

Processing Leave of Absence Events (for HR Coordinators)

August 2022



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## Place An Employee on Leave of Absence Event

When an employee has a documented and approved period of leave, it should be input into the Workday system as a Leave of Absence Event. It is not enough to record these events using only the timesheet. The LOA event and timesheet entries should coordinate and cover all used leave types, use of accrued time, and documented times of absence.

### NOTE:

- All continuous leave events should be tracked and managed with a leave event.
- All intermittent leave events should be tracked with the *Intermittent Time Off Approval Range* in Workday, and is located under Paid Leave Type category.
- HRCs are to determine the length of paid leave events based on accrual calculations; This information is required before placing an employee out on a leave of absence.

The following procedure describes how to input a leave of absence event in the Workday system. For more details on how to select an accurate leave type, please refer to the <u>Chart: Leave of Absence Instructions and Corresponding Time Off Codes</u>

### Procedure

- 1. Type employee's W# or name in the search bar.
- 2. Click the Search a icon.
- 3. Click the name of the employee you need to process the event on from the search results.

| = | <u>ه</u>                                       |        | Q Martin Matte  | ф <sup>60</sup> е <sup>60</sup> д |
|---|--|--------|---|-----------------------------------|
| Д | Saved Categories                               | $\sim$ | People  |                                   |
|   | People<br>Tasks and Reports<br>More Categories | •      | <ul> <li>Martin Matte-T<br/>Pre-Hire</li> <li>Martin Matte-T (T1000353)</li> <li>Employee</li> </ul>  |                                   |
|   |  |        | Martin-T Matte-T Pre-Hire      Martin-T Matte-T (T1001308)     Employee     Manager Pc Support   SPS Training Unit E4   Baltimore - 301 W. Preston St |                                   |



- 4. On the employee's profile click the Actions Actions button.
- 5. From the drop down menu, hover the cursor over **Time and Leave** then click **Place Worker on Leave**.

|                    | Martii<br>(T1          | n-T Matte-T<br>001308)                              | 昏 | Location<br>Baltimore - 301 W. Preston  | St                   | Manager<br>Tuba Buyu (T1000442) |
|--------------------|------------------------|---|---|---|----------------------|---------------------------------|
| Manager Pc Support |                        |   |   |   |                      |                                 |
|                    | 1                      | Actions<br>Sub citatinge<br>Organization<br>Payroll |   | Review Time by Week for Worker<br>View Time Off<br>View Time Off Balance<br>View Time Off Results by Period | e:<br>port<br>)0442) | ×                               |
| 88                 | Summa                  | Payroll Interface                                   | > | View Calculated and Override Balances<br>View Carryover Balances  | 01 W. Preston St     |                                 |
| ⊡<br>              | Job<br>Contac<br>Perso | Personal Data<br>Talent<br>Time and Leave           | > | Place Worker On Leave<br>Return Worker From Leave<br>View Leave Results                                     | nth(s), 24 day(s)    |                                 |
|                    | Compe<br>Pay           | Worker History<br>Favorite                          | > |   |                      |                                 |
| Ē.                 | Perforr                | Integration IDs<br>Security Profile                 | > |   |                      |                                 |



i Information The following steps can only be completed correctly after reviewing the Chart: Leave of Absence Instructions and Corresponding Time Off Codes and determining the type of LOA, whether it is continuous or intermittent, paid or unpaid, and if the 7-day increment rule applies.

| Place Worker on L             | eave Martin-T Matte-T (T1001308) ••• |
|-------------------------------|--------------------------------------|
| Last Day of Work              | MM/DD/YYYY                           |
| First Day of Leave *          | MM/DD/YYYY                           |
| Estimated Last Day of Leave * | MM/DD/YYYY                           |
| Leave Type *                  |                                      |
| Supporting Docum              | nents                                |
| Submit                        | re for Later Cancel                  |

