

How to enter Community Service Day volunteer hours in Workday (Veterans Day and Martin Luther King Jr. Day ONLY)

Applications 11 items



Learning



My Inbox
Overview



Expenses



Time Off



Career



Personal
Information



Time



Absence

First, click on
Absence



Pay



Favorites



Directory

Request

2

Request Absence

Correct My Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance

Next, click on **“Request Absence”**

Balances

Balance as of 

Per Plan

Sick

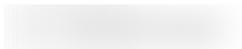


(Sick)

Unpaid > Unpaid Leave of Absence

120 Days

Vacation



(Vacation)

Total

Note: Currently only **Martin Luther King Jr. (MLK) Day** and **Veterans Day** are approved for this type of absence.

Today < > November 2019

Sunday	Monday	Tuesday
27	28	29
3	4	5
10	11 3	12
17	18	19
24		26

1 Day - Request Absence **4**

Select November 11 (or the day that you are volunteering) and then click on **"1 Day - Request Absence"**

5

Select

When

Type * search

- Bereavement
- Community Volunteer Absence
- Jury Duty
- Military Service
- Sick
- University Closure
- Unpaid Leave of Absence
- Unpaid Time Off
- Vacation

6

Next Cancel

Now you need to select **Community Volunteer Absence** from the drop-down box. Then select the **Next** button.

Request 1 item

+	*From	*To	*Type	Quantity per Day	Total	
	11/11/2019	11/11/2019	X Community Volunteer Absence	0 hours	0 hours	7 Edit Quantity per Day

enter your comment

8

Adding a **Comment** or **Dropping in files** is **optional**

Attachments

Drop files here

or

Select files

Edit Quantity per Day: Enter the number of hours you are normally scheduled for that day. For example, if you normally work 8 hours, then enter "8."

Once your hours are set above and you have added the optional comment, click on **Submit** to finish.

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Submit Cancel