



FREELANCER SICK TIME OFF INSTRUCTIONS

1. Enter the following website address in any web browser **https://fox.okta.com/**
2. Click Single Sign-On /OKTA. Enter your email and password. Complete the Multifactor Authentication
3. Click on the Workday icon within your OKTA folder to access Workday.
4. In the Applications section on your homepage, click on the **Absence** icon



The screenshot shows the Workday interface. On the left, there is an 'Inbox' section with a mail icon and '0 items'. Below it is a 'Go to Inbox' link. On the right, there is an 'Applications' section with a puzzle piece icon and '7 items'. Below this are several application icons: 'Personal Information' (ID card), 'Absence' (calendar), 'Pay' (wallet), 'Benefits Information' (shield with gear), 'Career' (gears), 'Favorites' (star), and 'Freelancer Expenses' (shield with gear).

5. Click **Request Absence**

The screenshot shows the 'Absence' page in Workday. The header is blue with a back arrow and the word 'Absence'. Below the header, there are two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'My Absence' and 'Absence Balance'. Below these columns is a section titled 'Available Balance as of Today' with a table showing '40 Hours - FSES Freelance Sick Time Off Plan' and '0 Hours - FSES IBEW Paid Time Off Plan'.

Available Balance as of Today	
Does not include future absence requests	
40 Hours - FSES Freelance Sick Time Off Plan	
0 Hours - FSES IBEW Paid Time Off Plan	



- Notice the Balances under the Per Plan on the column in the left. To request sick time off, utilize the calendar by clicking on the date that you want to request sick hours (you can select multiple dates if you want to request more than one sick day off). Once you have selected your day(s) that you want as sick time, click on the Orange **Request Absence** button.

Click and drag on the calendar or select date range.

The screenshot shows the 'Balances' section on the left and a calendar for January 2020 on the right. The calendar has a grid with days of the week as columns and dates as rows. The date 6th (Monday) is highlighted in blue. Below the calendar, there is a button labeled '1 Day - Request Absence'.

- Review and verify the dates in the From and To date range (you can change the dates that you want to request sick time off in here). In Type, the default is Sick (Hours). The default quantity of sick hours per day is 8 hours. You can adjust the quantity of sick hours by clicking on Edit Quantity per Day. Please note: Sick hours can only be taken in increments of 1 hour. The Maximum hours of sick taken per day is 10 hours.

Confirm the dates and absence type selected. Do not request time-off for regularly scheduled days off. If the selected absence type allows, edit the "Quantity per Day" to request partial days off. Note: You may receive an action in your Workday inbox if the absence type selected requires additional information or paperwork.

Please use these requests for Leaves of Absences only. Use FNG's employee self-service (<https://fess.foxinc.com/>) for sick leave, vacation or other types of PTO (Paid Time Off) requests.

The screenshot shows a summary of the sick request. It displays 'Total 8 hours - Sick (Hours)'. Below this is a table with one request item. The table has columns for From, To, Type, Quantity per Day, and Total. The request is for 8 hours of Sick (Hours) from 01/06/2020 to 01/06/2020. There is an 'Edit Quantity per Day' button next to the request.

- In the comments section, you must enter your union (if non-union, then enter non-union), job classification and manager/crew. Once you have completed everything, click on **SUBMIT**.

The screenshot shows the comments section. It has a text input field with the placeholder text 'enter your comment'. Below the input field are two buttons: 'Submit' (orange) and 'Cancel' (grey).

- Your sick request must be approved by your Workday Manager by Monday in order to be processed with payroll in a timely manner.

If you need assistance with accessing Workday or need assistance with OKTA verification, then please contact Fox help desk by phone (310)969-4357. If you need assistance with requesting sick time in Workday, then please contact Fox Payroll by email Fox.Payroll@fox.com or phone (877)369-5476.