

# Managing Your Time Off

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## Access to Your Time-Off Data

Select the **Time Off** App from the Menu, select **Request** or **View**

Available Balance as of Today

## Viewing Time Off Balances

From the **Time Off** App:

1. Click the **Time Off Balance** link under the **View** heading. The Time Off Balance worklet displays with today's date in the **As Of Date** field.
2. Click **OK** to view your balance as of today's date.



To view future balances, change this date to the end of the calendar year. Workday will re-calculate based on days accrued and any future vacation requests. Make sure to use your carry-over vacation hours first!

3. The time off plans you are eligible for will display along with the specific details for each plan.
4. You can drilldown into the **Accrued Year To Date** value and the **Time Off Paid Year To Date** to view more details.

Balances Tracked in Hours 5 items									
Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance
Exempt									
Unpaid Vacation	Hours	0	40	0	40	0	0	0	0
Vacation - Hourly Non Exempt	Hours	0	168	0	168	0	0	0	0
Vacation - Hourly Non Exempt (Carry Over)	Hours	0	57	48	9	0	0	0	0
Volunteer Time Off	Hours	0	8	0	8	0	0	0	0
Total:									3

## Submitting Time-Off Requests

From the **Time Off** App:

1. Click the **Time Off** link under the **Request** heading and your time off calendar will open.
2. Select the day(s) off directly on the calendar. If you have selected a day in error, click it again to remove the selection from your request.

The number of requested days is confirmed in the lower left-hand corner of the calendar. Click the **X-Days - Request Time Off** button to continue once you have selected and confirmed the number of days.

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3. Enter the **Type** of time off that you are requesting.
4. Enter the **Daily Quantity** of time, according to the Unit of Time field. For example, if you work a standard 8-hour/day schedule, you will enter 8 as the daily quantity.

**Request Time Off** John Doe [Actions](#)

Total: 24 Hours

*Salaried and Non-Exempt employees: BE SURE to use any Carryover Vacation time before using regular vacation time to avoid losing Carryover hours on 12/31 this year. Before submitting vacation requests, check your Carryover Vacation balance as of 12/31 to be sure you don't have hours to use.*

*Hourly Plant and Distribution Center employees: Please use your paper Time Off Request Form to request Time Off.*

When

Type  Vacation - Hourly Non Exempt

Daily Quantity \*

Unit of Time Hours

Comment

**Submit** **Cancel**

5. Click **Submit**.

## Checking on the Status of Your Request

From the **Time Off** Worklet:

1. Click the **My Time Off** link under the **View** heading.
2. Check the status of your request. The status typically shows "In Progress" or "Successfully Completed."

**My Time Off** John Doe [Actions](#)

Organization Polaris Industries Inc. (Scott Wine) >> Engineering Operations [\[Edit/View\]](#)

Manager(s) [\[Edit/View\]](#)

Time Off Requests Time Off Balances as of Current Date

Time Off Requests 179 items

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	Time Off Event
09/12/2018	Wednesday	Vacation - Hourly Non Exempt	8	Hours		Submitted	<a href="#">[Edit/View]</a>
09/11/2018	Tuesday	Vacation - Hourly Non Exempt	8	Hours		Submitted	<a href="#">[Edit/View]</a>
09/10/2018	Monday	Vacation - Hourly Non Exempt	8	Hours		Submitted	<a href="#">[Edit/View]</a>
08/16/2018	Thursday	Vacation - Hourly Non Exempt (Carry Over)	8	Hours		Approved	<a href="#">[Edit/View]</a>
07/19/2018	Thursday	Vacation - Hourly Non Exempt (Carry Over)	1	Hours		Approved	<a href="#">[Edit/View]</a>
07/06/2018	Friday	Vacation - Hourly Non Exempt (Carry Over)	8	Hours		Approved	<a href="#">[Edit/View]</a>

## Canceling a Submitted Time-Off Request or Modifying Previously Submitted/Approved Time-Off Request

**Important Note:** Requests with a *Submitted* status can be canceled. But once a request has been approved, you must **correct the request** to change it (see next section).

Select the **Time Off Correction** link under the **Request** heading:

1. When your Time Off Calendar opens select the submitted/approved vacation day(s) you want to cancel or edit.
2. This **Correct Time Off** window will open - Enter a ZERO amount if you need to cancel the entire day or enter a corrected amount if it is an edit, add a comment to explain the situation.

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**Correct Time Off** Change Plan Actions

Total  
0 Hours

Tuesday, February 5, 2019 - Wednesday, February 6, 2019

Select All  2 selected

**Correct** 4 items

Select	Date	Type	Daily Quantity
<input type="checkbox"/>	Tuesday, February 5, 2019	Vacation - Salaried	0 Hours
<input checked="" type="checkbox"/>	Wednesday, February 6, 2019	Vacation - Salaried	0 Hours
<input type="checkbox"/>	Thursday, February 7, 2019	Vacation - Salaried	8 Hours
<input type="checkbox"/>	Friday, February 8, 2019	Vacation - Salaried	8 Hours

Type: Vacation - Salaried  
Daily Quantity: 0  
Unit of Time: Hours  
Comment: vacation plans were changed

[Details](#)

Could not fly out on Monday night - flight rescheduled for Thursday

3. Click **Submit**.
4. Your saved change will then route to your Manager for approval. Manager approved Time Off Corrections will process with the next Payroll processing.

**NOTE:** Balance corrections will not be added back to your available balance until the submitted corrections are approved by your Manager.

**NOTE:** If you need one day canceled and others edited they must be done as separate corrections – the Daily Quantity must be the same on each entry for each correction you submit.