Workday Time Off & Absence Manual

Index

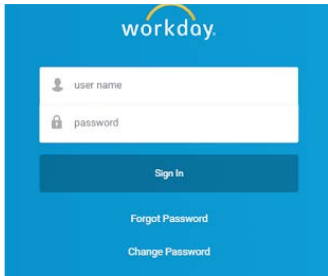## 1. <u>Introduction to Time off & Leave of absence categories</u>

Time Off: Short term leaves are classified as Time Off. The below table shows the list of Leave categorized under Time Off.

Leave of Absence: In workday, long term leaves are classified as Leave of Absence. Workday profile status of employees availing these leave types will show as "On Leave".

Sl#	Type	Workday Category
1	Vacation Leave	Time Off
2	Casual Leave	Time Off
3	Sick Leave	Time Off
4	Bereavement Leave	Time Off
5	Sabbatical Leave	Time Off
6	Maternity Leave	Leave of Absence
7	Paternity Leave	Leave of Absence
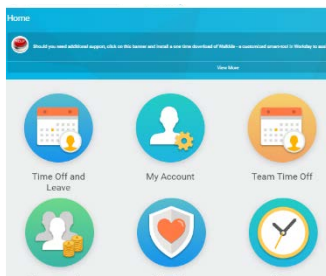
8	Miscarriage Leave	Leave of Absence
9	Illness arising out of pregnancy Leave	Leave of Absence
10	Unpaid Leave	Leave of Absence

2. How to request Time Off in Workday?

Step 1

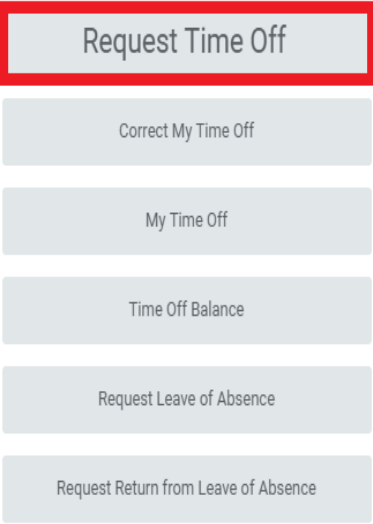Login to Workday

Step 2
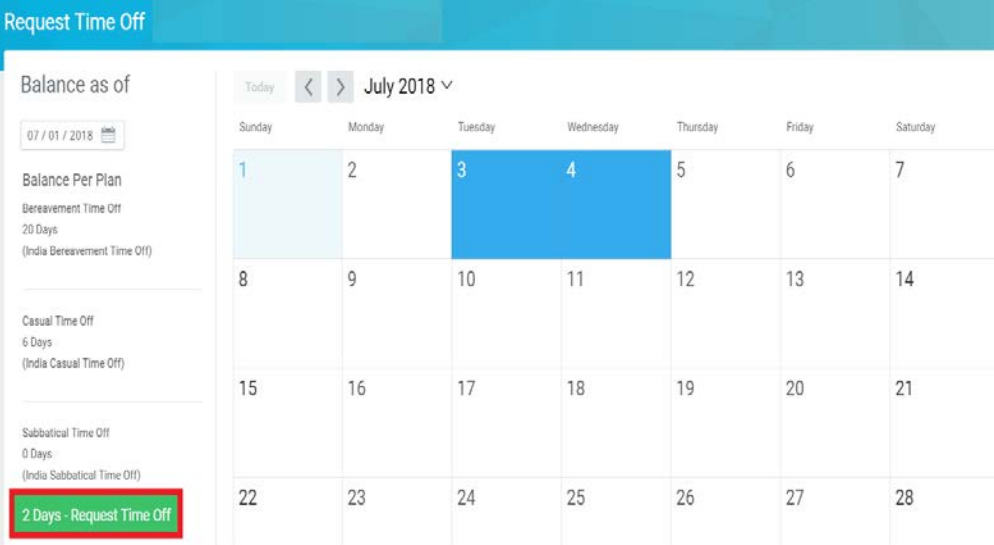
Go to homepage

Step 3

Select Time Off & Leave Worklet

Step 4

Select Request Time Off

Step 5

Select the date/date range & click on the green "Request Time Off" tab

When	Tuesday, July 3, 2018 - Wednesday, July 4, 2018
Type *	☰
Daily Quantity *	0
Unit of Time	(empty)
Comment	

enter your comment

Submit Cancel

Step 6

Click on **Type** to access & select Time off from the list

Daily Quantity is defaulted to "1", **do not** modify this field unless you want to change it to "0.5" (half day)

Enter Comment, if any. Click on **Submit**

When	Monday, July 2, 2018 - Tuesday, July 3, 2018
Type *	✕ Casual Time Off ☰
Daily Quantity *	1
Unit of Time	Day
Comment	

Tuesday	Wednesday
3	4
✓ Casual Time Off	

Green "✓" confirms successful Time Off application

Frequently asked questions(FAQ) while submitting Time off application

I'm applying Time Off in Workday; what should be entered in the Daily Quantity field?
Daily quantity field in Workday is designed to capture number of "hours" an employee would take Time Off in a day. At Adobe Time off is taken in days, hence we use "1" for full day & "0.5" for half day Time off application.

