

HOW TO CERTIFY YOUR TIME QUICK REFERENCE

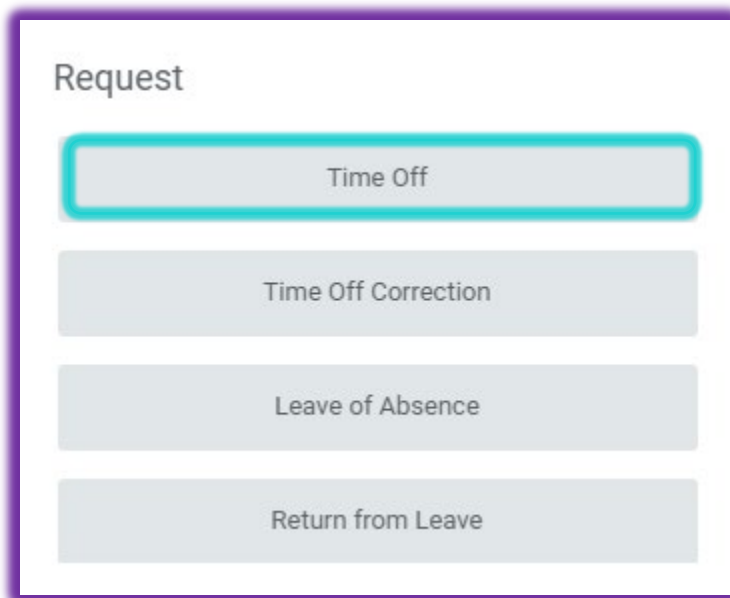
STEP-BY-STEP GUIDE

Step 1: Access your Workday Home Page

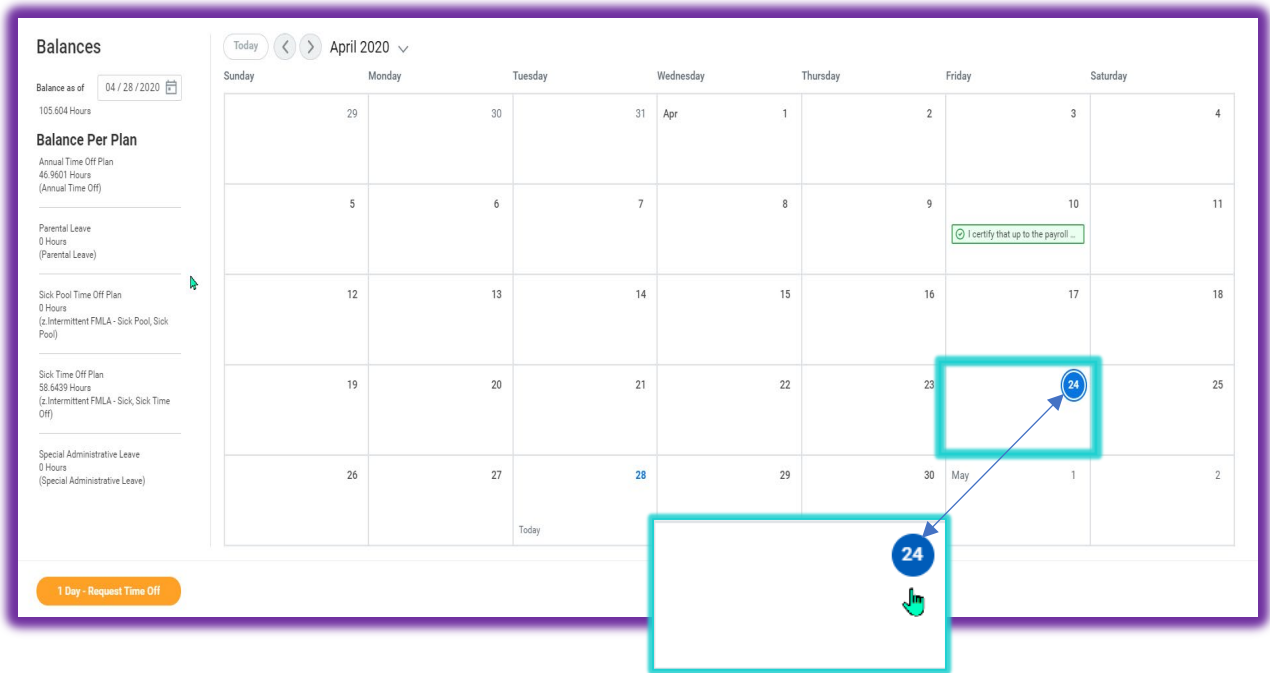
Step 2: Select the **'Time Off'** worklet/application



