

Workday Time Off & Absence Manual

Index

Sl#	Topic	Page#
1	Introduction: Time Off & Leave of Absence Categories	1-2
2	How to request Time Off & FAQ	2-3
3	How to correct Time Off & FAQ	4-5
3.1	How to cancel Time Off	5-6
4	View My Time Off	6
5	View Time Off Balance	7
6	How to request Leave of Absence & FAQ	8-10
7	How to request return from Leave of Absence & FAQ	10-12
8	View Time Off & Leave of Absence Application history	12
Manager Access – Team Time Off		
9	Team Time Off: How to approve Time Off & Leave of Absence (Workday Inbox)	13
10	Team Time Off: How to request Time off or Absence for an Employee	14
11	Team Time Off: View Team Time off, leave schedule & reports & FAQ	15
12	Team Time Off: How to delegate tasks	16

1. Introduction to Time off & Leave of absence categories

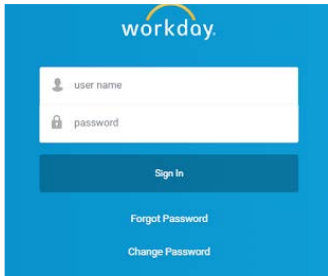
Time Off: Short term leaves are classified as Time Off. The below table shows the list of Leave categorized under Time Off.

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”.

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

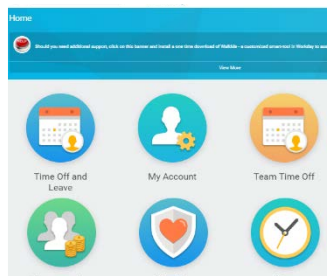
8	Miscarriage Leave	Leave of Absence
9	Illness arising out of pregnancy Leave	Leave of Absence
10	Unpaid Leave	Leave of Absence

2. How to request Time Off in Workday?



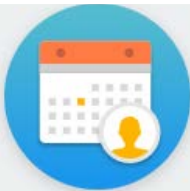
Step 1

Login to Workday



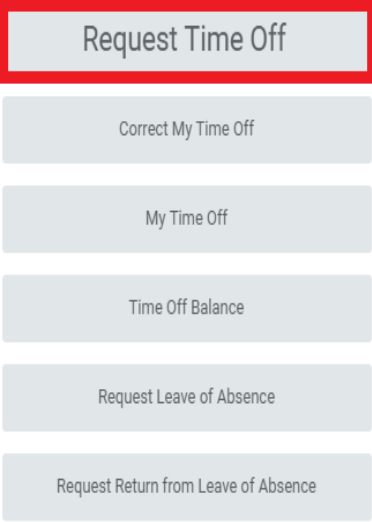
Step 2

Go to homepage



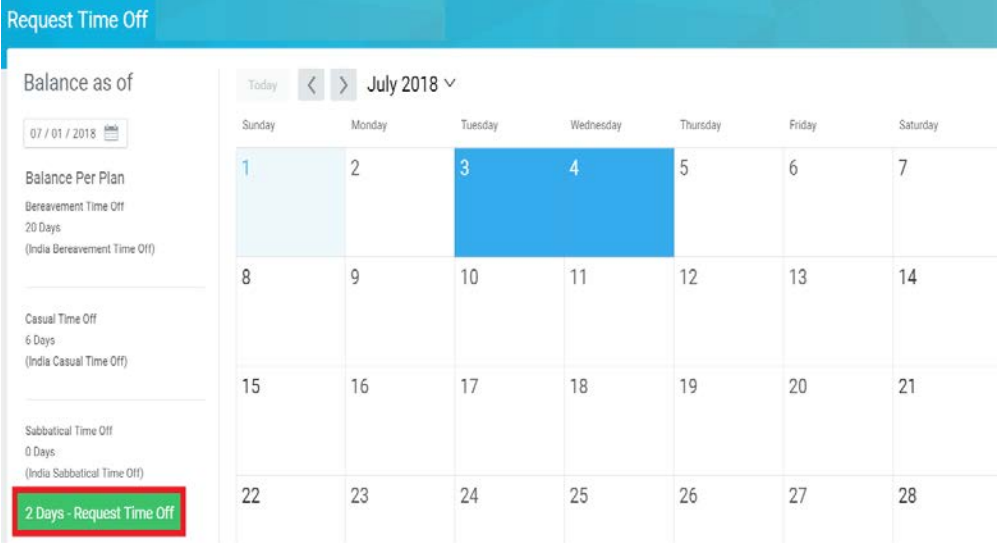
Step 3

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 * X 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?

