

Workday Time Off & Absence User Manual

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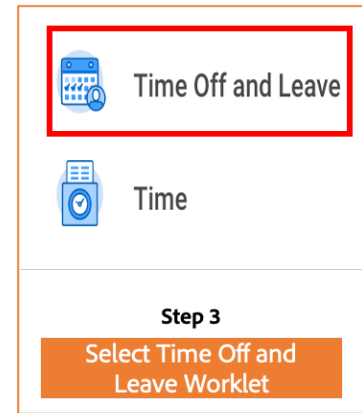
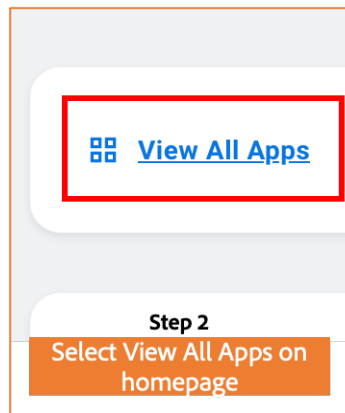
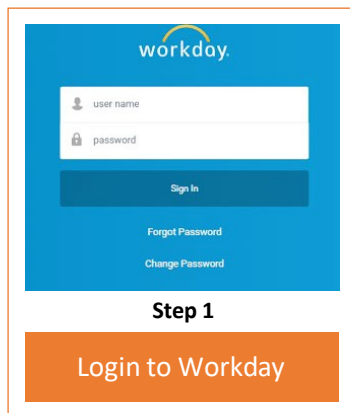
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1. Introduction to Time off & Leave of absence categories

Time Off: Short term leaves are classified as Time Off.

Leave of Absence: Long term leaves are classified as Leave of Absence. Workday profile status of employees availing these leave types will show as “On Leave”.

2. How to request 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 Request Time Off

Balances

Balance as of 03 / 18 / 2019 

3.204 Days

Balance Per Plan

Bereavement Leave - APAC

0 Days

Annual Leave

1.67 Days

1 Day - Request Time Off

Today < > March 2019 ▾

| Sunday | Monday |
|--------|--------|
| 24 | 25 |
| 3 | 4 |
| 10 | 11 |
| 17 | 18 |

Step 5

Select the date/date range & click on the "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

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

When Tuesday, July 3, 2018 - Wednesday, July 4, 2018

Type * X Annual Leave

Daily Quantity * 1

Unit of Time Day

Comment

Tuesday

Wednesday

3

4

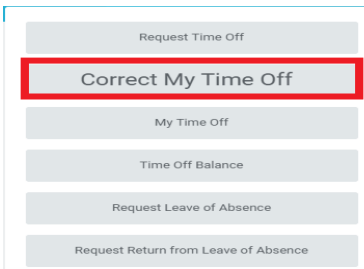
.. ✓ Annual Leave

Green "✓" confirms successful Time Off application

Frequently asked questions (FAQ) while submitting Time off application

- a) **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 Time off application.
- b) **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.