Can I submit Time off application for a Time off taken in the past?
Yes, you can apply, however, this would route to your manager for approval.

How do I apply half day time off in Workday?
You can apply half day time off by updating "0.5" in Daily Quantity.

Can I submit 2 different time off type, half a day each on a single day?
No, you cannot submit 2 different Time offs' in day.

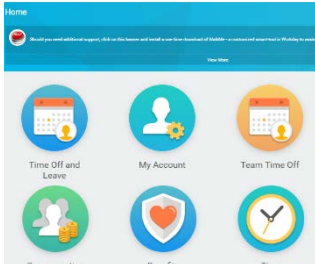Can I change my Time off from half day to full day or vice versa?
Yes, you can change the Daily quantity of an approved Time Off using the feature "Correct Time Off"
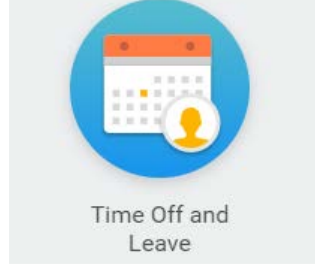
3. How to correct Time Off in Workday?

Step 1

Login to Workday

Step 2

Go to homepage

Step 3

Select Time Off & Leave Worklet

Step 4

Select Correct My Time Off

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

Correct Time Off 11 items

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Comment
05/24/2018	Thursday	Sick Time Off	0.5	1	Days	Extended Sick Leave
05/23/2018	Wednesday	Sick Time Off	1	1	Days	
05/22/2018	Tuesday	Sick Time Off	1	1	Days	
05/21/2018	Monday	Sick Time Off	1	1	Days	

Submit   Save for Later   Cancel

Step 5

To extend your Half day time off to full day update "1" in "Correction to Requested" field.

To cancel the time off application, update "0" in "Correction to Requested" field for the specified dates.

Enter your comment and click Submit

Frequently asked questions(FAQ) while Correcting Time off application

In what circumstances do I use correct Time Off?
Workday does not allow you to cancel an approved Time Off application. Hence, you use the feature "Correct Time off" and change the daily quantity to "0" this would update your Time Off balance. Correct Time off feature is also used when you want to change your Time off from Full day (1) to Half day (0.5) or vice versa.

Can I change the Time Off Type or modify Time Off dates using Correct time off?
No, you cannot change Time off type or modify dates using this feature. In such cases, you should change the daily quantity of the existing time off application to "0" and resubmit a new application with the correct Time off type and dates.

I initially applied half day (0.5) Time Off but later had to extend it to full day. Can I submit a new application with additional half day?
No, you should use "correct Time off" feature and change the daily quantity from "0.5" to "1".

Can I correct a Time off application that was applied in the past?
Yes, you can. Any modification done to an old application will be routed to your manager for approval.

Don't we have Cancel Time Off feature in Workday?
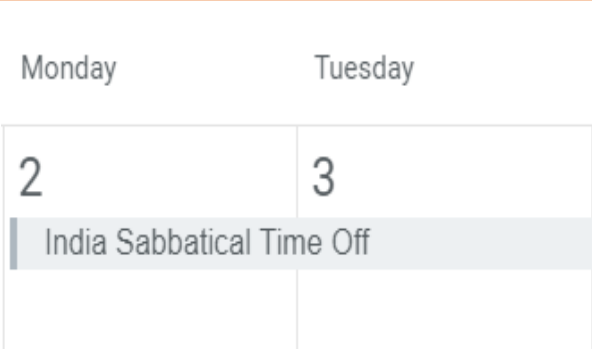*Yes, we do. Only an unapproved Time Off can be cancelled.*

Can I cancel an unapproved Time Off in parts?
No, the complete Time Off request gets terminated.

How do I cancel an approved Time Off?
Select "correct Time off" feature and change the daily quantity to "0".

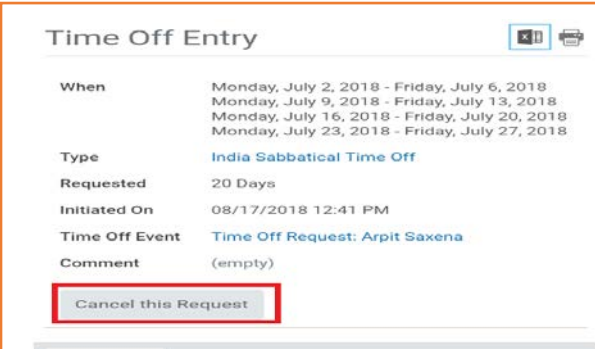## 3.1. How to Cancel an unapproved Time Off in workday?