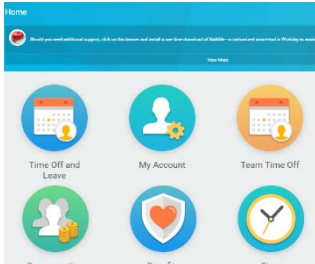
Yes, you can change the Daily quantity of an approved Time Off using the feature "Correct Time Off"

3. How to correct Time Off in Workday?



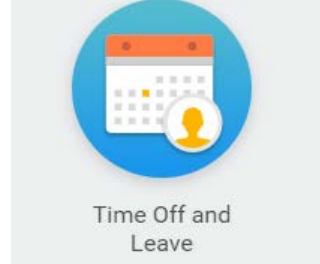
Step 1

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	<input type="text" value="1"/>	Days	<input type="text" value="Extended Sick Leave"/>
05/23/2018	Wednesday	Sick Time Off	1	<input type="text" value="1"/>	Days	<input type="text"/>
05/22/2018	Tuesday	Sick Time Off	1	<input type="text" value="1"/>	Days	<input type="text"/>
05/21/2018	Monday	Sick Time Off	1	<input type="text" value="1"/>	Days	<input type="text"/>

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.

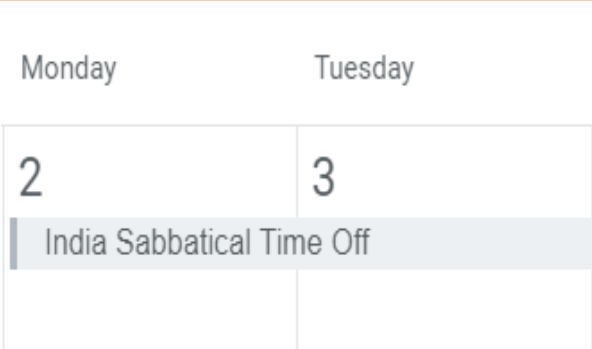
Can I cancel an unapproved Time Off in parts?

No, the complete Time Off request gets terminated.

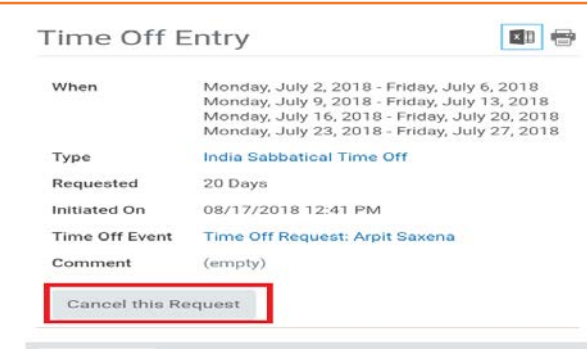
How do I cancel an approved Time Off?

Select "correct Time off" feature and change the daily quantity to "0".

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



The screenshot shows a calendar view for Monday and Tuesday. On Monday, the number '2' is displayed, and on Tuesday, the number '3' is displayed. A grey bar spans across both days with the text 'India Sabbatical Time Off'. Below the calendar, the text 'Step 1' is centered, and an orange button at the bottom contains the text 'Click on the unapproved Time Off'.



The screenshot shows the 'Time Off Entry' details page. The 'When' field lists dates from Monday, July 2, 2018, to Friday, July 27, 2018. The 'Type' is 'India Sabbatical Time Off', 'Requested' is '20 Days', and 'Initiated On' is '08/17/2018 12:41 PM'. The 'Time Off Event' is 'Time Off Request: Arpit Saxena' and the 'Comment' is '(empty)'. A red box highlights the 'Cancel this Request' button. Below it is a 'Close' button. The text 'Step 2' is centered, and an orange button at the bottom contains the text 'Click on Cancel this Request'.

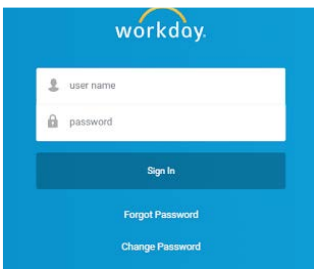
07/16/2018	Monday	India Sabbatical Time Off	1	Days
07/17/2018	Tuesday	India Sabbatical Time Off	1	Days
07/18/2018	Wednesday	India Sabbatical Time Off	1	Days
07/19/2018	Thursday	India Sabbatical Time Off	1	Days

Step 3

Enter your comment & Click on Submit tab

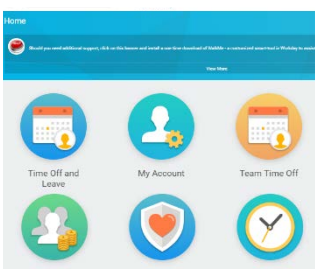
4.How to view My Time Off Application Status?