3. How to correct Time Off in Workday?



Request Time Off

Correct My Time Off

My Time Off

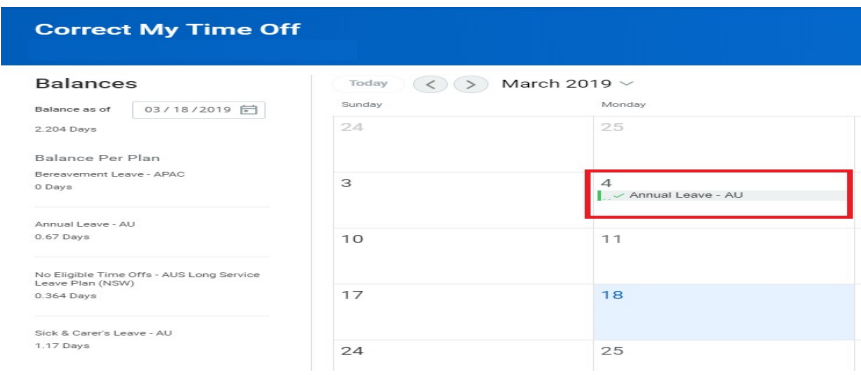
Time Off Balance

Request Leave of Absence

Request Return from Leave of Absence

Step 4

Select Correct My Time Off



Correct My Time Off

Balances

Balance as of 03 / 18 / 2019

2,204 Days

Balance Per Plan

Bereavement Leave - APAC
0 Days

Annual Leave - AU
0.67 Days

No Eligible Time Offs - AUS Long Service Leave Plan (NSGW)
0.364 Days

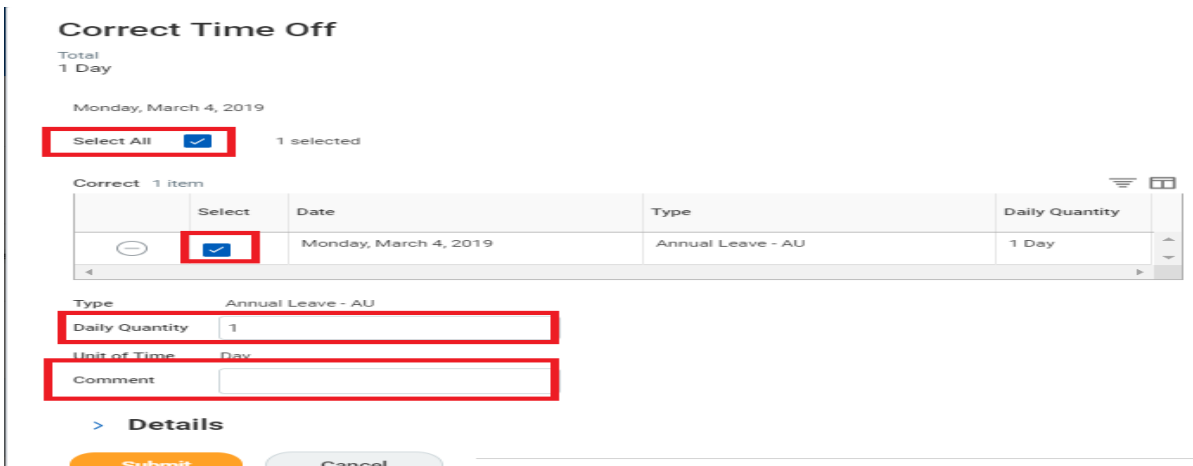
Sick & Carer's Leave - AU
1.17 Days

Today < > March 2019

| Sunday | Monday |
|--------|------------------------|
| 24 | 25 |
| 3 | 4 Annual Leave - AU |
| 10 | 11 |
| 17 | 18 |
| 24 | 25 |

Step 5

To cancel the time off application, click on the time off



Correct Time Off

Total
1 Day

Monday, March 4, 2019

Select All 1 selected

Correct 1 item

| Select | Date | Type | Daily Quantity |
|-------------------------------------|-----------------------|-------------------|----------------|
| <input checked="" type="checkbox"/> | Monday, March 4, 2019 | Annual Leave - AU | 1 Day |

