

Initial Time Off App Notice for All Employees – April 17, 2025, WD Announcement:

The DAS Workday team will be replacing the current “Time Off (Absence)” app with an updated version called the “Time Off” app. Employees will begin using the new “Time Off” app on June 2, 2025.

Why is the “Time Off (Absence)” app being updated?

- This change is part of a routine update from Workday, Inc. which occasionally refreshes the system to improve performance, introduce new features or align with evolving system standards.

When will the new “Time Off” app go live?

- The new “Time Off” app is planned to go live on June 2, 2025.

What will change for employees with the new “Time Off” app?

- Employees will see a new request time off task and a new calendar view for requesting and managing time off.

What will change for managers with how time off is approved?

- Managers will use a new "My Team's Time and Time Off" hub to manage, review and approve time and time off submitted to them by their team.
- Managers will continue to receive time submissions and time off requests in their Workday “My Tasks” inbox for approval.

What resources will be available for employees and managers?

- Watch for more information around specific resources coming at the end of April.
- All “Time Off” app resources will be shared in upcoming Workday Announcements.