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




Step 1

Login to Workday



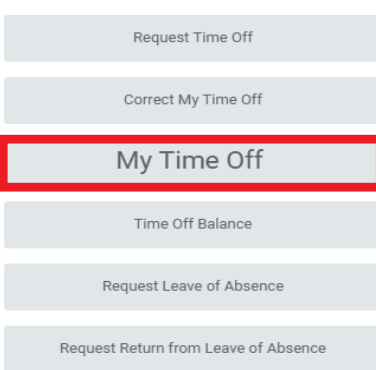
Step 2

Go to homepage



Step 3

Select Time Off & Leave Worklet

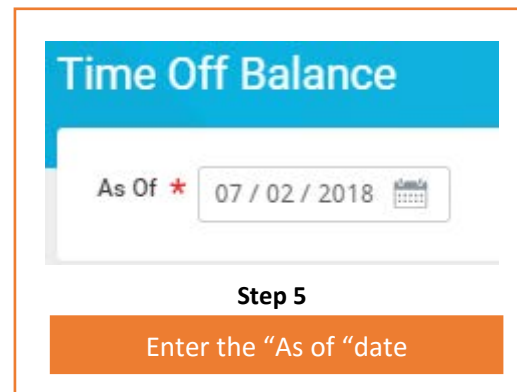
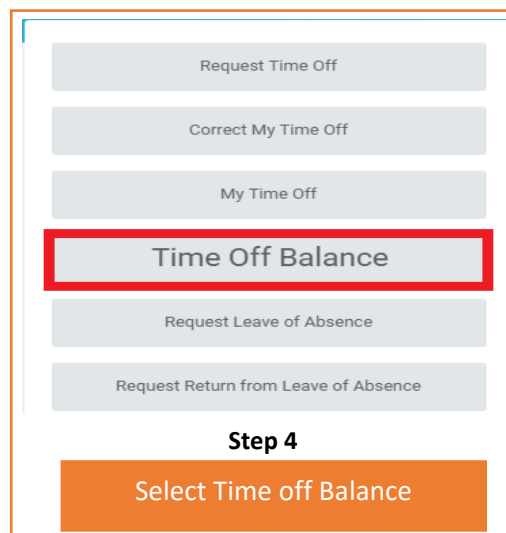
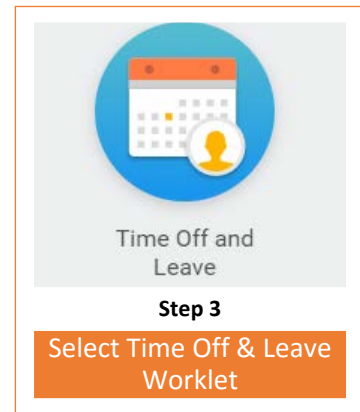
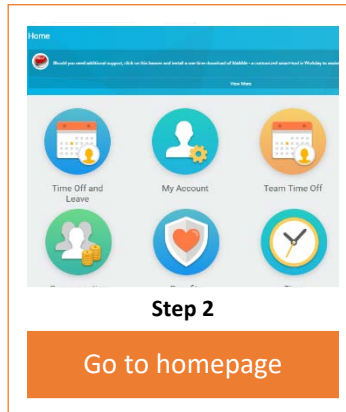
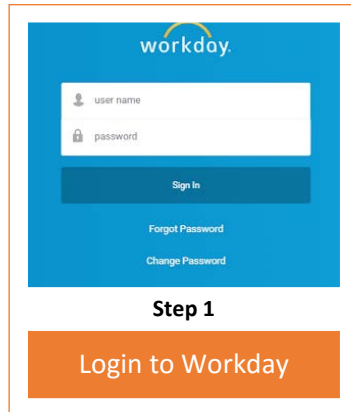


Step 4

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.



Frequently asked questions(FAQ) on view Time Off Balance

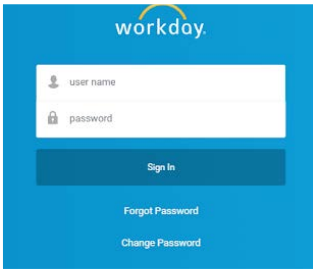
Can I view my Time Off balance for a specific date?

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?

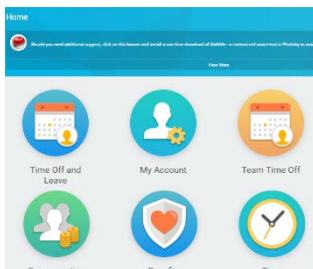
The balance is updated only once the event has taken place. You can view your balance as of the future Time off date.