Type Annual Leave - AU

Daily Quantity 1

Unit of Time Day

Comment

> Details

Submit Cancel

Step 6

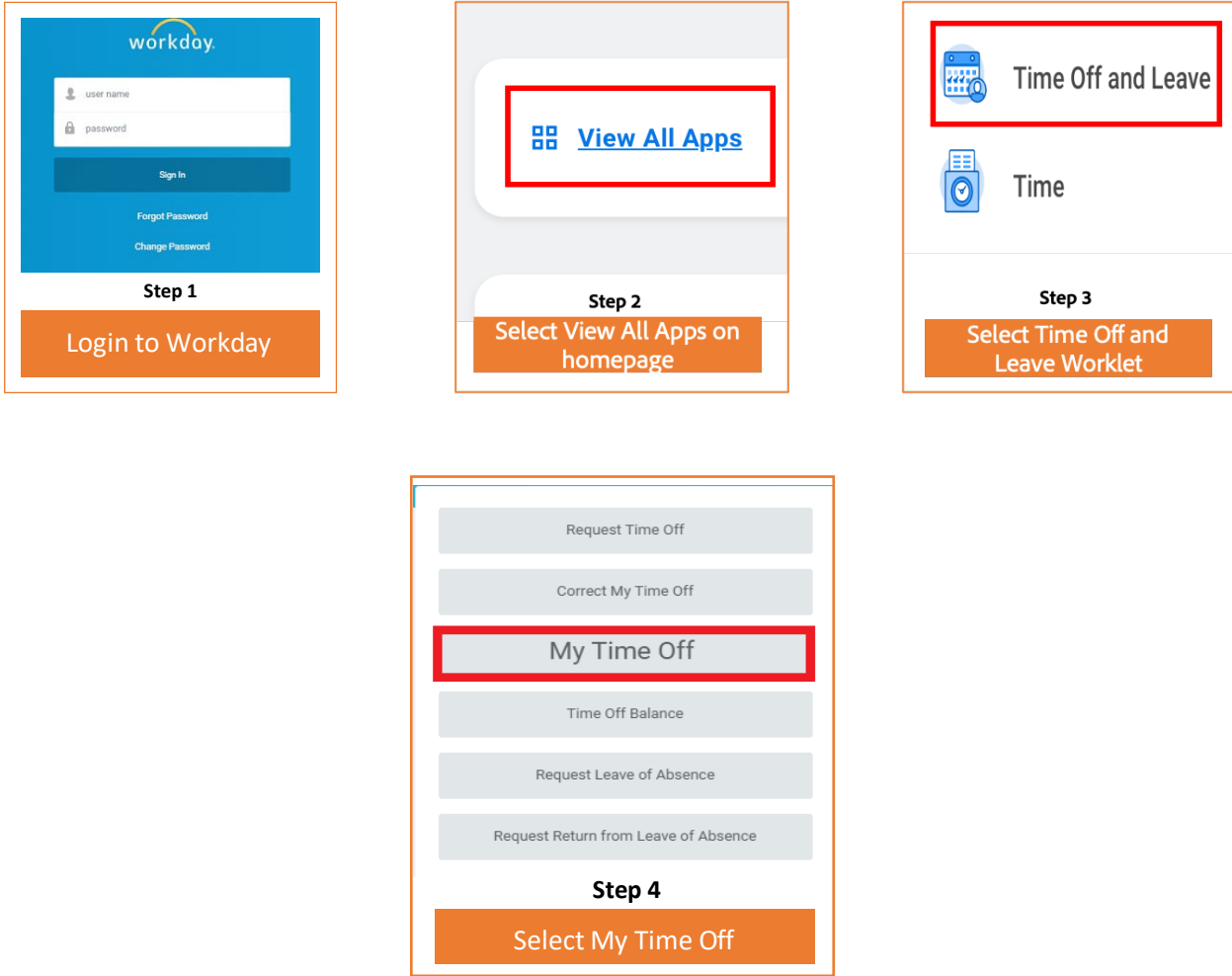
update "0" in "daily quantity". Enter your comment and click Submit

Frequently asked questions (FAQ) while Correcting Time off application

- c) Can I change the Time Off Type or cancel my Time Off application?**
No, you cannot change Time off type or cancel your time off application. 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.
- d) 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.
- e) Don't we have Cancel Time Off feature in Workday?**
Yes, we do. Only an unapproved Time Off can be cancelled. Since all Time off types are auto approved this feature is not valid.

