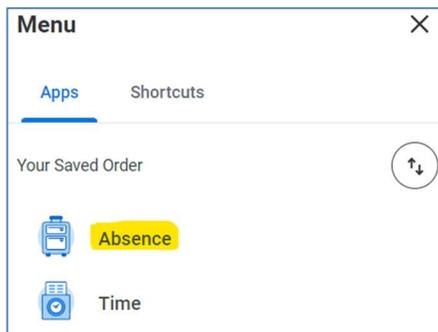# Title: View, Request and Cancel PTO Days

Last Update Date: 11/14/2024
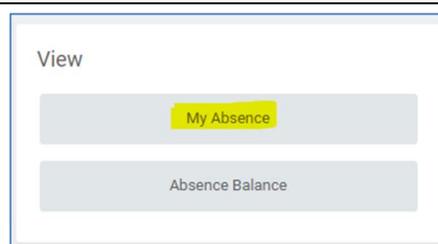
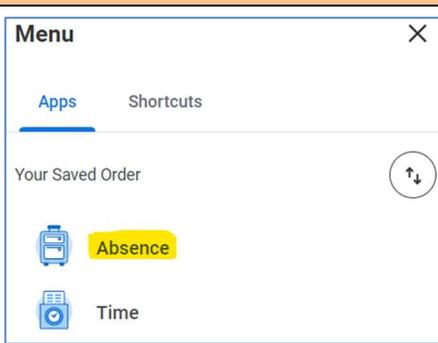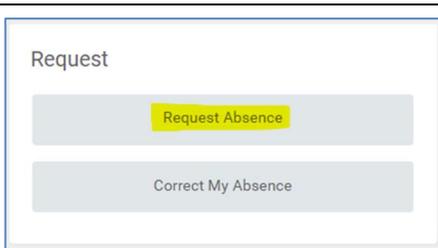| View PTO Days Requested	
Log in to Workday. From the Workday **Menu** click **Absence.**	https://wd5.myworkday.com/wday/authgwy/dealertire/login.htmld **Menu** ✕ Apps Shortcuts Your Saved Order ↑↓ 🧳 Absence 📻 Time
Under **View**, click **My Absence.** You will see a list of PTO time you have submitted. PTO that has been approved by your supervisor will show **Approved** status. PTO that you submitted but has not yet been approved with show **Submitted** status.	View My Absence Absence Balance Table: Date / Day of the Week / Type / Requested / Unit of Time / Status / View More 04/19/2024 / Friday / Floating Holiday / 4 / Hours / Approved / 🔍 03/20/2024 / Wednesday / Floating Holiday / 8 / Hours / Submitted / 🔍 02/23/2024 / Friday / Personal ⋯ / 2 / Hours / Approved / 🔍 Note: The type of PTO time available to you depends on your company. Refer to your company **Benefits Handbook** or **Employee Handbook** for more information.
Request PTO Days	
From the Workday **Menu** click on **Absence.**	**Menu** ✕ Apps Shortcuts Your Saved Order ↑↓ 🧳 Absence 📻 Time
Under **Request**, click **Request Absence**.	Request Request Absence Correct My Absence

You will see your current PTO Balances available to you on the left which includes PTO that you have requested through the **current date**. To include future PTO you have requested but have not yet taken, change the date to a future date, like **12/31 of the current year**.	**Balances** Balance as of 03/27/2024 **Per Plan** Floating Holiday 20 Hours Personal 48 Hours Vacation 80 Hours Note: The type of PTO time available to you depends on your company. Refer to your company **Benefits Handbook** or **Employee Handbook** for more information.
From the calendar click to select the day or days you are requesting off. The dates your select will appear in blue. Then click the **Request Absence** button.	Today < > April 2024 ˅ ... Multiple days selected ... Single day selected **3 Days - Request Absence** **1 Day - Request Absence**
Click the **Type** then click **Time Offs**.	**Select Absence Type** ✕ When Time Offs > Leave Types > Type * Search ☰
Select the type of absence from the list. Click **Next**.	April 2024 ˅ ○ Compassionate Leave-Immediate Family Member ○ Compassionate Leave-Non-Immediate Family Member ○ Floating Holiday ○ Jury Duty ○ Personal ○ Unpaid Time Off ○ Vacation Search ☰ Cancel Next Note: The type of PTO time available to you depends on your company. Refer to your company **Benefits Handbook** or **Employee Handbook** for more information.

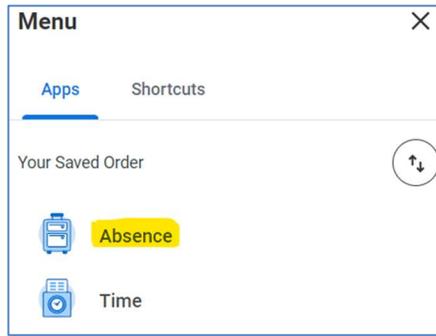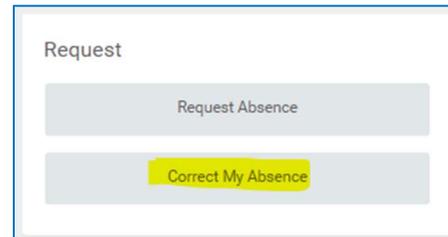|	
The request defaults to 8 hours. If you are requesting time for less than 8 hours, click **Edit Quantity per Day** button. Enter the new quantity (hours), then click **Done**. Note: Refer to your company **Benefits Handbook** or **Employee Handbook** for information on the increment you are allowed to request for each type of PTO.	Total 8 hours - Vacation Request 1 item ⊕ *From *To *Type Quantity per Day Total 04/01/2024 04/01/2024 ✕ Vacation ☰ 8 hours 8 hours Edit Quantity per Day **Edit Quantity per Day** 4 hours - Vacation Total Update All Quantities 4 1 item Date Quantity per Day Comments Mon, Apr 1, 2024 4 Done Cancel
Enter Reason: **Other – Absence Not Medically Related or Legally Protected**. Optional – enter your comments. Click **Submit**. Note: You cannot request time of for dates you are not scheduled to work.	⌄ **Details for: Personal** Reason * ✕ Other – Absence Not Medically Related or Legally Protected ☰ enter your comment
The request will go to your supervisor for their approval. Your requested PTO will appear on your calendar. PTO submitted but not yet approved by your supervisor will be **gray**. PTO approved by your supervisor will be **green**.	Today < > April 2024 ⌄ Sunday Monday Tuesday 31 1 🕐 Vacation ← Submitted – not yet approved ▼ 7 8 ⊙ Vacation ← Approved ▼