Step 1

Click on the unapproved Time Off

Step 2

Click on Cancel this Request

07/16/2018	Monday	India Sabbatical Time Off	1	Days
07/17/2018	Tuesday	India Sabbatical Time Off	1	Days
07/18/2018	Wednesday	India Sabbatical Time Off	1	Days
07/19/2018	Thursday	India Sabbatical Time Off	1	Days

enter your comment

Submit   Cancel

Step 3

Enter your comment & Click on Submit tab

4.How to view My Time Off Application Status?

This feature provides a summary of Time Off applied and their status in the tool
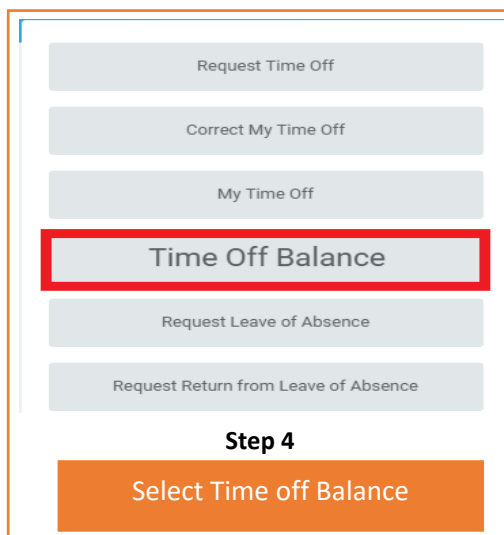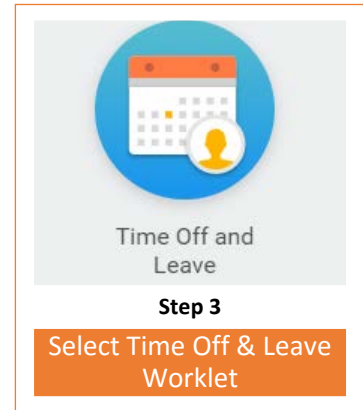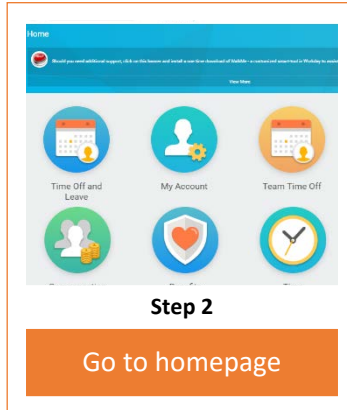
Step 1

Login to Workday

Step 2

Go to homepage

Step 3

Select Time Off & Leave Worklet

Request Time Off

Correct My Time Off

My Time Off

Time Off Balance

Request Leave of Absence

Request Return from Leave of Absence

Step 4

Select My Time Off

5.How to view My Time Off Balance?

This feature provides your Time Off Balance "As of" a date of your choice.

Step 1

Login to Workday

Step 2

Go to homepage

Step 3

Select Time Off & Leave Worklet

Request Time Off

Correct My Time Off

My Time Off

Time Off Balance

Request Leave of Absence

Request Return from Leave of Absence

Step 4

Select Time off Balance

Time Off Balance

As Of ★ 07 / 02 / 2018

Step 5

Enter the "As of "date
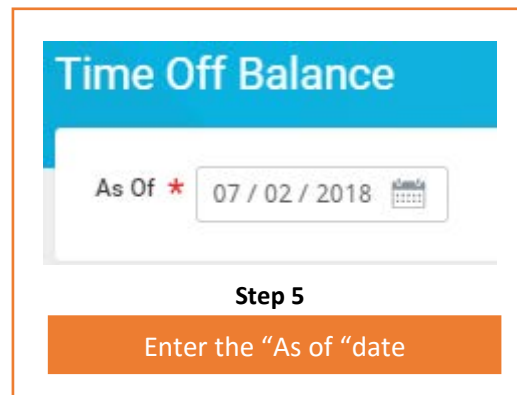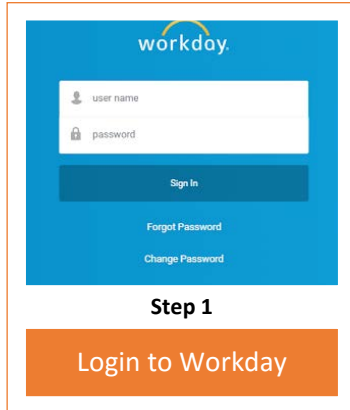
Frequently asked questions(FAQ) on view Time Off Balance
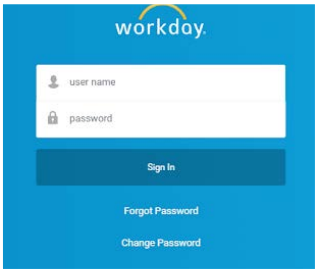
Can I view my Time Off balance for a specific date?
Yes, you can view your balance for a specific date