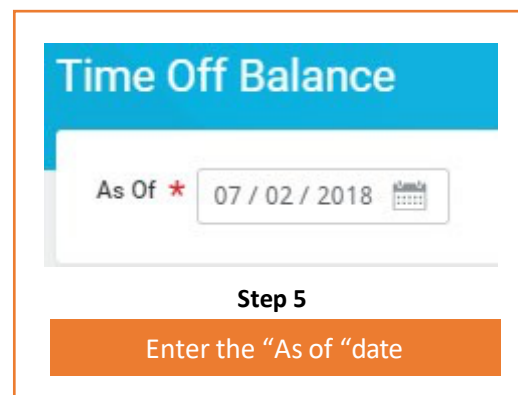
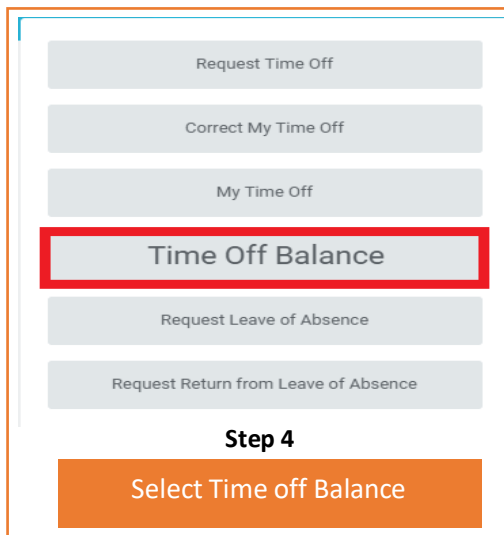
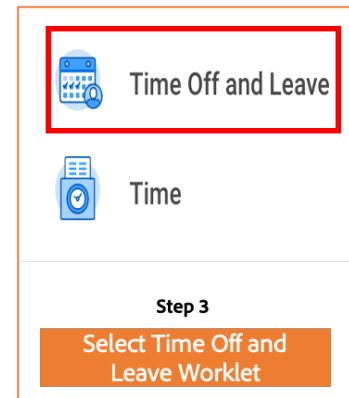
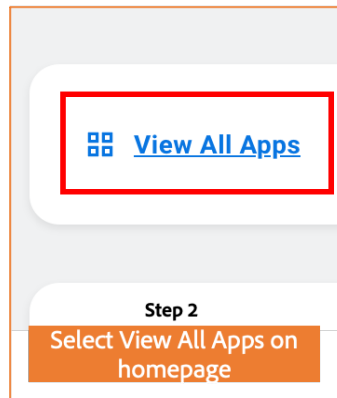
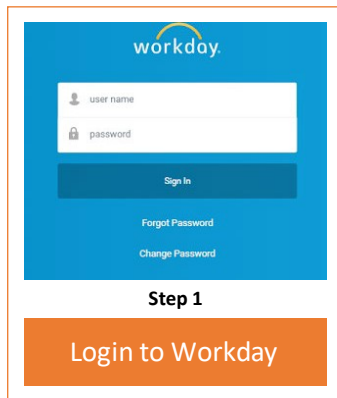
4. How to view My Time Off Application Status?

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



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

- f) **Can I view my Time Off balance for a specific date?**
Yes, you can view your balance for a specific date.

- g) **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
Select View All Apps on homepage

Step 3
Select Time Off and 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**

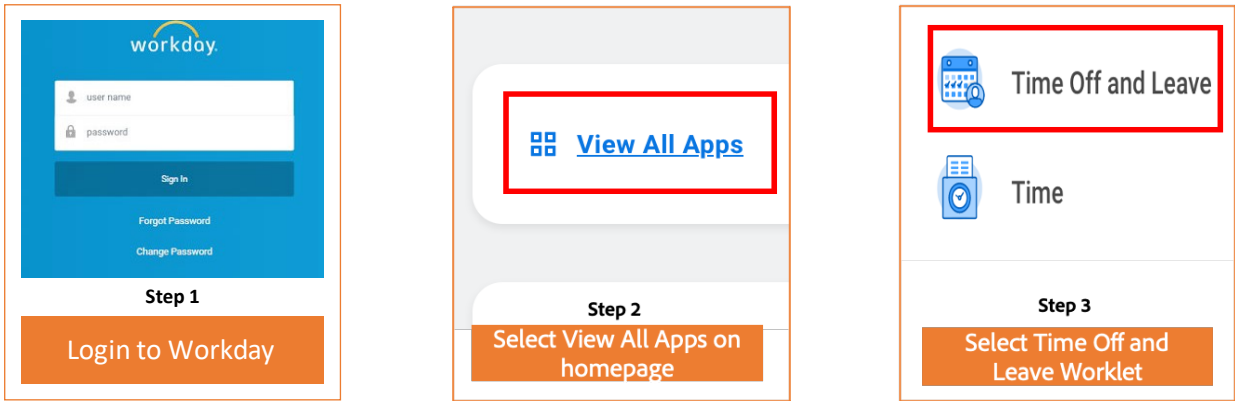
Step 7

Click Submit

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

- h) 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.
- i) What is "Estimated Last day of Leave"?**
Estimated Last Day of Leave is the "Leave End Date".
- j) Can I submit Leave application for a Leave of Absence taken in the past?**
Yes, you can, however, this would route for approval.
- k) Can I cancel or correct a Leave of Absence Request (approved or unapproved)?**
No, you cannot cancel or correct your Leave of Absence Request in Workday. Write to erc@adobe.com to correct or cancel a leave request.
- l) Where do I see my Leave of Absence 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.
- m) Where do I see the status of my Leave of Absence 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.
- n) 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 4

