About the Time Off Worklet

The Time Off worklet provides easy access to enter time off requests, preview available time off balances, and correct prior time off requests.

Request PTO Vacation Cash Out

From your Workday Home page:
1. Click on the Time Off worklet:
2. Click Time Off under Request
3. Click on a single day in the calendar
   Note: Request must be approved by the end of the pay period in order to be paid out in the upcoming paycheck
4. Click Request Time Off
5. Type: Click and select PTO Vacation Cash Out
6. Daily Quantity: Enter the number of hours to be cashed out
7. Click Submit

Verify Request

While viewing the Time Off calendar:
1. Click on the requested time block
2. In the Time Off Entry window, confirm that:
   • Type - is PTO Vacation Cash Out
   • Requested - is equal to the number or hours you intended to cash out

Viewing the Calendar

While viewing the calendar, in addition to submitting new requests, you can:

• Click on existing requests to reveal details (click outside of the window to close)
• Identify the status of a request by its color:
  - ✓ Vacation = Submitted, pending approval
  - ✓ Vacation = Approved

Notes

• A minimum of 64 hours must remain in your balance after each transaction
• PTO Vacation cash out will be paid at $0.90 on the dollar
• There is no limit on the amount of PTO Vacation an employee may cash out
• Request must be approved by the end of the pay period in order to be paid out in the upcoming paycheck

Quick Tips

• There are 2 other ways to Request Time Off:
  • Search: Time Off
  • View Profile ➔  ⬤⬤⬤ ➔  Time and Leave ➔  Request Time Off

For additional support please contact:
Coral Gables: itsupportcenter@miami.edu 305-284-6565  |  Medical: help@med.miami.edu 305-243-5999