

HOW TO VERIFY FOUNDATION HOURS WORKED QUICK REFERENCE

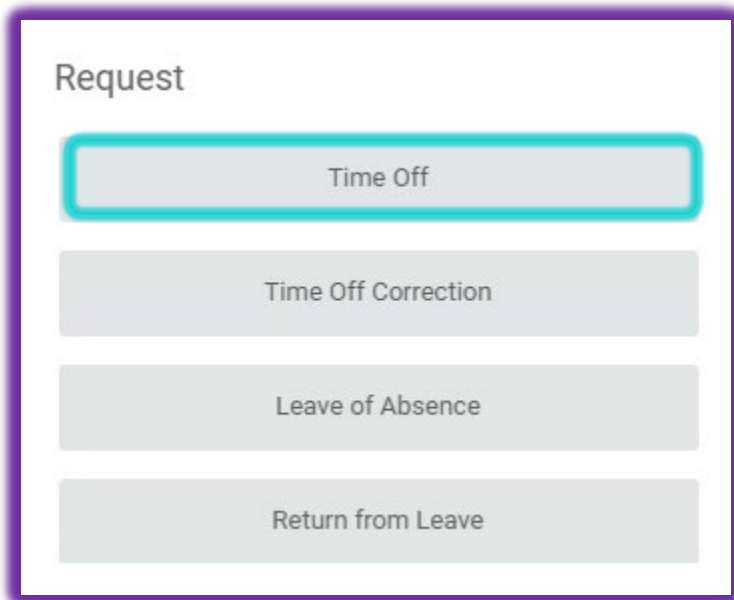
STEP-BY-STEP GUIDE

Step 1: Access your Workday Home Page

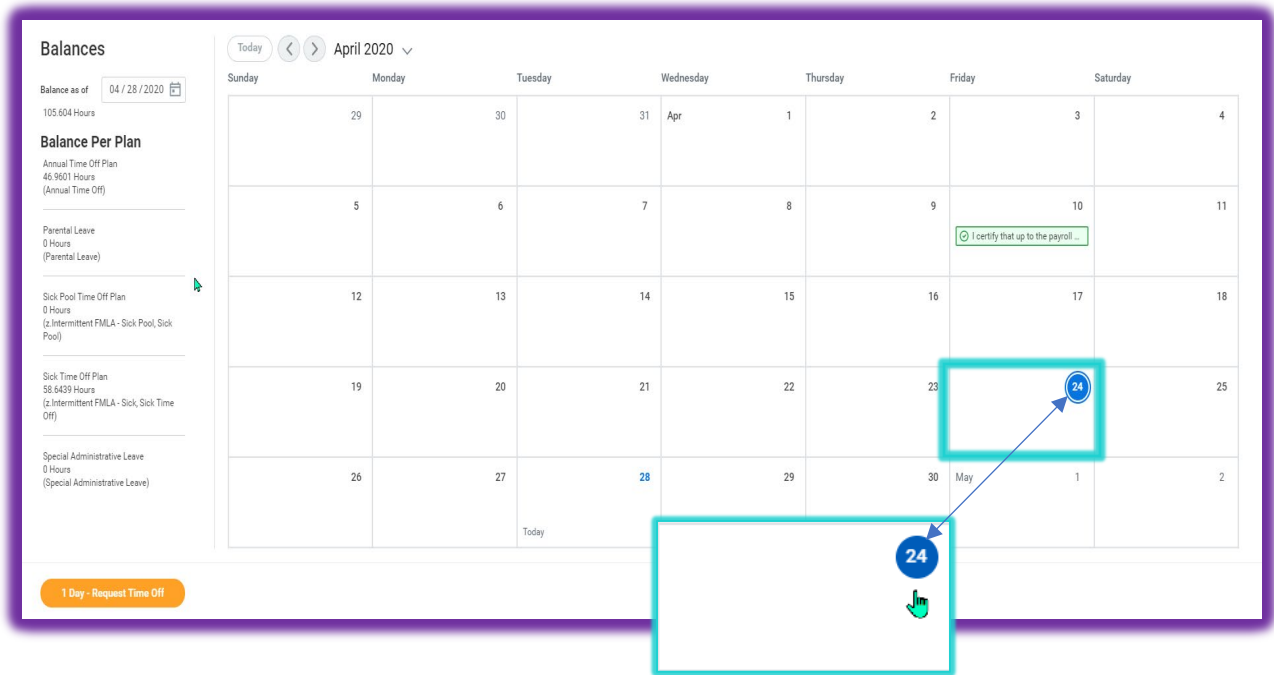
Step 2: Select the **'Time Off'** worklet/application