- 6. Use the prompts to fill in the necessary information:
  Last day of work
  First day of leave
  Estimated last day of leave
  Leave type > Paid or Unpaid > select type

  - - - If you select FMLA as the leave type, you will be prompted to choose a leave reason.
      - > Information will appear under Leave Impact



### Table 1

| Paid   | Unpaid   |  |  |
|--|--|--|--|
| Paid > Bone Marrow Donation                      | Unpaid > Armed Services – 30 Days or Less      |  |  |
| Paid > Disaster Service                          | Unpaid > Armed Services – 31 Days or More      |  |  |
| Paid > Expanded FMLA Part A (No Pay or Leave)    | Unpaid > DO NOT USE - Armed Services           |  |  |
| Paid > Expanded FMLA Part B (2/3 pay, use        | Unpaid > FMLA (Unpaid)                         |  |  |
|  | Unpaid > FMLA for Service Members (Unpaid)     |  |  |
| Paid > FMLA (Use Paid Leave)                     |  |  |  |
| Paid > FMLA for Service Members (Use Paid Leave) | Unpaid > Medical Leave                         |  |  |
|  | Unpaid > Military Administration               |  |  |
| Paid > Intermittent Time Off Approval Range      |  |  |  |
| Paid > IWIF Approved Accident                    | Onpaiu > Personai                              |  |  |
|  | Unpaid > Suspension                            |  |  |
| Paid > Military                                  | Linnaid > Temporary Total Disability (Linnaid) |  |  |
| Paid > Organ Donation                            |  |  |  |
| Paid > Public Health                             |  |  |  |

Information When you select an Unpaid type of leave, there will be more system impacts than with Paid leave types, including a benefit event that needs to be addressed by the employee or Agency Benefit Coordinators:





**Tip:** There are various resources to assist with specific LOA types found on the <u>SPS HR Help Center</u> under either Leave of Absence or Accident Leave sections.



- 7. Add any documents needed under Supporting Documents and comments in the section provided.
  - The comments section is how you can communicate with agency timekeepers and managers on how to record the LOA on the timesheet, within and outside the LOA time range
- 8. After you have entered all of the required information, click the **submit** button.



# Important Notes: The following message applies when selecting FMLA as the LOA. When you click the Submit button an orange alert will appear. It is a reminder to determine that the employee has worked enough hours to be placed on FMLA LOA Alert Page Alert Hours Worked (Workday Calculated) Last 12 Months > = 1250 (Leave Request Event) If you click the Submit button and receive the following error, you will need to apply the 7-day increment rule. If you need specific instructions on this process, please follow the Quick Guide: 7-Day Increment, provided on the SPS Help Center.

Error

1. Page Error

- Leave of Absence must be entered in 7 day increments. Any days taken for a leave of absence reason in less than 7 days must be entered on the timesheet and not leave of absence. (Leave Request Event)

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Information The leave request is routed for approvals by the HR Partner. Once approvals are complete, you can view the LOA event and all time off entry codes from the timesheet on the *Time Off* tab of the employee's profile, *Time Off and Leave Requests* tab.