I applied for a future dated Time off but my leave balance is not updated, why?
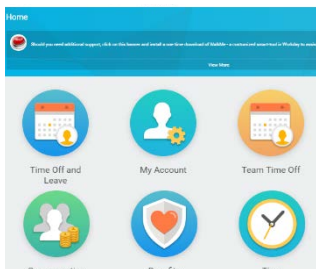*The balance is updated only once the event has taken place. You can view your balance as of the future Time off date.*
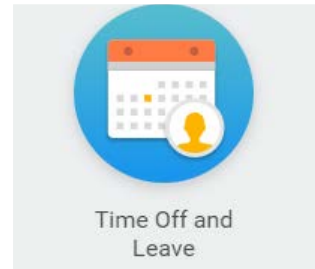
6.How to Request Leave of Absence?
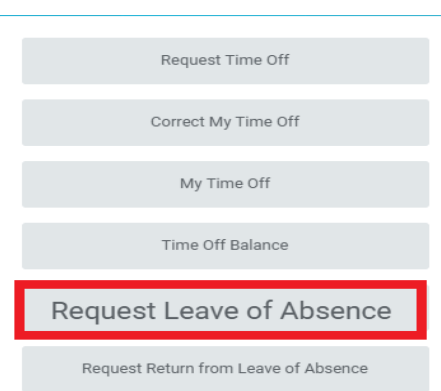
Step 1

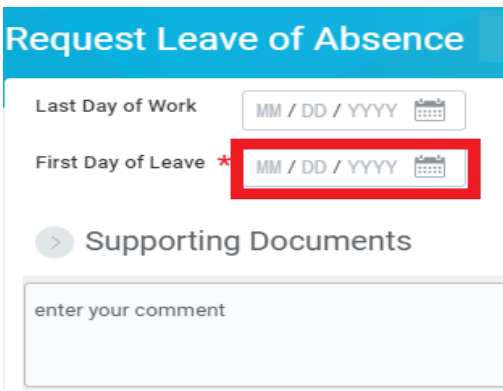Login to Workday

Step 2

Go to homepage

Step 3

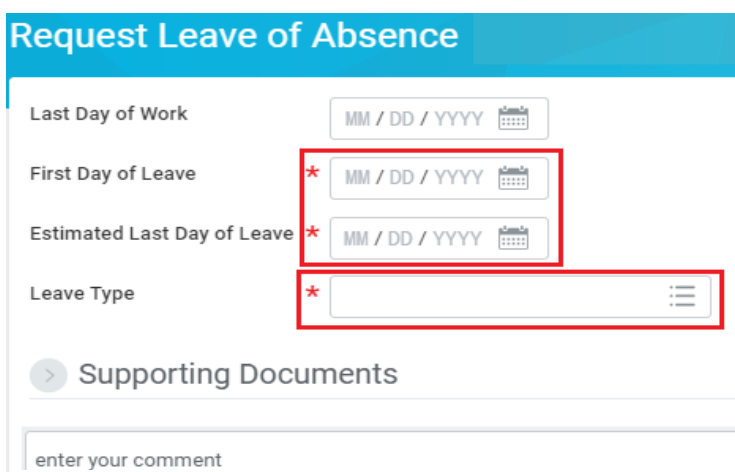Select Time Off & Leave Worklet

Step 4

Select Request Leave of Absence

Step 5

Enter "First Day of Leave"

Step 6

Enter "Estimated Last Day of Leave"

Select the Leave type from the dropdown

Some "Leave Types" require additional information, you will receive the below screen depending on what "Leave Type" you choose from the drop down.

Segment highlighted in red are common mandatory fields for all Leave types. The Segment highlighted in yellow are mandatory fields specific to the Leave type.

Request Leave of Absence

Last Day of Work		MM / DD / YYYY
First Day of Leave	*	MM / DD / YYYY
Estimated Last Day of Leave	*	MM / DD / YYYY
Leave Type	*	
Leave Reason	*	

Additional Fields

Child's Birth Date	*	MM / DD / YYYY
Adoption Placement Date		MM / DD / YYYY

> Supporting Documents

enter your comment

Step 6a

Enter "Estimated Last Day of Leave"

Select the Leave type from the dropdown

Update all the required fields specified for the Leave

Submit   Save for Later   Cancel

Step 7

Click Submit

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Frequently asked questions(FAQ) on while applying Leave of Absence

Why can't I see my Leave of Absence (LOA) on the Time Off calendar?
Time Off & Leave of absence are 2 different modules hence you cannot view your Leave of Absence on the Time off Calendar.