Select Request Leave of Absence

Request Return from Leave of Absence

First Day Back at Work

Leaves Returned From 1 item

| Select | *Leave | First Day of Leave | Estimated Last Day of Leave | Actual Last Day of Leave |
|-------------------------------------|-------------------------|--------------------|-----------------------------|---|
| <input checked="" type="checkbox"/> | Personal > Unpaid Leave | 06/01/2018 | 12/31/2018 | <input type="text" value="MM / DD / YYYY"/> |

Supporting Documents

enter your comment

Submit Save for Later Cancel

Step 5

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

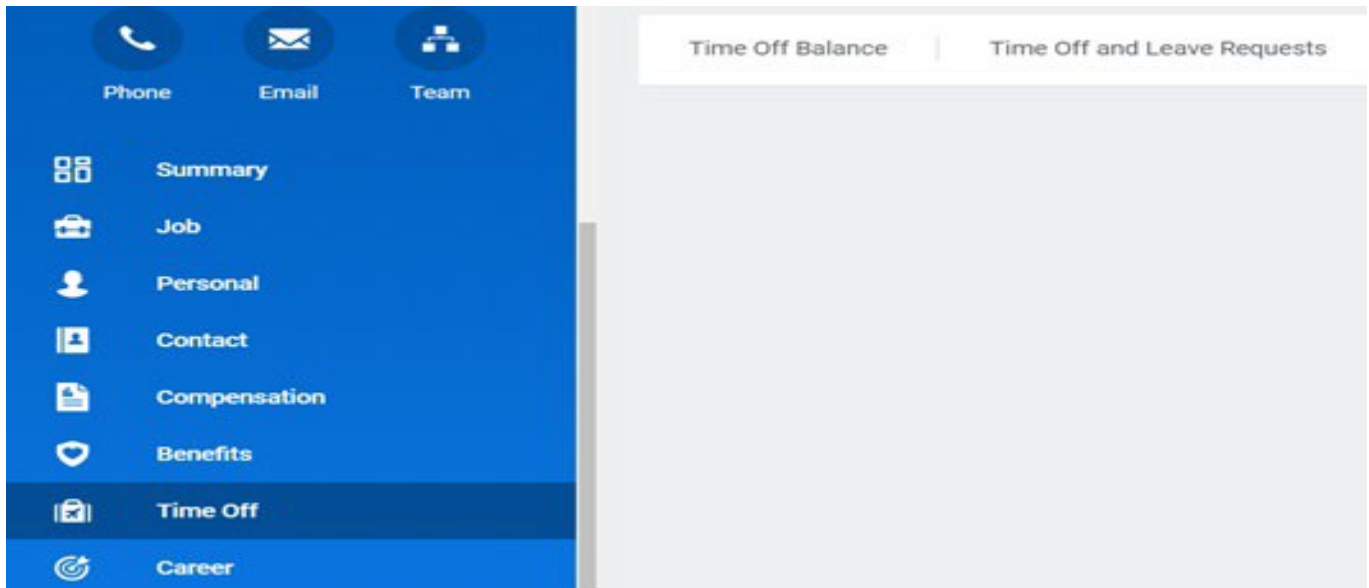
Add your comment & click Submit

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

