

# Super User Role

## Help users navigate for Absence Module



### Quick Reference Guide (QRG)

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#### **Purpose**

Super users play a key role in guiding colleagues through common absence-related tasks. Here's how they can help users find the right information and act confidently:

#### **Objective**

Helping users navigate the Microsite for Absence management

#### **What to Look For:**

- Training materials: Simplified decks covering Leave of Absence and Time Off processes. Click [here](#)
  - Note: There are two decks
    - Focus deck: Used in the training session Sep / Oct 2025
    - E2e guides: Include all steps including signposted elements
- Quick Reference Guides (QRGs): Step-by-step instructions for submitting requests, checking balances, and viewing team calendars. Click [here](#).
- Translated Resources: Materials available in multiple languages to support diverse teams. (to be added)
- Persona-Based Help: Content tailored to different roles (e.g. employee, manager, HR partner). (to be added)

#### **Suggested Sections to Explore:**

**Category:** Quick Reference Guides QRG => Article: Quick Reference Guides for Absence Management in Workday. Click [here](#)

**Category:** Workday guides and training => Article: Absence: end-to-end for hourly workers. Click [here](#).

#### **Super User Tip:**

- Bookmark key pages and share direct links during onboarding sessions or team huddles
- Encourage users to explore the microsite regularly as new content is added