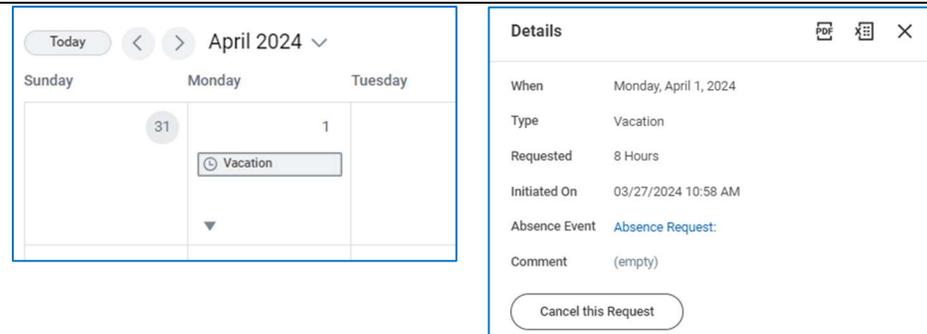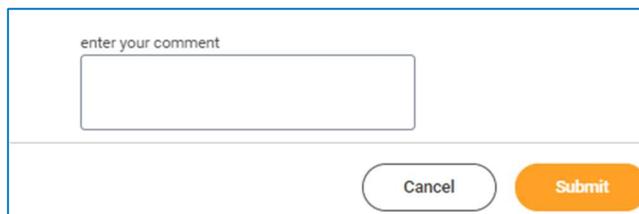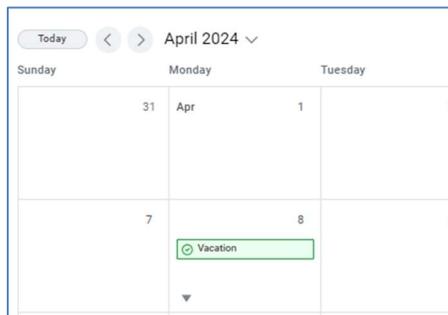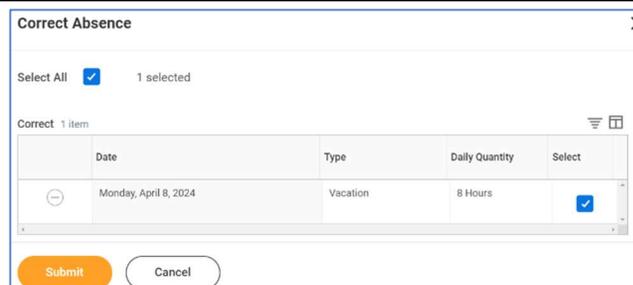| **Cancel or Correct Requested PTO**	
From the Workday **Menu** click on **Absence.**	**Menu** ✕ Apps Shortcuts Your Saved Order ↑↓ 🧳 **Absence** 📋 Time
Under **Request**, click **Correct My Absence**.	Request Request Absence Correct My Absence

To cancel PTO that was submitted but has not yet approved, from the calendar click on the PTO date you are requesting to cancel.
 	
 Click **Cancel this Request**.
	Today < > April 2024 ∨
	 Sunday Monday Tuesday
	   31 1
	   ⏱ Vacation
	   ▼
	
	 Details 📄 ▤ ✕
	 When Monday, April 1, 2024
	 Type Vacation
	 Requested 8 Hours
	 Initiated On 03/27/2024 10:58 AM
	 Absence Event Absence Request:
	 Comment (empty)
	 (Cancel this Request)

Enter your comment (required), then click **Submit**.	enter your comment [ ] (Cancel) (**Submit**)

To cancel approved PTO, click the PTO date you are requesting to change.	Today < > April 2024 ∨
	 Sunday Monday Tuesday
	   31 Apr 1 2
	
	   7 8 9
	   ⊘ Vacation
	   ▼

Click the (-) button to remove the PTO Line, then click **Submit**.	**Correct Absence** ✕ Select All ☑ 1 selected Correct 1 item ▿ ⊞ 		Date	Type	Daily Quantity	Select	 	⊖	Monday, April 8, 2024	Vacation	8 Hours	☑	 (**Submit**) (Cancel)

Or to correct the **Daily Quantity** (hours), enter the new hours in the **Quantity per Day**.

Optional – enter your comments.

Click **Submit**.

Type	*	✕ Vacation	☰
Quantity per Day		4	
Unit of Time		Hours	
Comment			

Submit   Cancel

Important! The cancelled or corrected PTO will be available to you to use once your supervisor has approved your cancel or correction request. Contact your supervisor if you have questions about your requested PTO.