

WD Announcement #2: Managers regarding the new “Time Off” app

WD Announcement Title: New Time Off App Update - Managers

WD Announcement Rule: (All Manager Roles – Exclude OJD, LEG and ODOT)

Target Post Date: May 27 – June 13, 2025

The DAS Workday team is excited to announce the current “Time Off (Absence)” app will be replaced by the new “Time Off” app. Employees will begin using the new “Time Off” app on June 2, 2025.

Please refer to the "Overview of New Time Off App for Managers" Help Article below with a video for managers to start getting familiar with the new “Time Off” app and "My Team's Time and Time Off" hub.

Time Off App Overview with video (less than 3 min)

- [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1960/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1960/rel-task/2998$40834.html)

Overview of New Time Off App for Managers Help Article with video (4 min)

- This will walk through the New Time Off app’s “My Team’s Time and Time Off” hub for Managers.
- [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1970/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1970/rel-task/2998$40834.html)

Employee Resource Guide - Available on June 2, 2025

Manager Resource Guide - Available on June 2, 2025

Please note: New and Updated Time Off Help Article links will be live as of June 2, 2025