6. How to Request Leave of Absence?



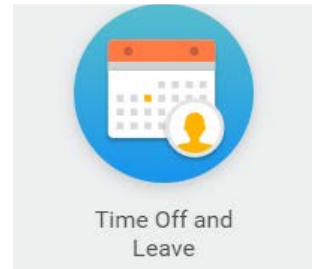
Step 1

Login to Workday



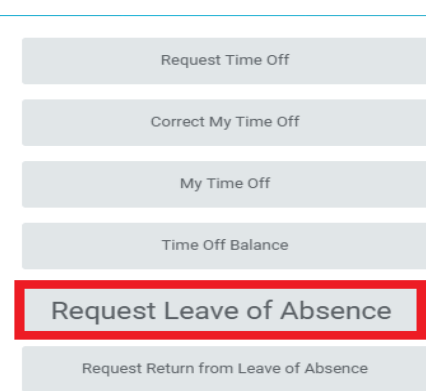
Step 2

Go to homepage



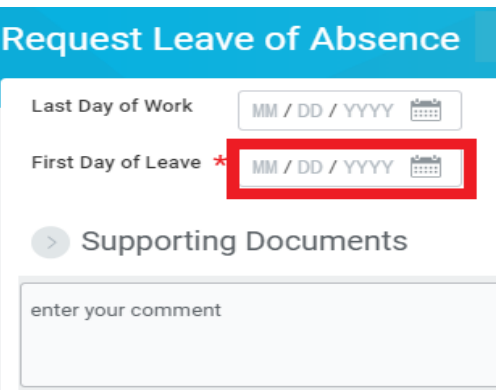
Step 3

Select Time Off & Leave Worklet



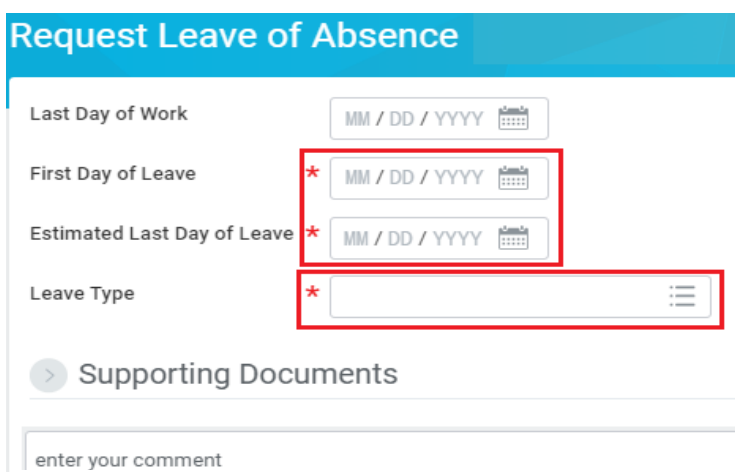
Step 4

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

First Day of Leave *

Estimated Last Day of Leave *

Leave Type *

Leave Reason *

Additional Fields

Child's Birth Date *

Adoption Placement Date

> **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

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.

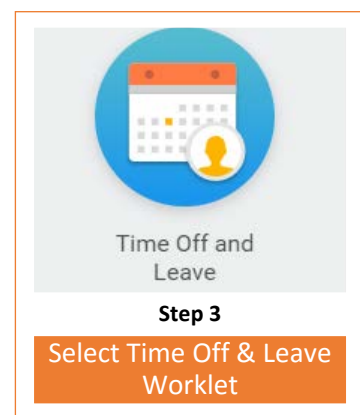
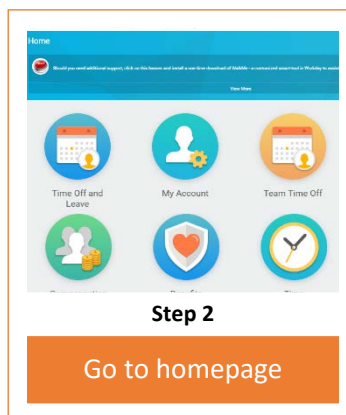
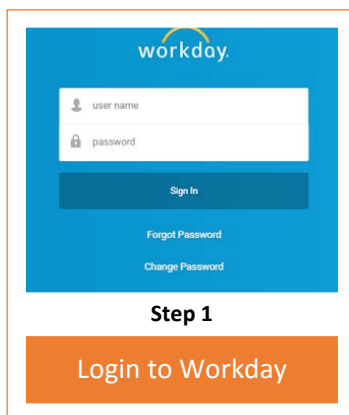
Where do I see the status of my Leave Request?

