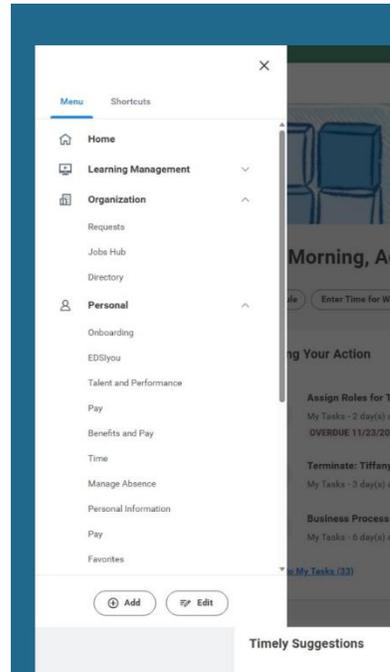# Workday Job Aid
for Employees

Submitting, Editing, and Canceling PTO Requests
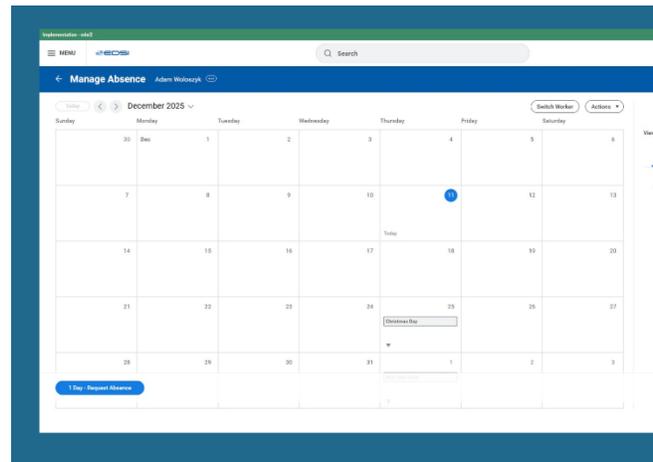
January 2026

Job Aid: Workday Submitting, Editing, and Canceling PTO Requests

1. **Submit a Single Day of PTO**

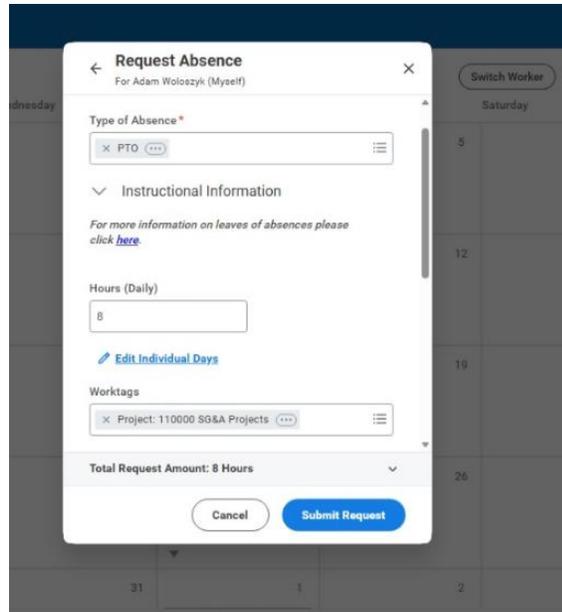   - Click **Menu** → **Manage Absence**.

   - In the calendar view, click the **day** you want to request PTO for.

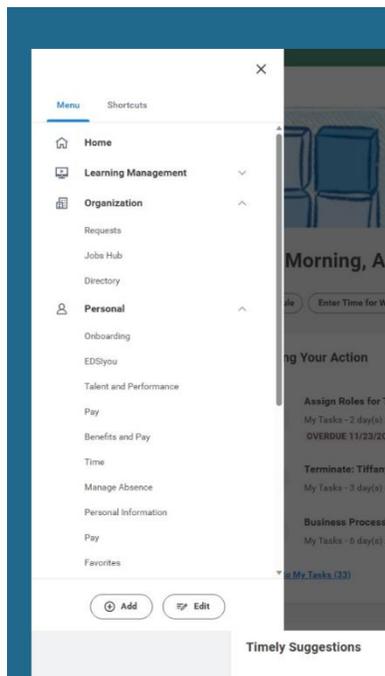   - Click **Request Absence** (bottom-left corner).

- In **Type of Absence**, select **Time Offs** → **PTO**.
- Enter the **number of hours** in the *Hours* field.
- In **Worktags**, select the appropriate **project code**.
- Click **Submit Request**.
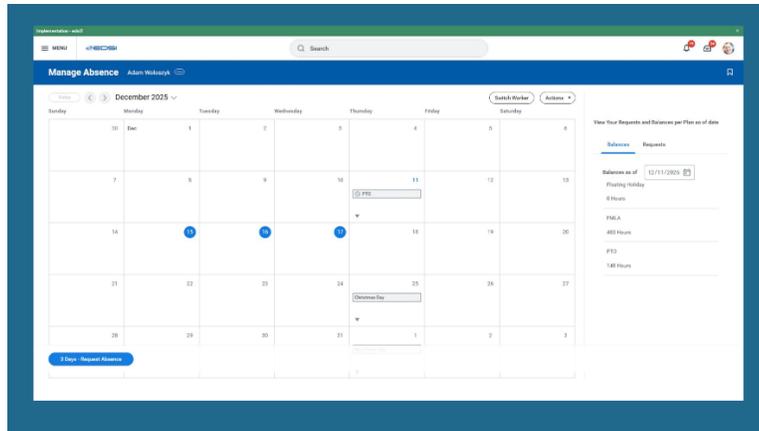
Your single-day PTO request is now submitted.

