profile icon in the top right corner then select the View Profile worklet
- 2) On the profile page users can select the Actions button followed by Select Time & Leave and then click on View Time Off Balance



Steps: View Time Off

- 1) Enter the effective date as of which the user wants to view remaining balance (by default the date autofills to the current date)
- 2) Scroll down to find Comp Time Off Balance Table; the balance can be viewed in last two columns

Time Off Requests Time Off Balances as of Current Date

Balances Tracked in Days 3 items

Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued In Period	Time Off Paid In Period	Carryover Forfeited In Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)
Personal Time Off - US	Days	0	0	6	0	6	0	0	0	6	6
Vacation Time Off - US	Days	0	0	25	0	25	0	0	0	25	25
Volunteer Time Off	Days	0	0	1	0	1	0	0	0	1	1
Total:										32	32

Balances Tracked in Hours 1 item

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued In Period	Time Off Paid In Period	Carryover Forfeited In Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
Compensatory Time Off	Hours	5	6	7	11	0	7	0	4	11	03/01/2023 - 03/31 (Monthly)
Total:										4	11