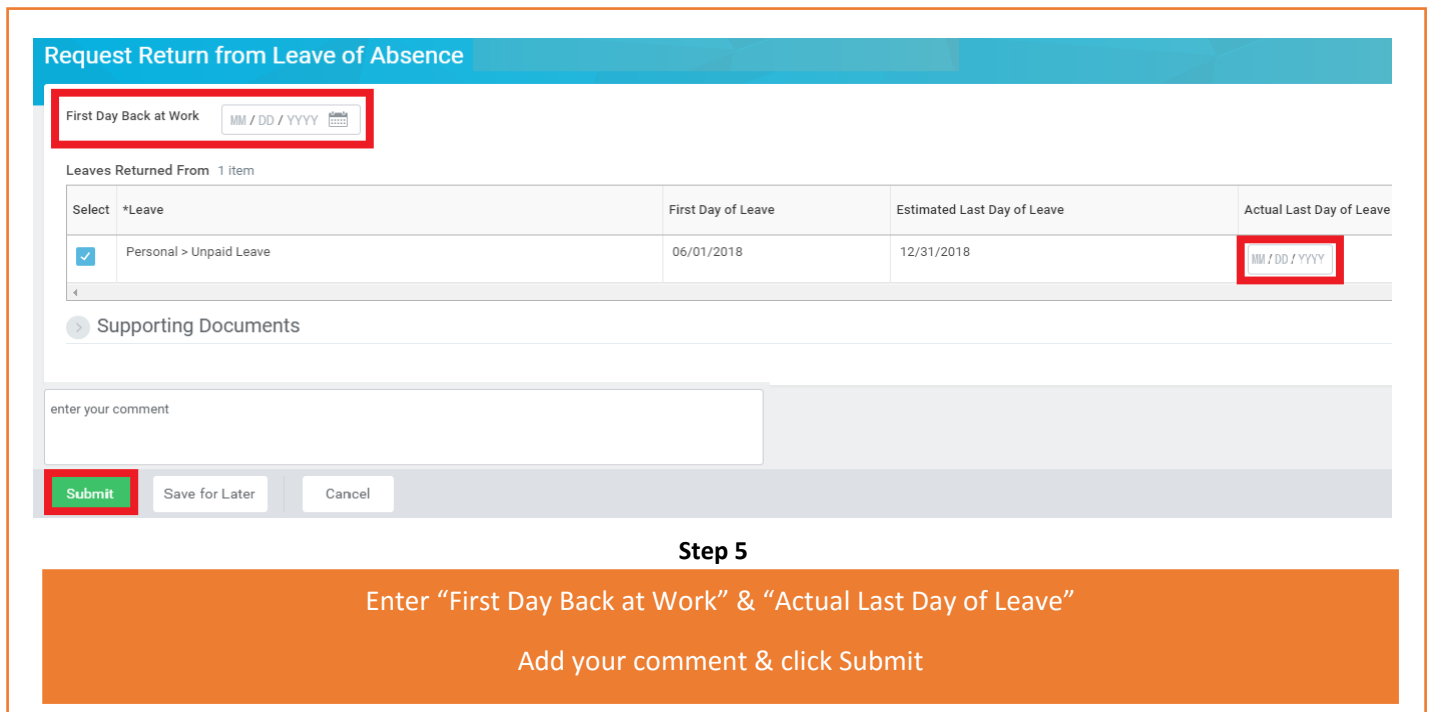
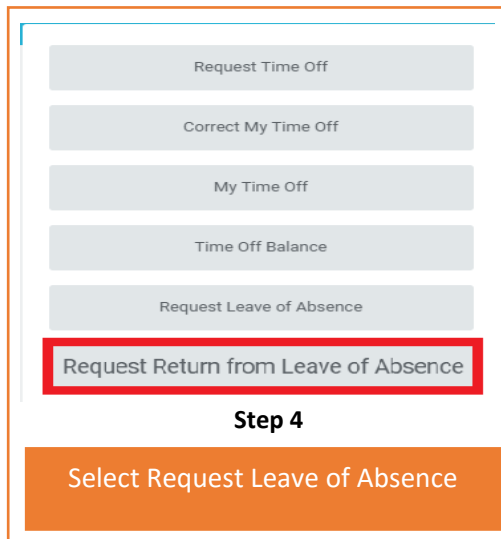
You will receive a notification when the leave request is approved or denied. You can also go to Worker history in workday> Click on Leave Request> View remaining process to view the status of your Leave.

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?





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?