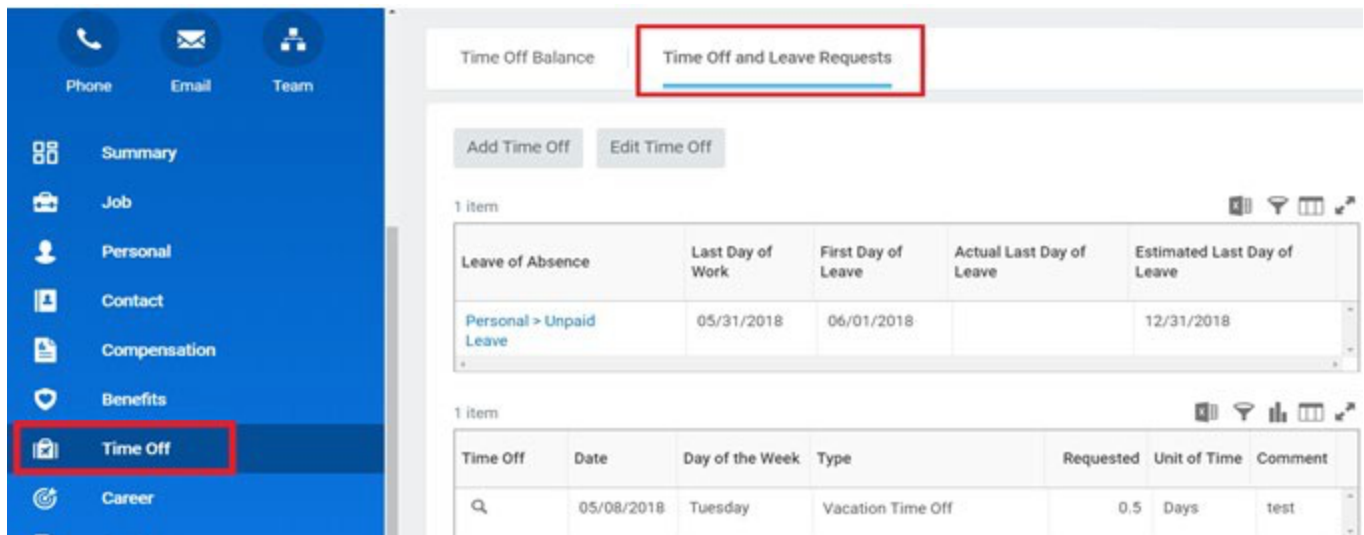
- o) I applied the Leave of Absence request after returning from leave, should I still complete "Request return from leave" in Workday?**
Yes, leave request in Workday has 2 processes a) Request Leave & b) Return from Leave. Both steps should be completed.
- p) What is the impact if I miss this step?**
You continue to show as "on Leave" and this may impact your payroll.
- q) Can the Estimated Last date & Leave end date have the same value?**
Yes, they can have the same date.

- r) 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?

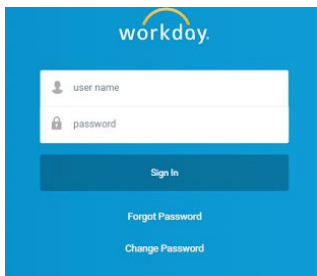


Go to View Profile & Click on Time Off



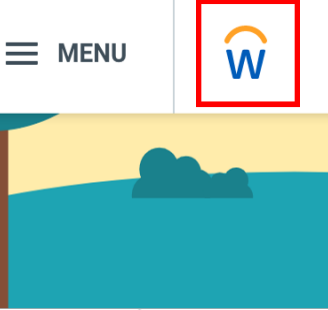
Click "Time Off & Leave Requests" to view your summary