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



Step 4: Select the day you are making the certification



Balances

Balance as of 04 / 28 / 2020

105,604 Hours

Balance Per Plan

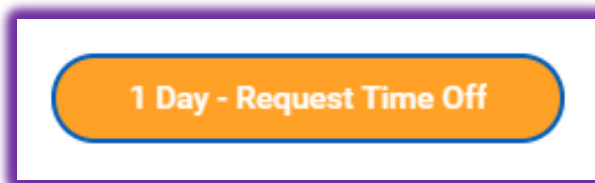
- Annual Time Off Plan: 46,960 Hours (Annual Time Off)
- Parental Leave: 0 Hours (Parental Leave)
- Sick Pool Time Off Plan: 0 Hours (Intermittent FMLA - Sick Pool, Sick Pool)
- Sick Time Off Plan: 56,643 Hours (Intermittent FMLA - Sick, Sick Time Off)
- Special Administrative Leave: 0 Hours (Special Administrative Leave)

Today < > April 2020

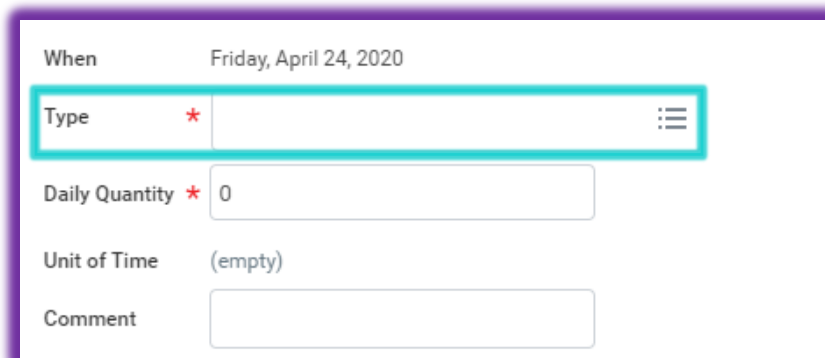
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	31 Apr	1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30 May	1

1 Day - Request Time Off

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



When: Friday, April 24, 2020

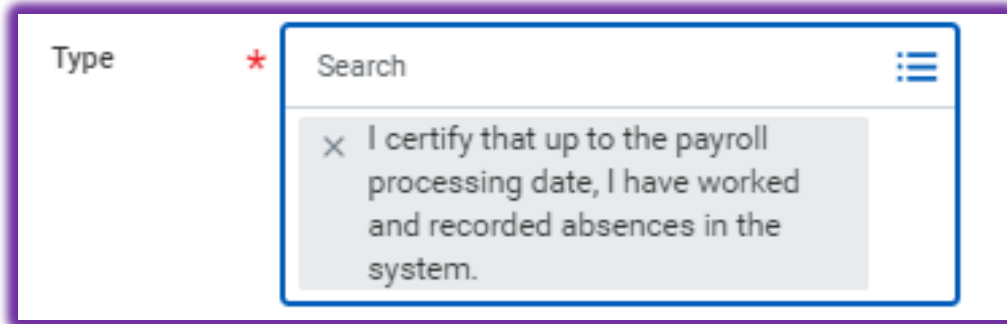
Type *

Daily Quantity * 0

Unit of Time (empty)

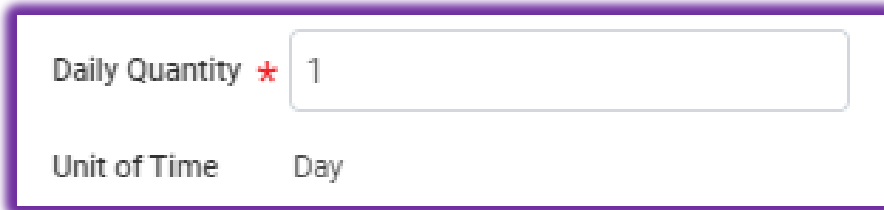
Comment

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



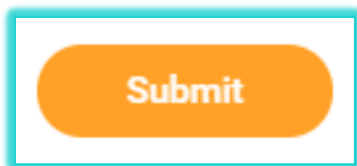
A screenshot of a search dropdown menu. The search bar contains the text "Search". Below the search bar, a list of search results is displayed. The first result is selected and highlighted in grey. It contains a close icon (an 'x' in a square) followed by the text: "I certify that up to the payroll processing 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.



A screenshot of a form field. The label "Daily Quantity" is followed by a red asterisk and a text input field containing the number "1". Below this, the label "Unit of Time" is followed by the text "Day".

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



A screenshot of a button labeled "Submit". The button is orange with rounded corners and is centered within a white rectangular box with a cyan border.