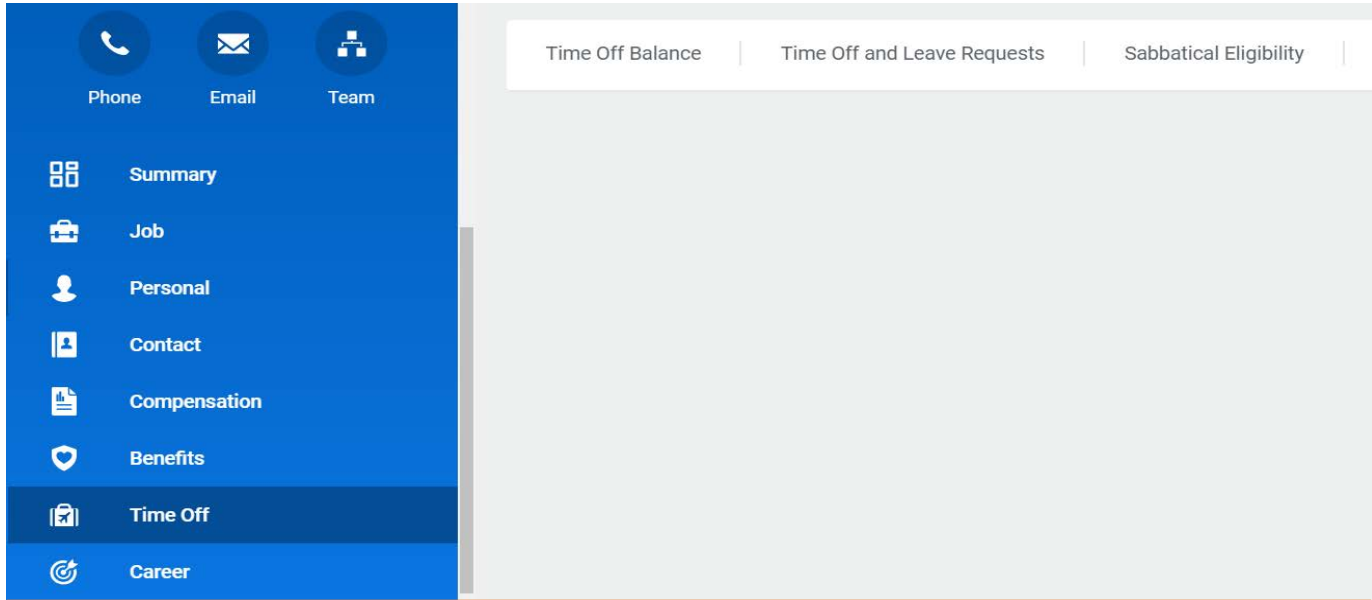
You continue to show on Leave impacting payroll.

Can the Estimated Last date & Leave end date have the same value?

Yes, they can have the same date.

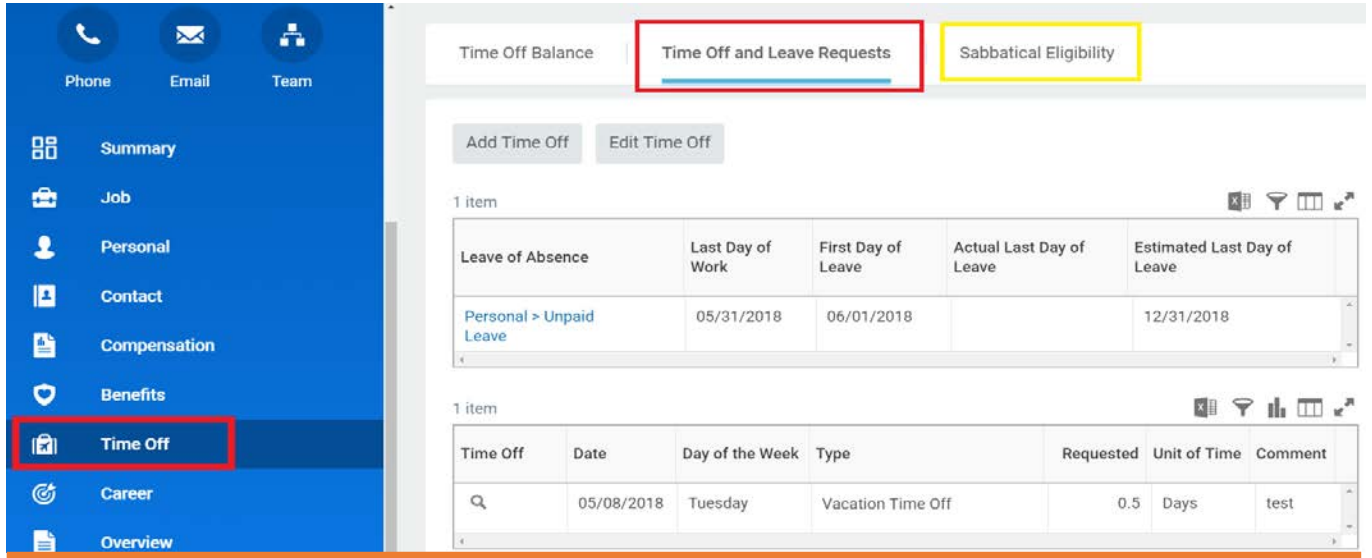
In what scenario will the Estimated Last date & Leave end date be different?
When you came back early from the Leave of absence, your dates will be different.

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



The screenshot shows a user profile menu on the left side of a web application. The menu items are: Phone, Email, Team, Summary, Job, Personal, Contact, Compensation, Benefits, Time Off (highlighted with a dark blue bar), and Career. On the right side, there are three tabs: Time Off Balance, Time Off and Leave Requests, and Sabbatical Eligibility. The 'Time Off and Leave Requests' tab is currently selected.