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



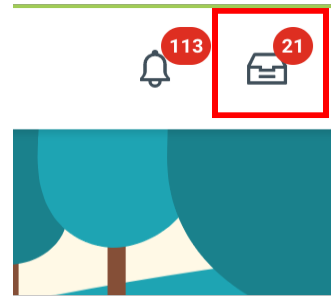
Step 1

Login to Workday



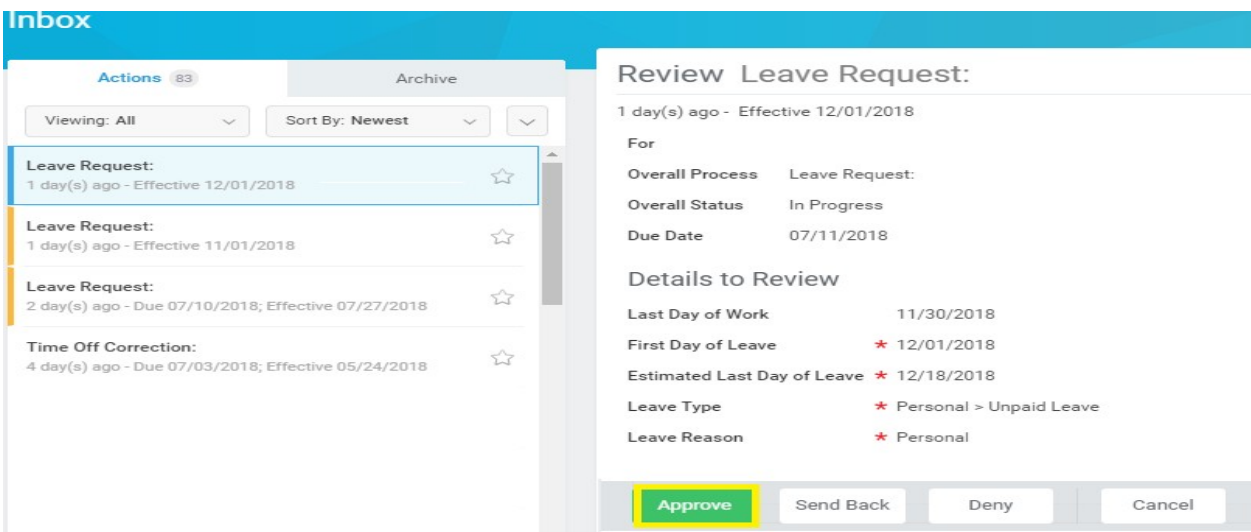
Step 2

Go to homepage



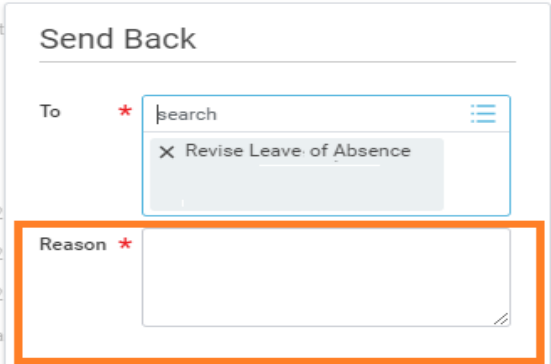
Step 3

Select Inbox in upper right-hand corner



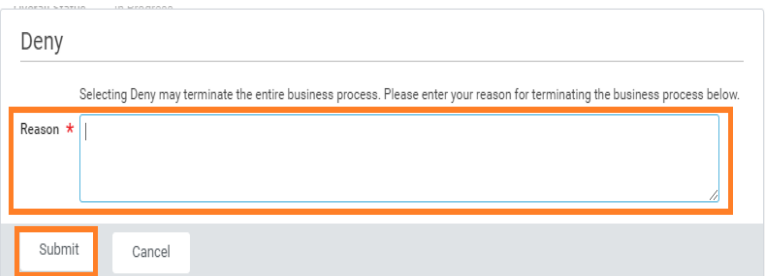
Step 4

Select the request & click Approve



Submit **Cancel**

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

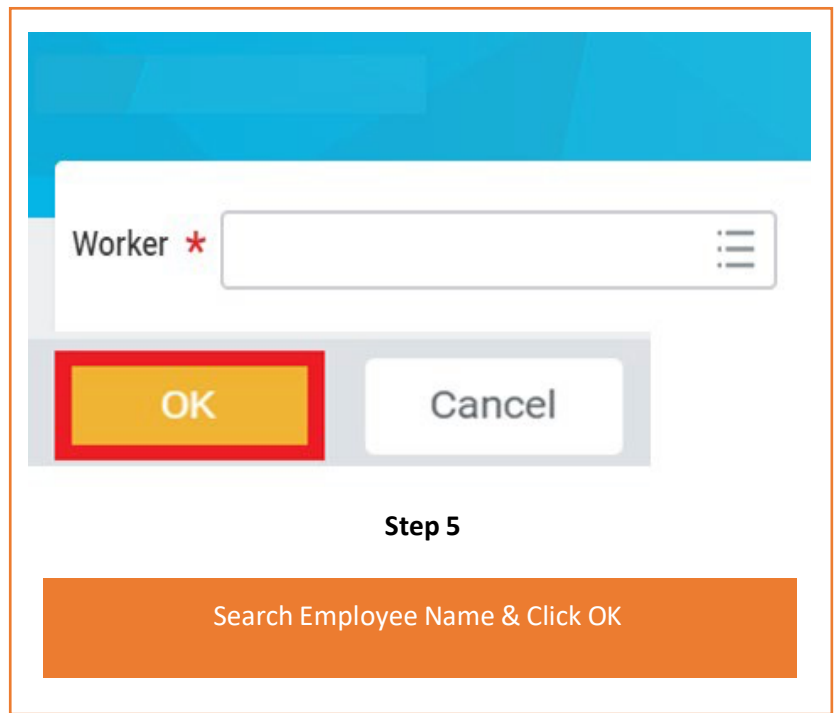
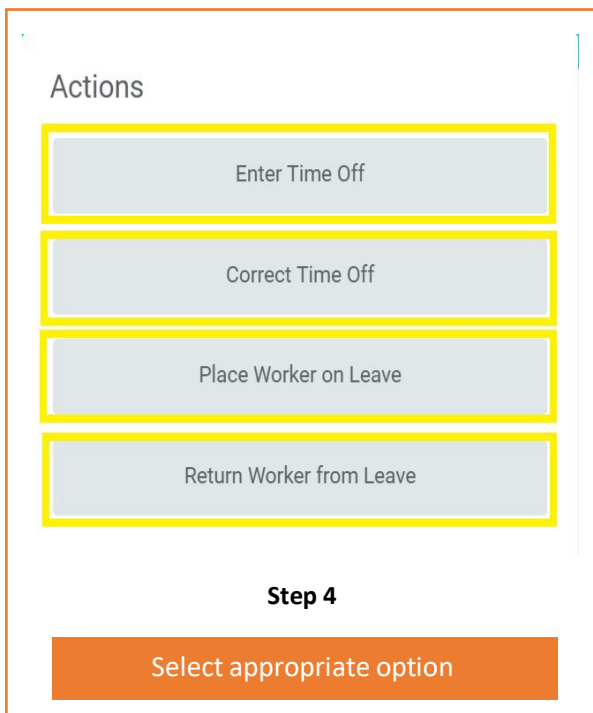
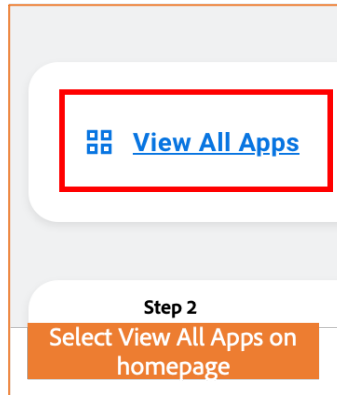
