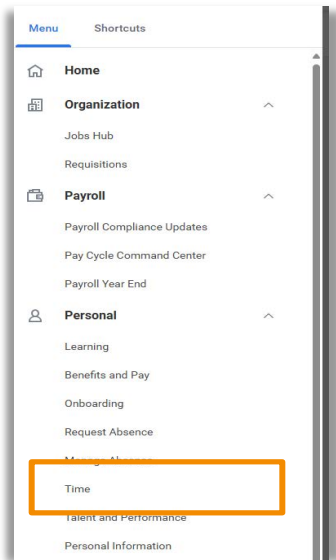


## WORKDAY REQUEST Comp Time (EMPLOYEES)

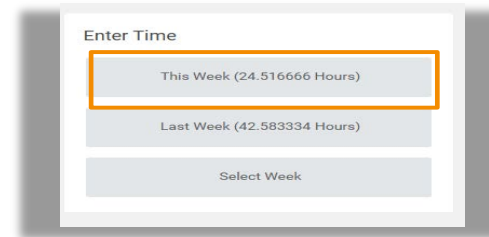
This user guide will assist you with requesting Comp Time in Workday.

### Request Comp Time

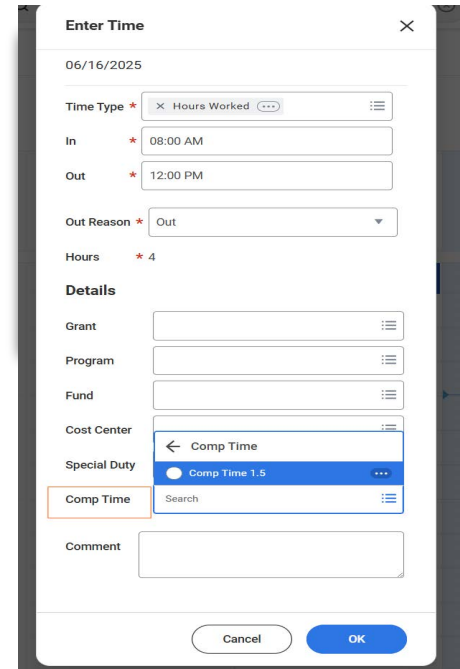
1. Navigate to the Global **Menu** in Workday.
2. Click on the **Time** application.



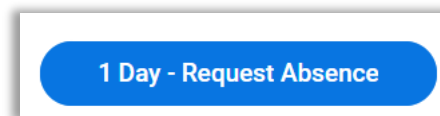
3. Select **This Week**.



4. Select the time entire you would like to request Comp Time.
5. You can select a time entire in Enter Time scrolling down until you see Comp time and select.



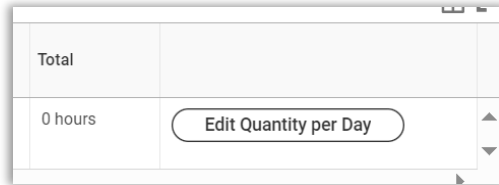
6. Click the **Request Absence** button.



# Workday Request Time Off

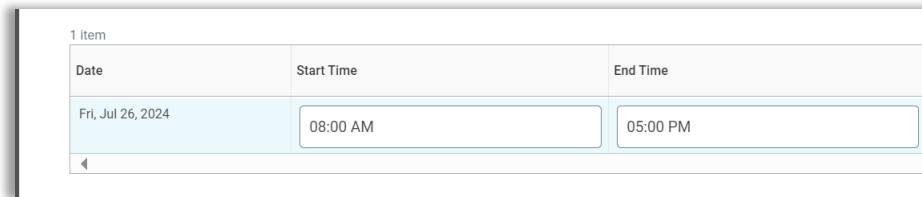
Employee

8. Click **Edit Quantity Per Day**.



Total	
0 hours	<input type="button" value="Edit Quantity per Day"/>

9. Select **Start** and **End** times for your day.



1 Item		
Date	Start Time	End Time
Fri, Jul 26, 2024	08:00 AM	05:00 PM

10. Click **Done**.

11. Click **Submit**.

