Workday Time Off & Absence Manual

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1. Introduction to Time off & Leave of absence categories

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".

| SI# | Туре | 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?



| Request Time Off | Request Time Off | | | | | | | |
|--------------------------------------|--|----------|-------------|----------|-----------|----------|-----------|----------|
| | Balance as of | Today | < > July 20 | 18 🗸 | | | | |
| Correct My Time Off | 07/01/2018 🚞 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| My Time Off | Balance Per Plan Dereavement Time Off 20 Days (India Bereavement Time Off) Casual Time Off 6 Days (India Casual Time Off) Subbatical Time Off | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Time Off Balance | | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Request Leave of Absence | | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| Request Return from Leave of Absence | 0 Days (India Sabbatical Time Off) 2 Days - Request Time Off | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Step 4 | | | | Step 5 | | | | |
| Select Request Time Off | Select the | date/dat | e range 8 | click on | the green | "Reques | t Time Of | f" tab |

| When Tuesday, July 3, 2018 - Wednesday, July 4, 2018 Type * | When Monday, July 2, 2018 - Tuesday, July 3, 2018 | | |
|---|--|--|--|
| Daily Quantity * 0 | Type ★ ★ Casual Time Off 🗄 | | |
| Unit of Time (empty) Comment | Daily Quantity * 1 | | |
| | Unit of Time Day | | |
| enter your comment | Comment | | |
| Submit Cancel | Tuesday Wednesday | | |
| Step 6 | 2 1 | | |
| Click on Type to access & select Time off from the list | Casual Time Off | | |
| Daily Quantity is defaulted to "1", do not modify this field unless you want to change it to "0.5" (half day) | Green " 🖌 " confirms successful Time Off application | | |
| Enter Comment, if any. Click on Submit | | | |

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?







| 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 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.

| Date | Day of the Week | Туре | 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 | |

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 "O" 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?

| Monday | Tuesday | | Time Off E | Entry | |
|----------------------------------|------------|---|----------------|--|----------------------------|
| | , | T | When | Monday, July 2, 2018 - Friday, July Monday, July 9, 2018 - Friday, July Monday, July 16, 2018 - Friday, Ju Monday, July 23, 2018 - Friday, Ju | y 13, 2018 Ily 20, 2018 |
| 2 | 2 | | Туре | India Sabbatical Time Off | |
| Z | 3 | | Requested | 20 Days | |
| | | | Initiated On | 08/17/2018 12:41 PM | |
| India Sabbatical Time Off | | | Time Off Event | Time Off Request: Arpit Saxena (empty) | |
| Ste | n 1 | | Cancel this Re | aquest | |
| Jie | P 1 | | | Step 2 | |
| Click on the unapproved Time Off | | | Clic | k on Cancel this Request | : |

| 07/47/0040 | 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 | - | | |
| 4 | | | | | | | |
| enter your comment Submit Cancel | | | | | | | |
| | | Step 3 | | | | | |

4. How to view My Time Off Application Status?

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

| user name assword Sign In Forgot Password Change Password | Hard Provide a set of a definition of a defin | Time Off and Leave |
|---|--|------------------------------------|
| Step 1 | Step 2 | Step 3 |
| Login to Workday | Go to homepage | 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.

| workdoy. user name password Sign In Forgot Password Change Password | Image: Constraint of the second se | Time Off and Leave |
|--|---|-----------------------------------|
| Step 1 | Step 2 | Step 3 Select Time Off & Leave |
| Login to Workday | Go to homepage | Worklet |
| Request Time Off Correct My Time Off My Time Off Time Off Balance | | 02 / 2018 |
| Request Leave of Absence | | ep 5 |
| Request Return from Leave of Absence | Enter the ' | "As of "date |
| Step 4 | | |
| Select Time off Balance | | |

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?

| | Image: Step 2 homepage |
|--------------------------------------|--|
| Request Time Off | Request Leave of Absence |
| Correct My Time Off | Last Day of Work |
| My Time Off | First Day of Leave * MM / DD / YYYY |
| Time Off Balance | Supporting Documents |
| Request Leave of Absence | enter your comment |
| Request Return from Leave of Absence | |
| Step 4 | Step 5 |
| Select Request Leave of Absence | Enter "First Day of Leave" |
| Estimated Last Day of Leave | MM / DD / YYYY ::::: ★ MM / DD / YYYY ::::: ★ MM / DD / YYYY ::::: ★ :::::::::::::::::::::::::::::: |
| | |

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 IIII Adoption Placement Date MM / DD / YYYY IIII 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 |



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 <u>New Support</u> 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?