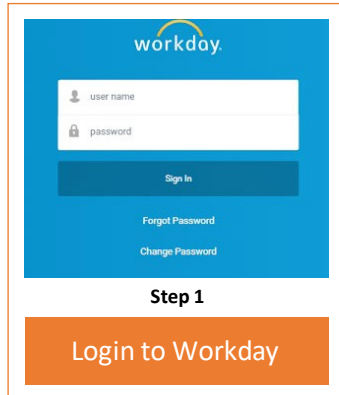


Submit **Cancel**

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.



Refer to “Request Time Off” Page# 1- 3, “Correct Time Off” Page# 3-4, “Request Leave of Absence” Page# 6 -8 & “Request Return from Leave of Absence” Page# 8-10 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.

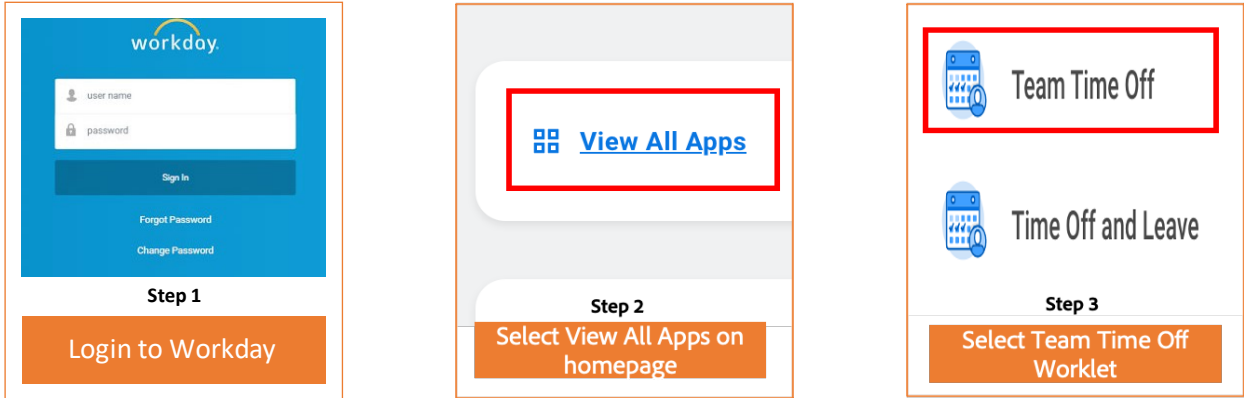
Frequently asked questions(FAQ) on Workday Inbox

- s) **Will the Leave request get auto approved in 3 days?**
No, leave required approval must be approved in Workday.

- t) **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