



Singapore Leave Migration: FAQs For Employees

Effective 1 November 2018

Please direct all employee-related questions and Workday feedback to erc@adobe.com

1. Why did Adobe move the leave module from Excelity to Workday?

As part of our goal towards operational excellence, we want to ensure we implement solutions that will scale and support the business. Three years ago, we introduced Workday as our HR Management System. Since then the company has been working to move all HR-related systems to Workday, including the management of Time off & Leave (TOL).

2. How much longer can I use Excelity for leave? And how about payroll?

You can continue to use Excelity to submit leave until 19th October 2018. There will be a blackout period for accessing Excelity beginning 20th October until 31 October where no leave will be processed. Please ensure that any leave you intend to take by the end of October is submitted before this blackout period. You can submit leave again from 1 November when Workday goes live.

We will continue to be using Excelity for payroll. Your login access for Excelity have not been changed.

3. Have my leave balances been transferred to Workday from Excelity?

Yes, your leave balances as at 31 October 2018 have been transferred to Workday for the 1 November launch.

4. I submitted leave in Excelity just before the transition, was this transferred to Workday?

It depends on the leave type. See the table below.

Leave	Type of Leave	What Should I do?
Annual Leave (all types)	Time Off	Any future leave which you wish to take post 1 November , please submit the leave application again in Workday even if you have already done this in Excelity previously. Any leave which crosses the 1 November transition date, you will need to resubmit the leave in the Workday. For example, if you have previously applied for Time Off from 15th October – 15th November in Excelity, when you return from leave in November, you need to resubmit the leave in Workday.
Sick Leave (all types)		
Marriage Leave		
Bereavement Leave		
Childcare Leave (all types)		
Examination Leave		
Maternity Leave (all types)	Leave of Absence (LOA)	If you have previously submitted this leave in Excelity, you do not need to re-submit this in Workday.
Paternity Leave (all types)		
National Service Leave		
Unpaid Medical Leave		



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<i>Unpaid Personal Leave</i>	<i>Leave of Absence (LOA)</i>	<i>If you have previously submitted this leave in Exclity, you do not need to re-submit this in Workday.</i>
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Note any Time off & LOA history which is completed pre-1 November 2018 will not be transferred to Workday. For your personal record, please download the leave history from Exclity. Refer FAQ 5 below.

5. Am I able to see my past leave history in Workday?

No. Leave history data will not be transferred from Exclity (apart from the leave balances) to Workday. If you wish to see any leave history, please log into Exclity. We highly recommend you download the leave history from Exclity for your personal record. The Exclity portal will be viewable until 31 January 2019.

6. I want to take ½ a day of leave and Workday won't let me do this?

As part of the migration of leave to Workday, and consistent with practices across other regions at Adobe, it was agreed that employees will no longer be able to take ½ a day of leave. Adobe is striving to foster an environment with a high level of trust and flexibility. If you need to take a few hours off to attend personal matters on a day this should be discussed and arranged with your manager accordingly.

7. Do I need to request Time Off in advance?

Yes, please discuss with your manager about your planned leave and submit your time off requests in Workday in advance as best practice.

8. Is my leave request automatically approved or do I need manager approval in Workday?

All Time Off leave is automatically approved in Workday. The following types of LOA require manager approval in the system:

- Unpaid Medical Leave*
- Unpaid Personal Leave*