What is "Estimated Last day of Leave"?
Estimated Last Day of Leave is the "Leave End Date".

Can I submit Leave application for a Leave taken in the past?
Yes, you can apply, however, this would route for approval.

Can I cancel or correct a Leave Request (approved or unapproved)?
No, you cannot cancel or correct your Leave Request in Workday. Please reach out to the New Support Center to correct or cancel a leave request.

Where do I see my Leave request history?
Leaves applied in Workday can be viewed under Time Off & Leave Requests. You can refer to Topic 8 in the document for detailed steps.
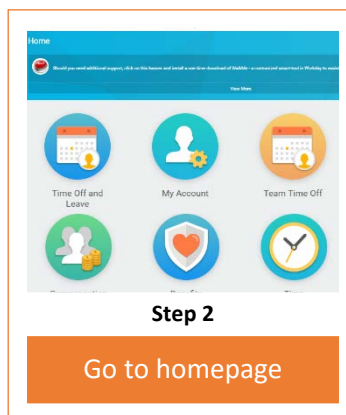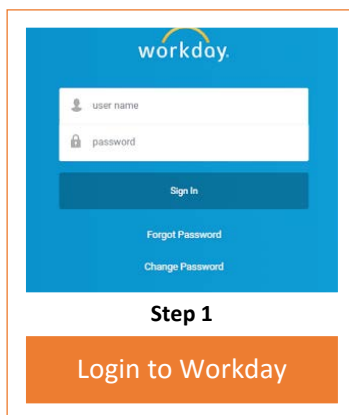
Where do I see the status of my Leave Request?
You will receive a notification when the leave request is approved or denied. You can also go to Worker history in workday> Click on Leave Request> View remaining process to view the status of your Leave.

My Workday profile indicates that I'm "On Leave" while I had returned as per schedule. Can you help correct this?
When you return from leave you should complete "Request return from Leave" action in Workday. Please follow the steps provided under topic 7 in this document.

7.How to Request Return from Leave of Absence?

Step 1

Login to Workday

Step 2

Go to homepage

Step 3

Select Time Off & Leave Worklet

Step 4

Select Request Leave of Absence

Step 5

Enter "First Day Back at Work" & "Actual Last Day of Leave"

Add your comment & click Submit

Frequently asked questions(FAQ) on while Requesting Return from Leave of Absence

I applied the leave request after returning from leave, should I still complete "Request return from leave" in Workday?
Yes, leave request in Workday has 2 processes a) Request Leave & b) Return from Leave both the steps should be completed.

What is the impact if I miss this step?
You continue to show on Leave impacting payroll.
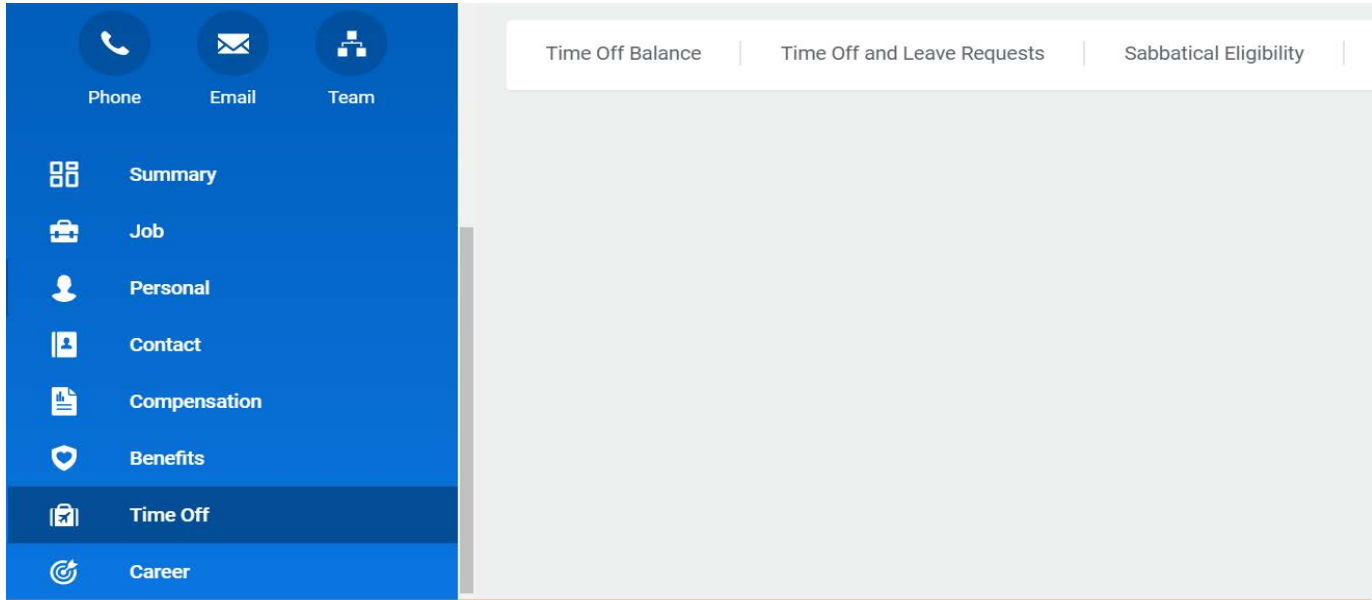
Can the Estimated Last date & Leave end date have the same value?
Yes, they can have the same date.