Step 3: Under the **'Request'** column, select **'Time Off'**

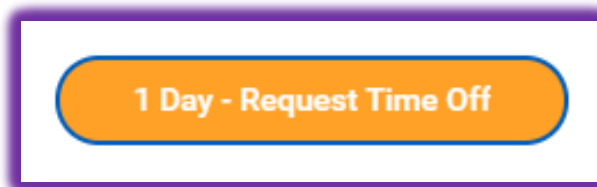


Step 4: Select the day you are logging hours



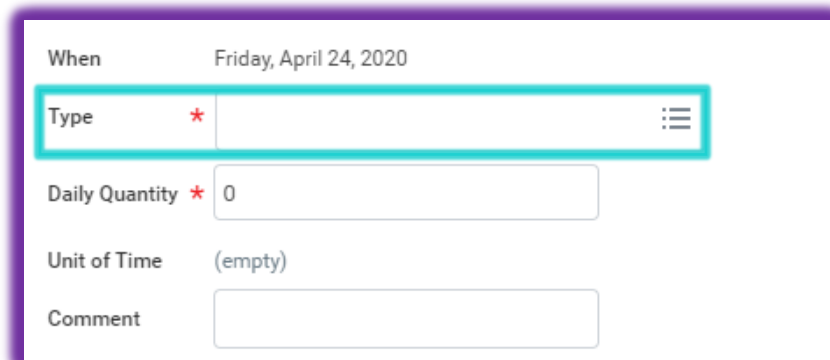
The screenshot shows the Workday interface for logging hours. On the left, there are sections for 'Balances' (105,604 Hours) and 'Balance Per Plan' with various leave types and their balances. The main area is a calendar for April 2020. A red box highlights the date '24' on Friday, April 24, 2020. Another red box highlights a button at the bottom left that says '1 Day - Request Time Off'.

Step 5: Select the 'Request Time Off' button on the bottom left of the screen



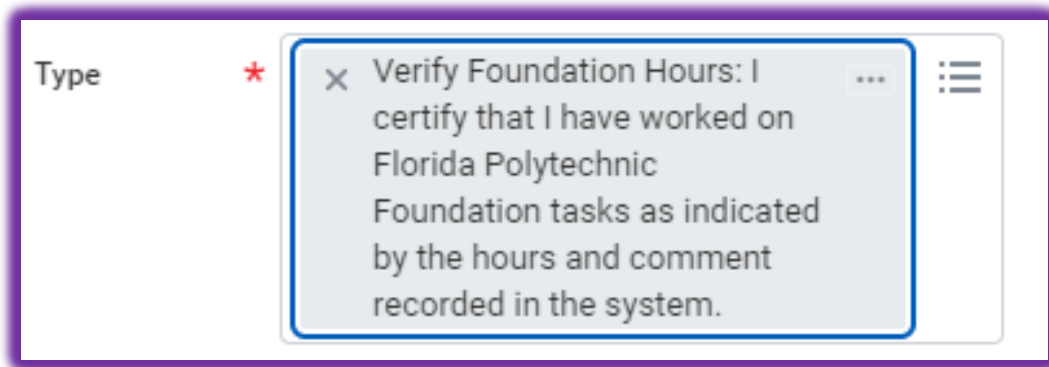
A close-up of the orange button labeled '1 Day - Request Time Off'.

Step 6: A screen will pop up. Click in the 'Type' search field



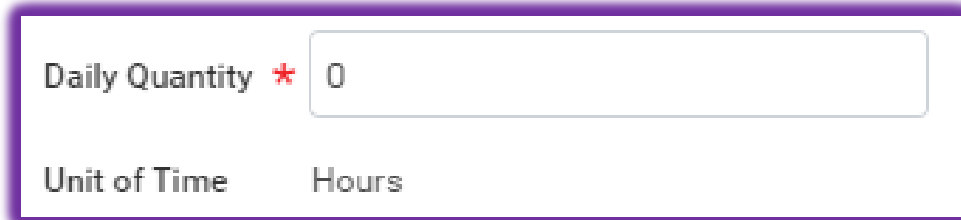
The screenshot shows the 'Request Time Off' form. The 'When' field is set to 'Friday, April 24, 2020'. The 'Type' field is highlighted with a red box. Other fields include 'Daily Quantity' (0), 'Unit of Time' (empty), and 'Comment'.

Step 7: Select **“Verify Foundation Hours: I certify that I have worked on Florida Polytechnic Foundation tasks as indicated by the hours and comment recorded in the system.”**



The screenshot shows a form field labeled 'Type' with a red asterisk. A dropdown menu is open, displaying the selected text: 'Verify Foundation Hours: I certify that I have worked on Florida Polytechnic Foundation tasks as indicated by the hours and comment recorded in the system.' The dropdown menu includes a close button (X), a more options button (three dots), and a list icon (three horizontal lines).

Step 8: The **‘Daily Quantity’** field will prepopulate with the number “0”.
Update this field to indicate the number of hours worked for the Foundation.



The screenshot shows a form field labeled 'Daily Quantity' with a red asterisk. The field contains the number '0'. Below the field, the 'Unit of Time' is set to 'Hours'.

Step 9: Lastly, scroll down to the bottom of the screen and click on the **‘Submit’** button



The screenshot shows a large orange button with the text 'Submit' in white, outlined in cyan.