

## Exempt (Salaried) Associates: Entering Time Off in Workday

**Starting March 5**, exempt associates will log into Workday to record time off such as Paid Time Off, Jury Duty, Sympathy Pay (Bereavement), etc. You will not need to enter time for every day worked.

***Leaders:** Changes to processes for timekeeping and approving time off will be covered in more detail during training sessions March 8. Watch for an invitation to the training sessions from Josh Benson soon.*

### To Enter Time Off and Leaves

1. Go to Workday, which can be accessed by clicking the Workday button at the top of the Hi! intranet home page. (For the best experience from your IFG workstation, you will first need to log in to Launchpad.)
2. In the Quick Tasks box on the right side of the Workday home page select **View All Apps**.
3. Select the **Time Off and Leave** worklet from the menu that opens on the left side of the screen (see image at right).
4. Select **Request Time Off**.
5. Click on the calendar to **select the day(s)** for which you are requesting time out of the office.
6. Select the **Request Time Off** button in the lower left-hand corner.
7. Complete the **Request Time Off** form.
  - Select your **Time Off Type**
  - Select your daily quantity (hours being requested per day)
  - Select your **Time Off Reason (Only when requesting PTO)**
  - Select **Submit**. You may need to scroll down to view the submit button
8. Once approved, a green check will appear in the Time Off submission on the calendar view. *Exempt time off does not require approval from your manager in Workday.*



Time Off and  
Leave