Go to View Profile & Click on Time Off



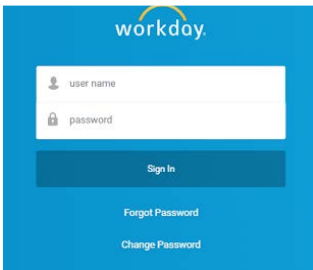
The screenshot shows the 'Time Off and Leave Requests' page. The 'Time Off and Leave Requests' tab is highlighted with a red box, and the 'Sabbatical Eligibility' tab is highlighted with a yellow box. The page contains two tables. The first table is titled '1 item' and has columns: Leave of Absence, Last Day of Work, First Day of Leave, Actual Last Day of Leave, and Estimated Last Day of Leave. The second table is titled '1 item' and has columns: Time Off, Date, Day of the Week, Type, Requested, Unit of Time, and Comment.

Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
Personal > Unpaid Leave	05/31/2018	06/01/2018		12/31/2018

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Comment
🔍	05/08/2018	Tuesday	Vacation Time Off	0.5	Days	test

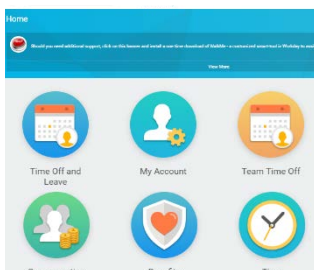
Click "Time Off & Leave Requests" to view your summary
Click on Sabbatical Eligibility to view Sabbatical Eligibility Date