| Dirty | m<br>Dancing-T (T1000197 | Time Off Balance    | Time Off and Leave Requ | ests            |                  |              |                    |                          |                             |              |
|-------|--------------------------|---------------------|-------------------------|-----------------|------------------|--------------|--------------------|--------------------------|-----------------------------|--------------|
|       | Prgm Mgr IV<br>Actions   | 5 KT 29             |                         |                 |                  |              |                    |                          | Turn off the new t          | ables view 💽 |
|       | 윩                        | Leave of Absence Re | quests 1 item           |                 |                  |              |                    |                          | 1回 〒 日                      | <u>.</u>     |
|       |                          | Leave of Absence    |                         |                 | Last Day of Work |              | First Day of Leave | Actual Last Day of Leave | Estimated Last Day of Leave |              |
| 88    | Summary                  | Paid > FMLA (Use Pa | id Leave)               |                 | 07/06/2022       |              | 07/07/2022         |                          | 08/31/2022                  | *            |
| -     |                          |                     |                         |                 |                  |              |                    |                          | Turn off the new t          | ables view 🧰 |
|       | Contact                  | Time Off Requests 0 | litems                  |                 |                  |              |                    |                          | ∕≣ ≢ allo 6                 | a ." 🎟 🖽     |
| ٨     | Personal                 | Time Off            | Date                    | Day of the Week | Type             | Requested    |                    | Unit of Time             | Comment                     | -            |
| •     | Compensation             | 100.00              |                         | buy of one meet | 104              | The galaxies |                    |                          |                             |              |
| 6     |                          |                     |                         |                 |                  |              | +                  |                          |                             |              |
|       | Performance              |                     |                         |                 |                  |              |                    |                          |                             |              |
| 0     | Career                   |                     |                         |                 |                  | ~(           |                    |                          |                             |              |
| Ô     | Time Off                 |                     |                         |                 |                  |              |                    |                          |                             |              |
|       |                          |                     |                         |                 |                  | No items av  | vailable.          |                          |                             |              |

9. System task is complete.



# Return an Employee from a Leave of Absence Event

When an employee has a documented and approved period of leave, it should be input into the Workday system as a Leave of Absence Event. For the employee's Workday processing to go back to an active status, the employee must be returned to a working status in the system.

### NOTE:

- All leave events need to be ended with a Return Worker from Leave.
- Every leave event needs its own Return transaction.

The following procedure describes how to return and employee from a leave of absence event in the Workday system. For more details on how to accurately process a leave of absence event, please refer to the <u>Chart: Leave of Absence Instructions and</u> <u>Corresponding Time Off Codes</u>

### Procedure

- 1. Type employee's W# or name in the search bar.
- 2. Click the Search <sup>Q</sup> icon.
- 3. Navigate the cursor to locate and click the Related Actions and Preview  $\stackrel{\mathrm{res}}{=}$  .
- 4. Hover the cursor over **Time and Leave**.
- 5. Click the Return Worker from Leave.