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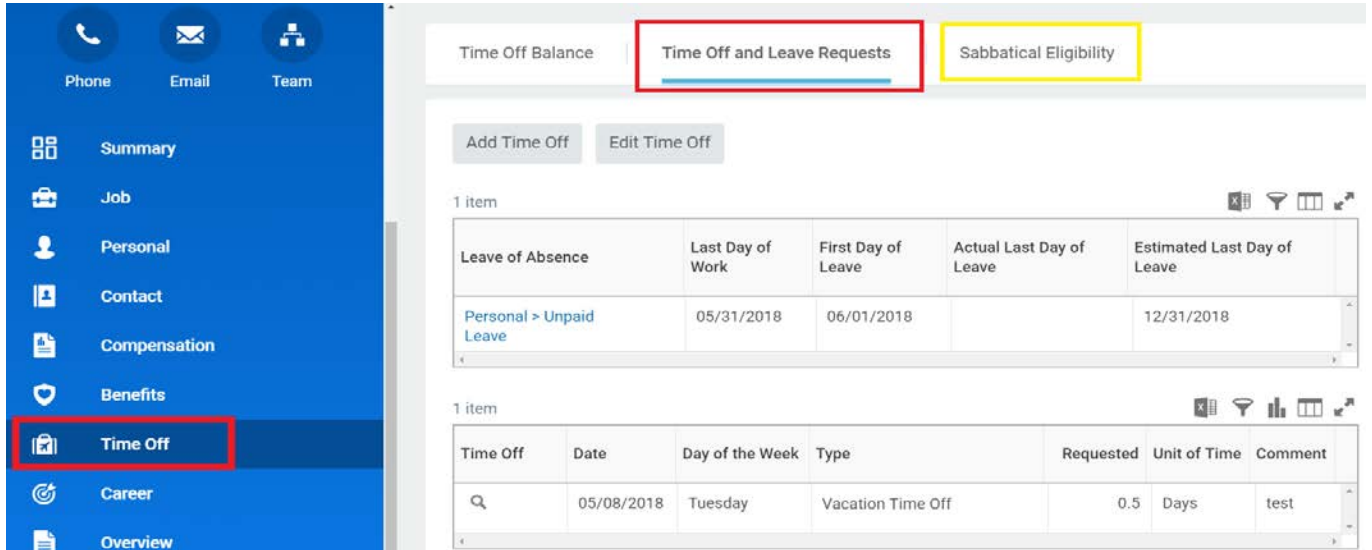
In what scenario will the Estimated Last date & Leave end date be different?
When you came back early from the Leave of absence, your dates will be different.