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



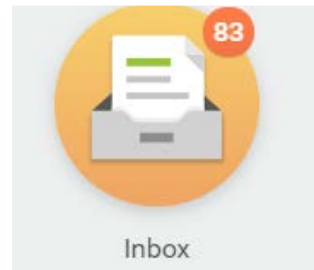
Step 1

Login to Workday



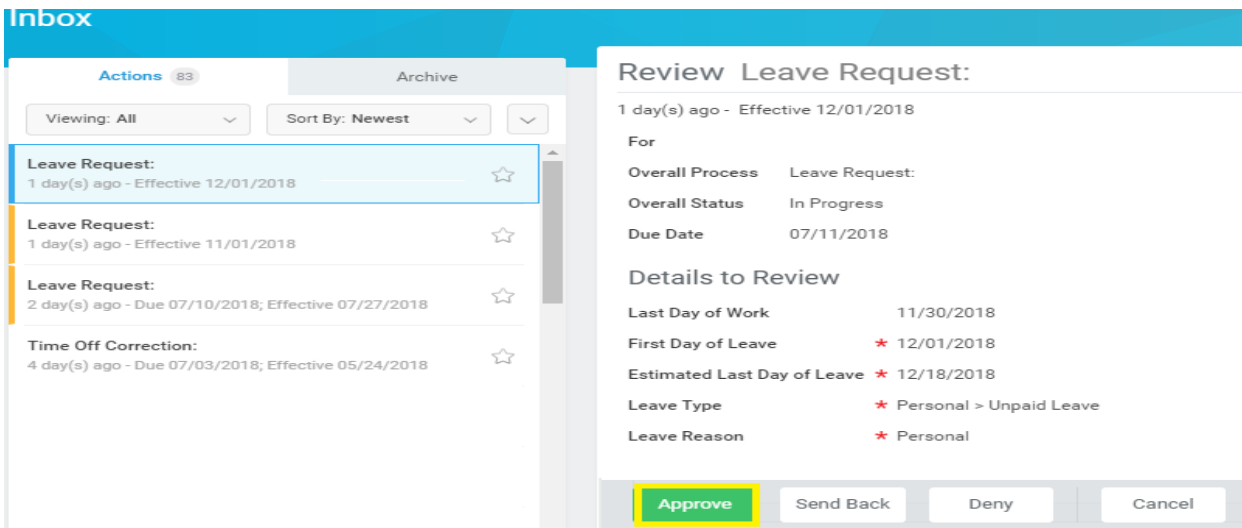
Step 2

Go to homepage



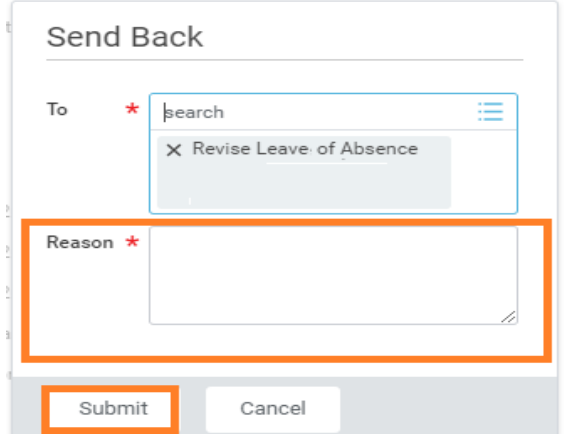
Step 3

Select Inbox Worklet

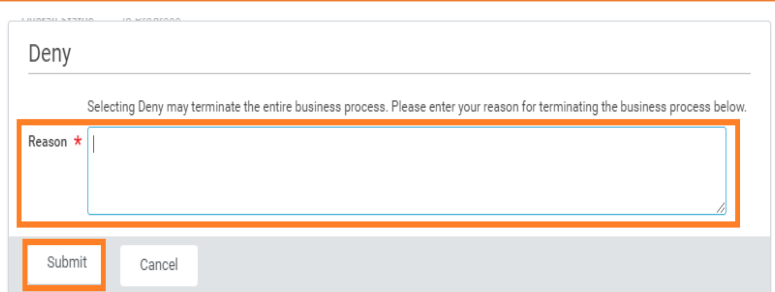


Step 4

Select the request & click Approve



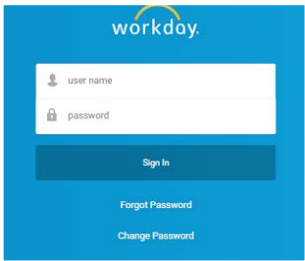
To Send Back for correction – Add your comment & Click Submit



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

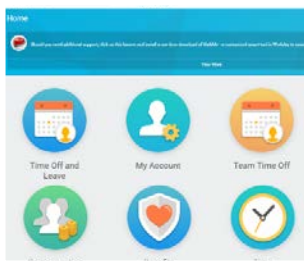
10. Manager: How to request Time off for an employee

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



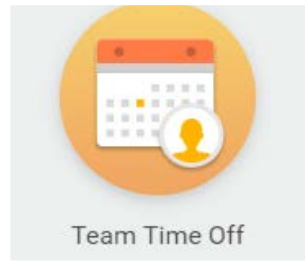
Step 1

Login to Workday




Step 2

Go to homepage



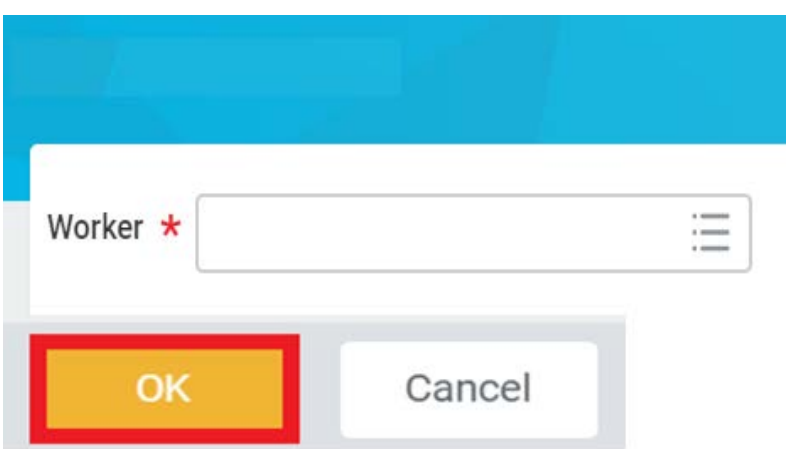
Step 3

Select Team Time Off Worklet



Step 4

Select Enter Time Off



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.

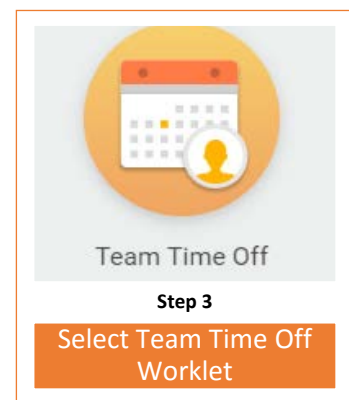
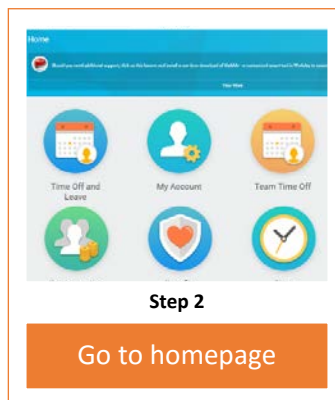
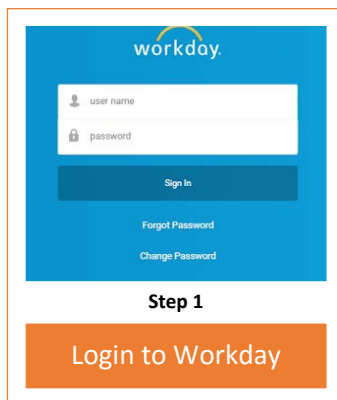
Frequently asked questions(FAQ) on Workday Inbox

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.



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 Delegation

My Delegations - Report

View My Delegation Assignments - Report

Search My delegation

My Delegations

For

Current Delegations | Current Task Delegations

0 items

Begin Date

Manage Delegations

Click on Manage delegation

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)		<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process X Request Return from Leave of Absence X Request Leave of Absence X Request Time Off X Correct Time Off <input type="radio"/> 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