Step 1: Access your Workday Home Page
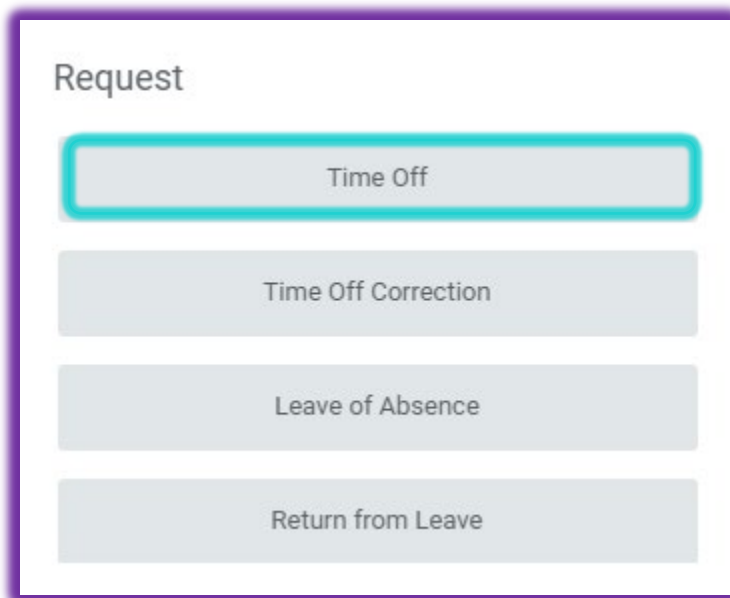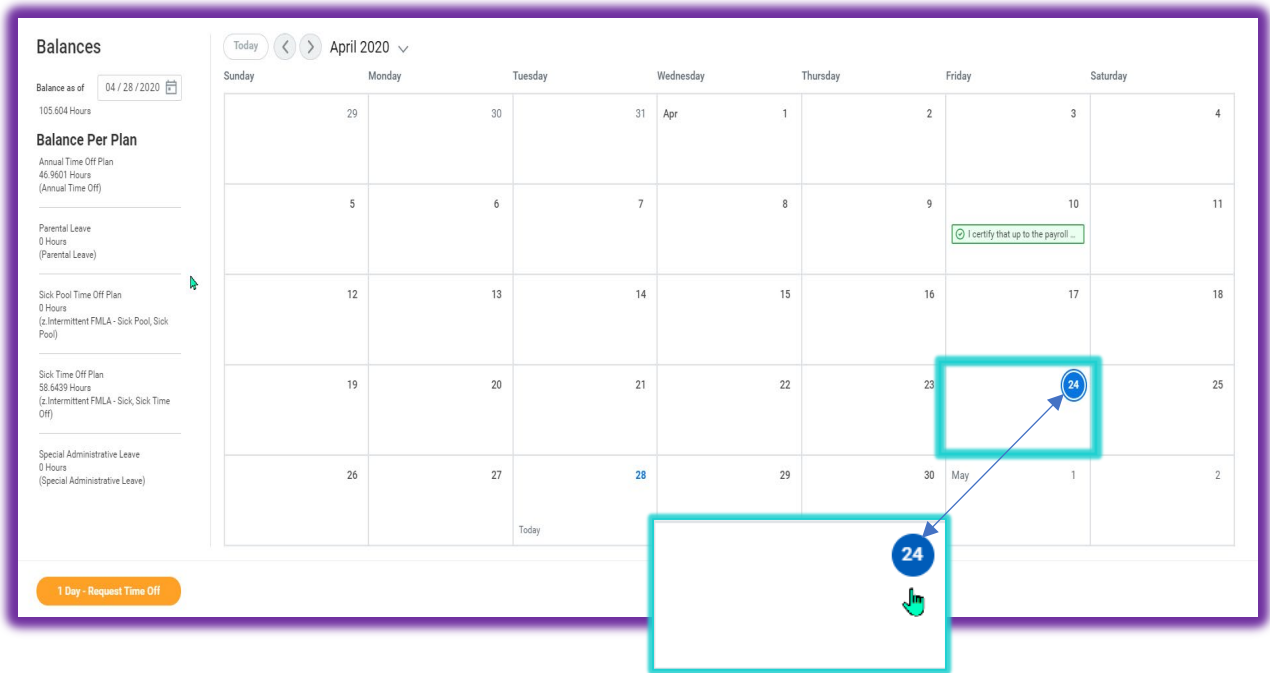
Step 2: Select the **'Time Off' worklet/application**

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

Step 4: Select the day you are making the certification

Step 5: Select the '**Request Time Off'** button on the bottom left of the screen
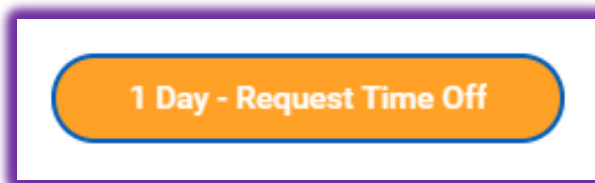
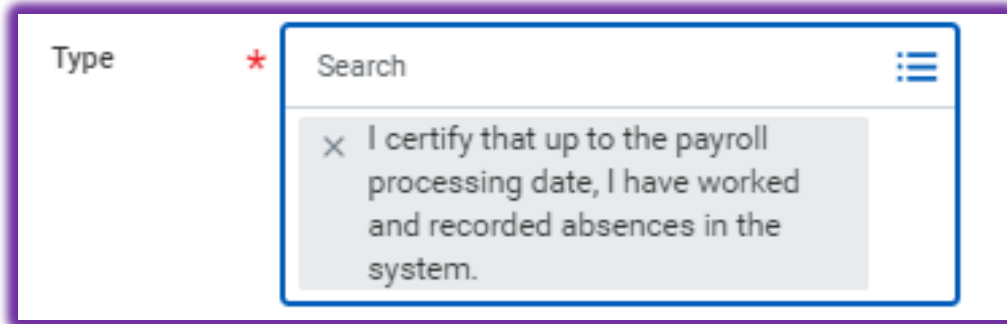**Step 6:** A screen will pop up. Click in the '**Type**' search field

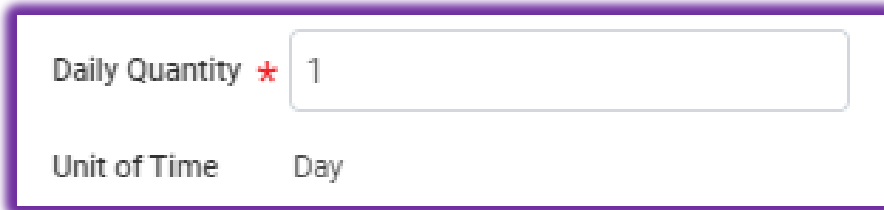**Step 7:** Select "***I certify that up to the payroll processing date, I have worked and recorded absences in the system***"

Type   *****   Search   ☰
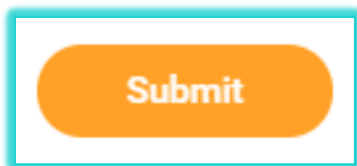
× I certify that up to the payroll processing date, I have worked and recorded absences in the system.

Step 8: The '**Daily Quantity**' field will prepopulate with the number "1".
This is a placeholder, leave balances are not impacted.

Daily Quantity *****   1

Unit of Time   Day

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

Submit