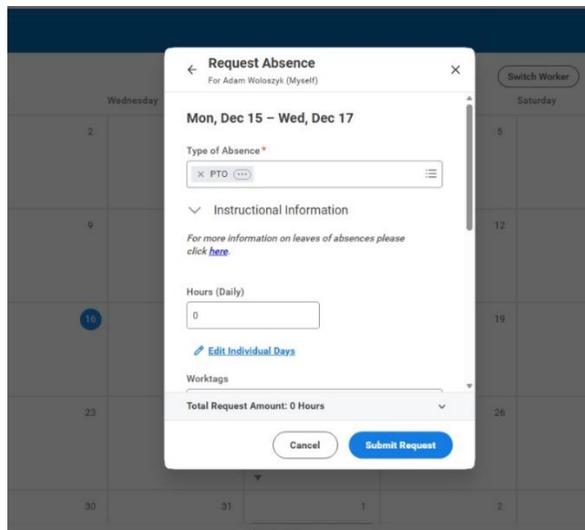2. **Submit Multiple Days of PTO**
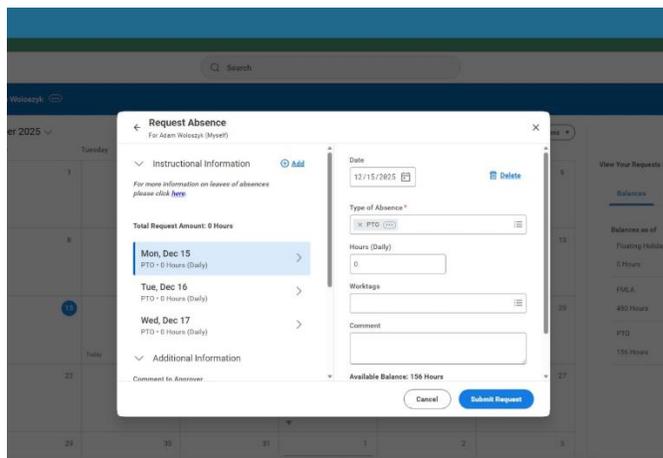
- Click **Menu** → **Manage Absence**.

- In the calendar view, click **each day** you want to request PTO for.

- Click **Request Absence**.

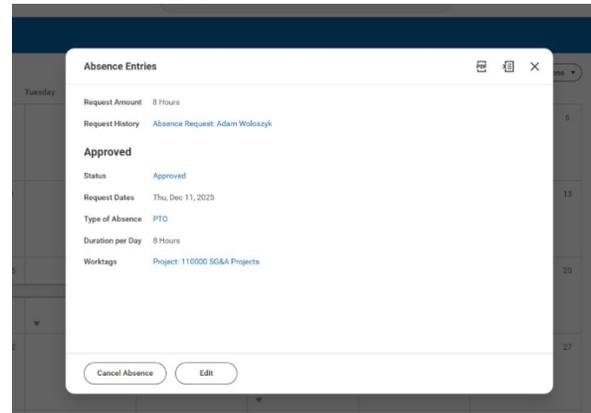- In **Type of Absence**, select **Time Offs → PTO**.

- Click **Edit Individual Days** to customize each date.
- For each selected day:
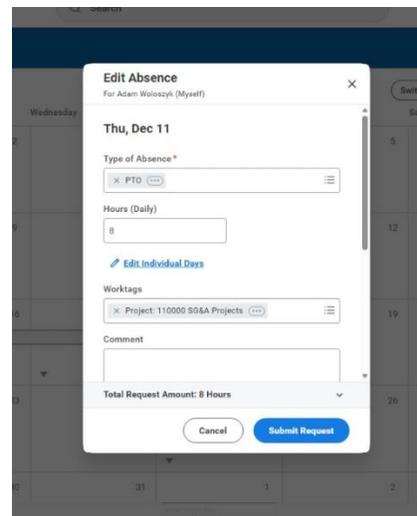 - Enter the hours.
  - Select the project code.

- When finished, click **Submit Request**.
- Your multi-day PTO request is now submitted.

3. **Edit an Approved PTO Request**

  - Open the **PTO request**.

  - Click **Edit**.
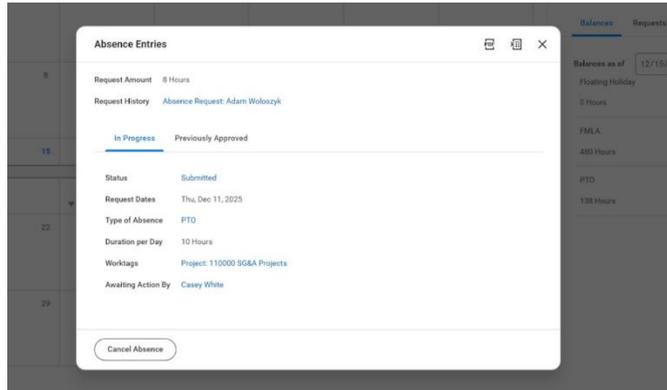
  - Make the necessary changes.

  - Click **Submit Request**.

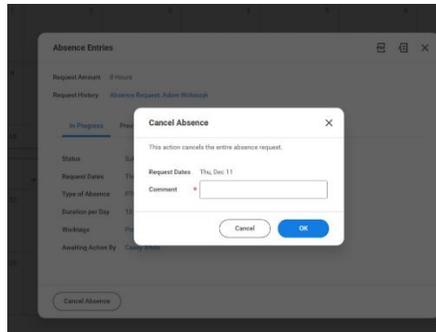 - The updated request will be sent back to your manager for approval.

4. **Cancel a PTO Request**

- Open the **PTO request**.

- Click **Cancel Absence**.

- Enter the **reason** for cancellation.

- Click **OK**.

- Your cancellation request will be sent to your manager for approval.