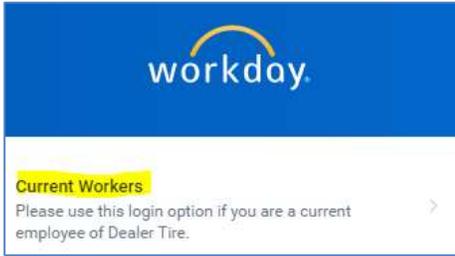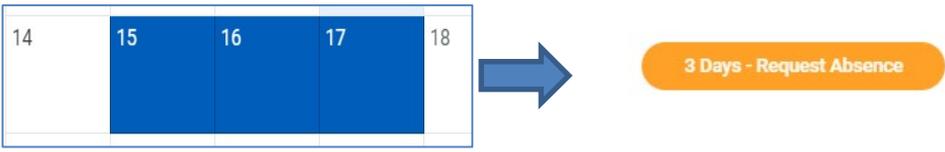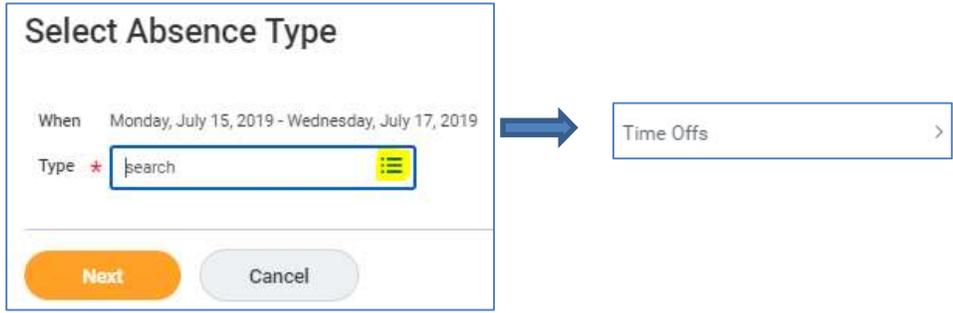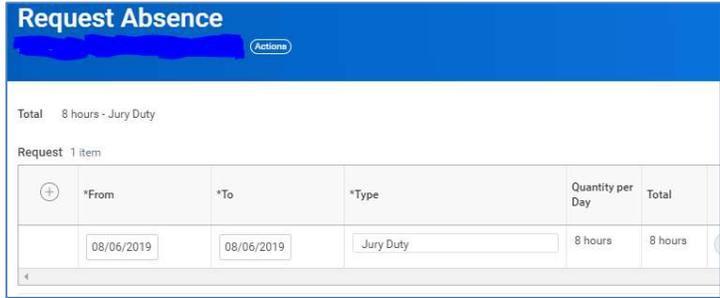# Title: Request Jury Duty
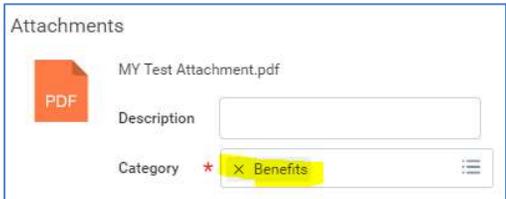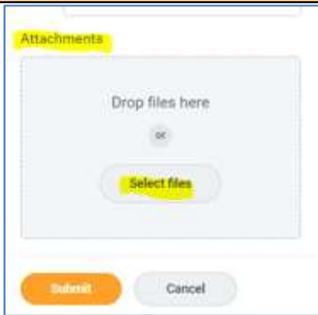Last Update Date: 11/14/2024

Request Military Leave	
Log into your Workday Account. Your log in credentials are the same ones you use to log into your computer each day.	https://wd5.myworkday.com/wday/authgwy/dealertire/login.htmld workday. Current Workers Please use this login option if you are a current employee of Dealer Tire.
Under Menus, click on the **Absence** then click on **Request Absence.**	Absence → Request Request Absence
Choose the days from the **Absence Calendar** that you have served as a Juror, then click on the **Request Absence**.	14 15 16 17 18 → **3 Days - Request Absence**
When the **Select Absence Type** box displays, click on the **Search** and choose **Time Offs.**	Select Absence Type When Monday, July 15, 2019 - Wednesday, July 17, 2019 Type * search → Time Offs > Next Cancel
Scroll through the list to find **Jury Duty** and click on the Radio Button (circle) to select. Once you have selected the **Time Off Type**, click **Next.**	○ Jury Duty → When Tuesday, August 6, 2019 Type * search × Jury Duty Next Cancel
The top of the page will summarize the total number of leave hours requested.	**Request Absence** (Actions) Total 8 hours - Jury Duty Request 1 item | ⊕	*From	*To	*Type	Quantity per Day	Total
	08/06/2019	08/06/2019	Jury Duty	8 hours	8 hours	