8. How to View Time Off & Leave of Absence Summary?

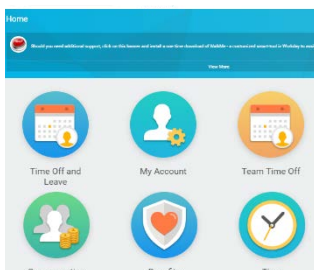Go to View Profile & Click on Time Off

Click "Time Off & Leave Requests" to view your summary

Click on Sabbatical Eligibility to view Sabbatical Eligibility Date

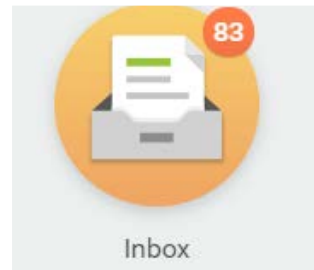## 9.Manager: How to Approve, Send Back or Deny Time Off & Leave of Absence
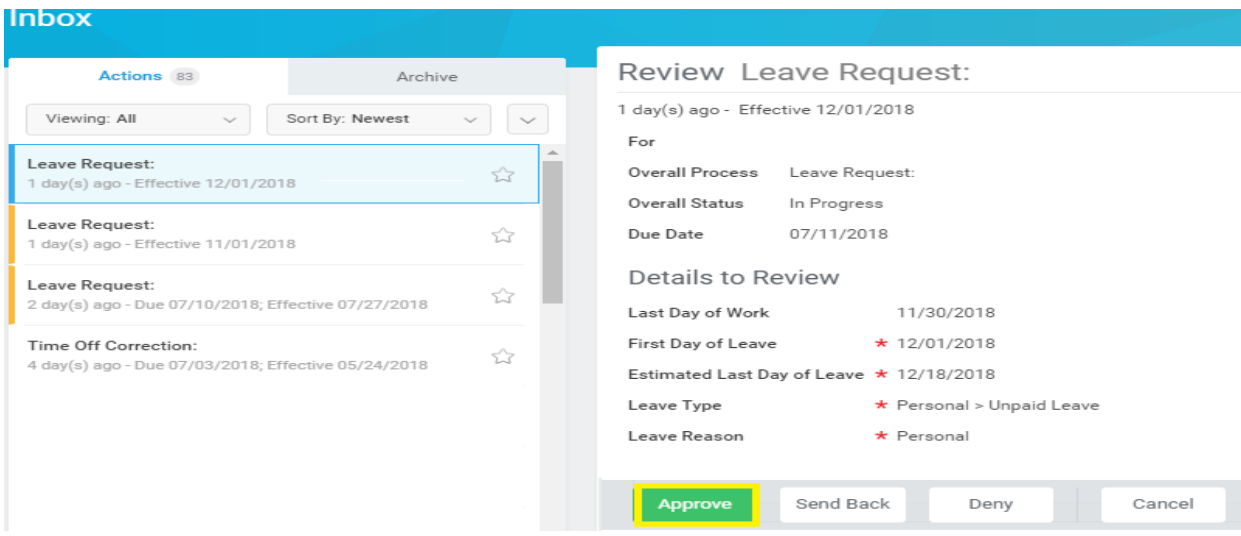
Step 1

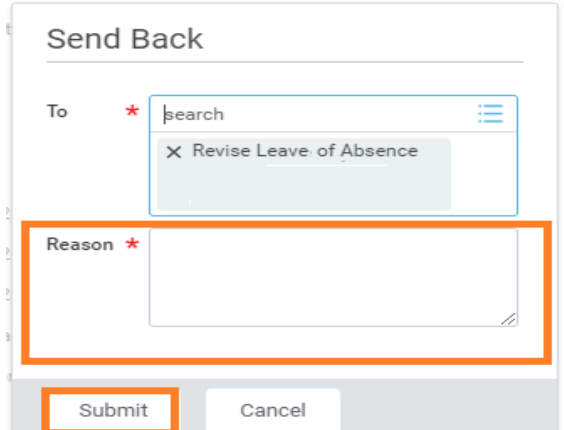Login to Workday

Step 2

Go to homepage
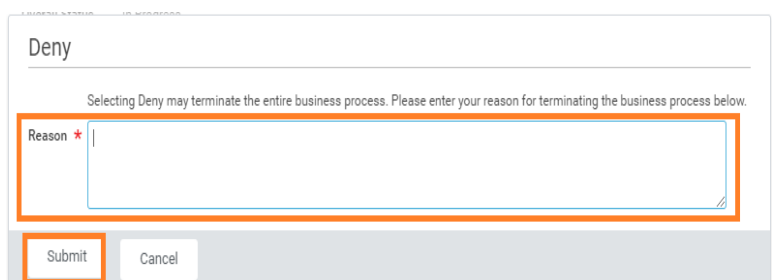
Step 3

Select Inbox Worklet
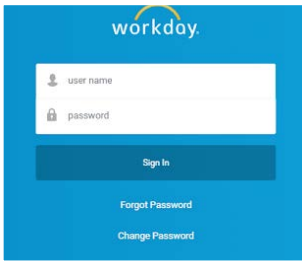
Step 4

Select the request & click Approve

To Send Back for correction – Add your comment & Click Submit

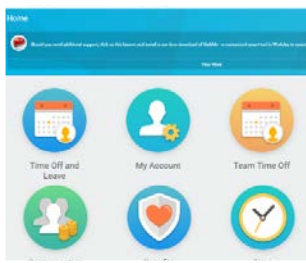To Cancel the request – Click Deny, add your reason & Click Submit

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10.Manager: How to request Time off for an employee

Managers can do the following activities for an employee - Apply Time Off, Correct Time Off, Place a Worker on Leave & Return Worker from Leave.
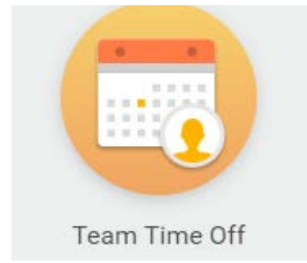
Step 1