| | Request T | me Off | | |
|--|-------------------------|---------------|-----------------------------|-------------------------|
| | Correct My | | | |
| | My Tim | e Off | | |
| | Time Off E | alance | | |
| | Request Leave | of Absence | | |
| | Request Return from | Leave of Abse | nce | |
| | Ste | o 4 | | |
| | Select Request Le | ave of Absen | ce | |
| | | | | |
| First Day Back at Work Imit / DD / YYYY | sence | | | |
| | sence | | | |
| First Day Back at Work | Sence First Day of | fLeave | Estimated Last Day of Leave | Actual Last Day of Lea |
| First Day Back at Work | | | Estimated Last Day of Leave | Actual Last Day of Lea |
| First Day Back at Work First Day Back at Work Leaves Returned From 1 item Select *Leave | First Day (| | | |
| First Day Back at Work Leaves Returned From 1 item Select *Leave Personal > Unpaid Leave Supporting Documents | First Day (| | | |
| First Day Back at Work | First Day (| 18 | | Actual Last Day of Leas |
| First Day Back at Work Leaves Returned From 1 item Select *Leave Personal > Unpaid Leave V Supporting Documents nter your comment Submit Save for Later Cancel | First Day (06/01/20 | 5 | 12/31/2018 | |

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.*

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?

| | | Time Off Balance Time Off and Leave Requests Sabbatical Eligibility |
|-------------|----------------|---|
| Ph | none Email Tea | |
| 88 | Summary | |
| ÷ | Job | |
| 2 | Personal | |
| | Contact | |
| ± | Compensation | |
| 0 | Benefits | |
| लि । | Time Off | |
| Ċ | Career | |
| | | Go to View Profile & Click on Time Off |
| | | |

| 88 | Summary | Add Time (| Off Edit Tim | e Off | | | | |
|-------|-----------------|--------------|---|---------------------|-----------------------|-----------------------------|-------------------------|---------|
| 2 | Job 1 item | | | | | | | |
| 2 | Personal | Leave of Ab | sence | Last Day of Work | First Day of Leave | Actual Last Day of Leave | Estimated Last Leave | Day of |
| 1 | Contact | Personal > U | Jnpaid | 05/31/2018 | 06/01/2018 | | 12/31/2018 | |
| - | Compensation | Leave | 5. S. | | | | | |
| 2 | Benefits 1 item | | | | | | | |
| न्ने। | Time Off | Time Off | Date | Day of the Week | Туре | Reques | ted Unit of Time | Comment |
| 35 | Career | ٩ | 05/08/2018 | Tuesday | Vacation Time | Off | 0.5 Days | test |
| 1 | Overview | | | | | | | |

<u>9.Manager: How to Approve, Send Back or Deny Time Off & Leave of Absence</u>

| workdoy. user name password synin Forgot Password Change Password Step 1 Login to Workday | Step 2 | 83 Inbox Step 3 Inbox Worklet |
|---|---|--|
| Actions B3 Archive Viewing: All Sort By: Newest Image: Sort By: Newest Leave Request: Image: All Sort By: Newest Image: Sort By: Newest Leave Request: Image: All Sort By: Newest Image: Sort By: Newest Leave Request: Image: All Sort By: Newest Image: Sort By: Newest 2 day(s) ago - Due 07/10/2018; Effective 07/27/2018 Image: Sort By: Newest Time Off Correction: Image: Sort By: Newest Image: Sort By: Newest 4 day(s) ago - Due 07/03/2018; Effective 05/24/2018 Image: Sort By: Newest Image: Sort By: Newest | Review Leave Request: 1 day(s) ago - Effective 12/01/2018 For Overall Process Leave Request: Overall Status In Progress Due Date 07/11/2018 Details to Review Last Day of Work 11/30/2018 First Day of Leave * 12/01/2018 Estimated Last Day of Leave * 12/18/2018 Leave Type * Personal > Unpair Leave Reason * Personal | d Leave Cancel |
| Send Back To * bearch X Revise Leave of Absence Reason * | Step 4 Lest & click Approve Thy Selecting Deny may terminate the entire business process. Please enter your of on * Cancel Cancel Cancel O Cancel the request – Click Deny, ad Submit | ß |

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.



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

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

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.

| workdoy. isser name isser name iss | Image: start with the start with th |
|--|--|
| 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?

| | Work vie |) My Delegat / Delegations - Re ew My Delegation | eport Assignments - Report | 0 items Begin Date | gations Current Task Delegations | |
|------------|---|--|-------------------------------|---------------------------|------------------------------------|------------|
| | | Search My del | | Manage Dele Click | egations k on Manage delegation | |
| | ness Processes all ation 1 item *Begin Date | owed for Delegation | *Delegate | Start On My Behalf | Do Inbox Tasks On My Behalf | 9 🗔 |
| | IMM / DD / YYYY III | IN DAVE | X Name (Delegated to) | | | |
| enter your | _ | Cancel | Update the highli | ghted fields & Click subr | nit | |