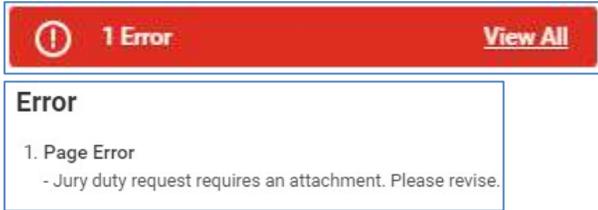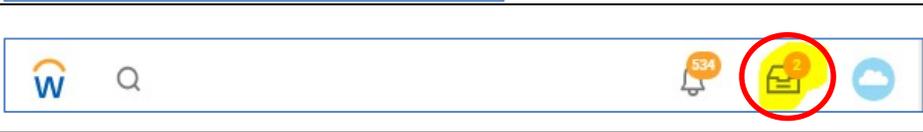| **Instructions Continued**	
You will need to attach your **Jury Duty Summons** to **Submit** your request. Once you have attached your Summons you will need to add a **Category**, then select **Benefits** and then click **Submit**. **Your Manager will need to approve your request**	Attachments Drop files here or Select files Submit Cancel Attachments PDF MY Test Attachment.pdf Description Category * × Benefits **Note:** if you do not attach your Summons your time off has not been submitted and this task will stay in your Workday inbox as a To Do item for you to complete.

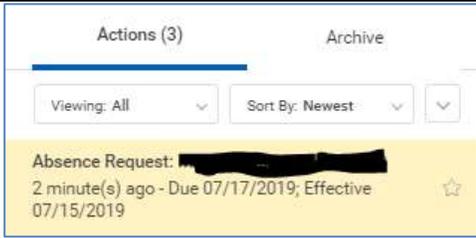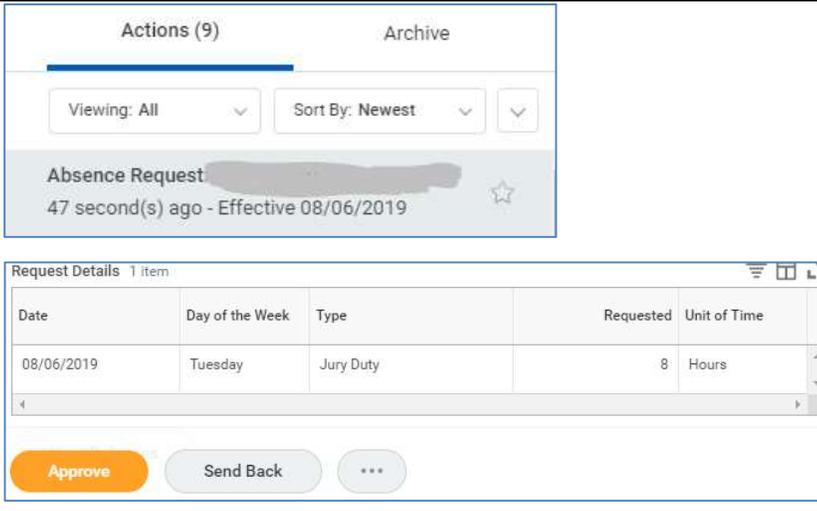| **More Instructions: If you need to attach you orders after you have started your request for Jury Duty**	
If you do not attach your Jury Duty Summons, you will get an **Error Message** and your request has NOT been submitted.	① 1 Error View All Error 1. Page Error - Jury duty request requires an attachment. Please revise.
Go to **My Tasks**.	W Q 534 📥² ☁
Click on the **Absence Request** and the body of the request should be to the right of the message. Attach your **Jury Duty Summons** as shown above and **Submit**.	Actions (3) Archive Viewing: All ∨ Sort By: Newest ∨ ∨ Absence Request: ▬▬▬▬▬ 2 minute(s) ago - Due 07/17/2019; Effective 07/15/2019

Manager Instructions:	
Go to **My Tasks**.	W Q 534 📥² ☁
You will see the **Absence Request**. The details will appear on the right side of the screen. Scroll down to see the details of the request and **Approve**.	Actions (9) Archive Viewing: All ∨ Sort By: Newest ∨ ∨ Absence Request ▬▬▬▬▬ 47 second(s) ago - Effective 08/06/2019 Request Details 1 item | Date	Day of the Week	Type	Requested	Unit of Time
---	---	---	---	---
08/06/2019	Tuesday	Jury Duty	8	Hours	 Approve Send Back •••

Your request is now complete and will be processed in the next payroll