Login to Workday

Step 2

Go to homepage

Step 3

Select Team Time Off Worklet

Actions

Enter Time Off

Correct Time Off

Place Worker on Leave

Return Worker from Leave
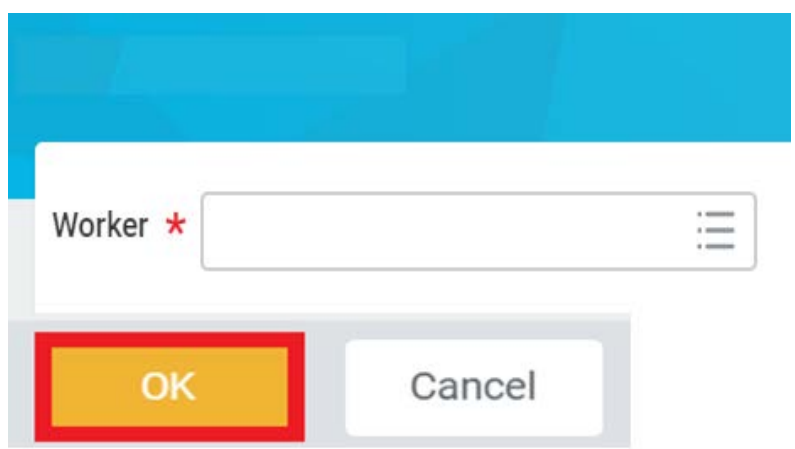
Step 4

Select Enter Time Off

Worker *

OK   Cancel

Step 5

Search Employee Name & Click OK

Refer to "Request Time Off" Page# 2- 3, "Correct Time Off" Page# 4-5, Request Leave of Absence" Page# 8 -10 & "Request Return from Leave of Absence" Page# 10-12 in this document for next steps.

Note - If you are entering your own time off, make sure you go to Homepage > Time Off and Leave > Request Time Off.

Frequently asked questions(FAQ) on Workday Inbox

Will the Time off/ leave request get auto approved in 3 days?
No,Requests that seek approval has to be approved in Workday.

As a manager can delegate approval process?
Yes, you can. Refer topic 12 How to delegate Workday inbox task

11.Manager: How to view Team's Time off, Leave schedule & reports

This feature in Workday helps a manager to view the team's time off and leave schedule, access the team time off balance summary, leave return schedule and extract these reports in excel for further analysis.
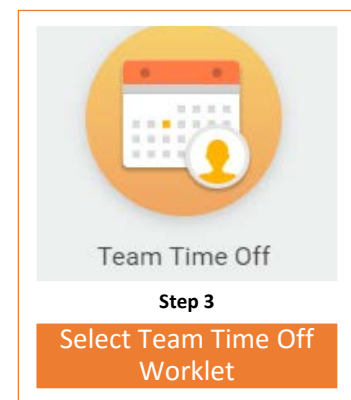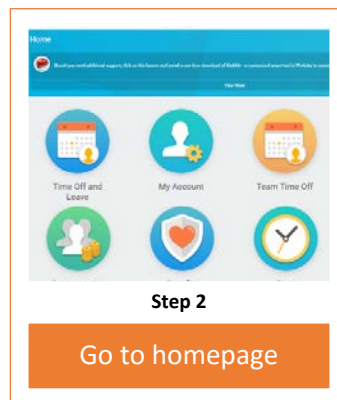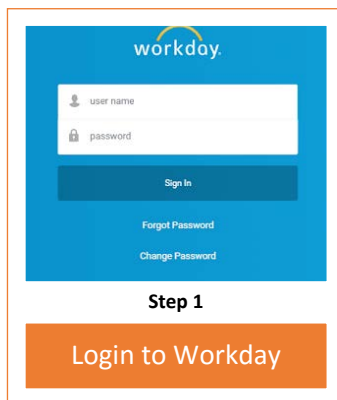

Step 1

Login to Workday

Step 2

Go to homepage

Step 3

Select Team Time Off Worklet

View

Time Off & Leave Calendar	To view team's Time Off & Leave schedule in a calendar
All Time Off	Status report of team's Time Off correction/application
Approved Time Off	Report of team's approved Time off correction/application
Time Off Details	Report of team's Time off Accrual & Balance for the period
Time Off Summary	Report of team's Time off Balance Summary for the period
Returned from Leave	Report of workers returned from leave
Returning from Leave	Report of workers returning from leave

12.Manager: How to delegate Workday Inbox Tasks?

My Delegations

For

Current Delegations	Current Task Delegations

0 items

Begin Date

Manage Delegations

Click on Manage delegation

Search My delegation

My Delegations - Report

View My Delegation Assignments - Report

Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
⊖	MM / DD / YYYY	MM / DD / YYYY	X Name (Delegated to)		○ For all Business Processes
					● For Business Process
					X Request Return from Leave of Absence
					X Request Leave of Absence
					X Request Time Off
					X Correct Time Off
					○ None of the above

Retain Access to Delegated Tasks in Inbox

☐

Delegation Rule

enter your comment

Submit   Save for Later   Cancel

Update the highlighted fields & Click submit