| R Saved Categories   Peopla   Tasks and Risports  | ≡  | æ                 |   |  | ٩   | Ma | tin Matte  | 0   |
|---|----|-------------------|---|--|---|----|--|---|
| Popla   Tasks and Reports   | П  | Saved Categories  | ~ | People                                 |   |    |  |   |
| Tasks and Reports   Image: Categories   |    | People            | 0 |  |   |    |  |   |
| More Categories > Local Time Tures that the full state of the set  |    | Tasks and Reports | ٠ | A Martin Matte (T1001308)<br>Employee  |   |    | Worker   |   |
| Local Time<br>TupSdy 1:25 PM       Verw Water Hatay<br>TumSdy 1:25 PM         Under Hamay<br>Distribution of More Categories.<br>Were Search<br>Water Hamay       Verw Water Hatay<br>TumSdy 1:25 PM         Distribution of More Categories.<br>Water Search<br>Tory searching under More Categories.<br>Water Search<br>Tory Searching under More Categories.       Verw Water Hatay<br>TumSdy 1:25 PM         Image: Categories<br>Water Hamay       Verw Water Hatay<br>TumSdy 1:25 PM         Image: Categories<br>Water Hamay       Partial<br>TumSdy 1:25 PM         Image: Categories<br>Water Hamay       Partial<br>Tum Hamay         Image: Categories<br>Water Hamay       Partial<br>Tum Hamay         Image: Categories<br>Water Hamay       Partial<br>Tum Hamay         Image: Categories<br>Water Hamay       Partial<br>Hamay         Image: Categories<br>Water Hamay       Partial<br>Hamay         Image: Categories<br>Water Hamay       Partial<br>Hamay         Image: Categories<br>Water Hamay   | := | More Categories   | > |  | Frequently Used                           |    | Martin Matte (T1001308)                                  | 4 8   |
| Configure Search      View Search Tigs  |    |                   |   | Local Time<br>Tueaday 1:25 PM          | View Worker History<br>Terminate Employee |    | View Team Conta<br>Phone                                 | ct<br>+   |
| Configure Search     Try searching under More     Categories     Configure Search     Try searching under More     Categories     Configure Search     Try searching under More     Categories     Categories     Configure Search     Try searching under More     Categories  |    |                   |   |  | Benefita                                  | >  |  | *1  |
| Centar Compansion Com   |    |                   |   |  | Business Process                          | >  | Email  | E   |
| Composed<br>We Cenfigure Search<br>Was Search Time<br>Value Search Tim |    |                   |   |  | Calendar                                  | >  |  | E   |
| Configure Search     View Search Time     View Search Time  |    |                   |   |  | Compensation                              | >  | Enter Time   | dieso   |
| Ogasization     Ogasization       Payment     Payment       Payment     Payme   |    |                   |   |  | Job Change                                | >  | Review Time by Week for Worker                           | Preston Street Baltimore, MD 21201 United States of America |
| View Trace Of Basics     View Trace Of Ba   |    |                   |   |  | Organization                              | >  | View Time Off  |   |
| Portal   |    |                   |   |  | Payment                                   | >  | View Time Off Balance<br>View Time Off Besuits by Period |   |
| Configure Search     View Search Tion   |    |                   |   |  | Paytol                                    | 2  | View Calculated and Dverticle Balances                   |   |
|   |    |                   |   |  | Payrol Interface                          |    | View Carryover Balances                                  |   |
| Configure Search     View Search Tion   |    |                   |   |  | Talent                                    | Ľ, | Place Worker On Leave                                    | 21  |
| Image: Search Time     View Search Time       Image: View Search Time     View Search Time  |    |                   |   | Didn't find what you were looking for? | Time and Leave                            |    | Return Worker From Leave                                 | ř   |
| Roots/Sawayet/na     Facote     Time in Position     6 year(s), 4 month(s), 3 day(s)       Impgrinoi/Ds     Impgrinoi/Ds     2     Talent   |    |                   |   | Mare delegation                        | Worker History                            | ,  |  | D1 W. Preston St  |
| Configure Search     Insystem 5     Search Ties   |    |                   |   | more Categories                        |   |    | Time in Position 6 year(s), 4 m                          | onth(s), 3 day(s)   |
| Configure Search     Insynonius     Search Tins     Search Tins     Search Tins   |    |                   |   |  | Favorite                                  | 2  | <ul> <li>Talent</li> </ul>                               |   |
| View Search Tins  | 0  | Configure Search  |   |  | Security Brofile                          |    |  |   |
|   | Ø  | View Search Tips  |   |  | areas by PTDEBE                           | ,  |  |   |



| Select or confirm your employee in the prompt, select the $\sub$   | <sup>oĸ</sup> butto |
|--|---------------------|
|  | ×                   |
| Return Worker from Leave   |                     |
| If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Doc | cuments section.    |
| Workers on Leave * X Dirty Dancing-T (T1000197) :=   |                     |
| OK Cancel  |                     |

Information: There should be one Return to Work for every LOA event. Please ensure that only one Leave event is checked per Return Worker process.

2. Type the same End Date used for the LOA event's Estimated Last Day of Leave in the **Actual** Last Day of Leave column.

| Return Wo              | rker from Leave Lieutenant Worf-T (T1001793) 🚥 🏥   |                                   |                             |                          |                    |
|------------------------|--|-----------------------------------|-----------------------------|--------------------------|--------------------|
| If requesting a return | r from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in | the Supporting Documents section. |                             |                          |                    |
| First Day Back at 1    | Work MM/DD/YYYY  |                                   |                             |                          |                    |
| Leaves Returned Fr     | rom 3 items  |                                   |                             |                          | ₹ 🗆 L <sup>1</sup> |
| Select                 | *Leave   | First Day of Leave                | Estimated Last Day of Leave | Actual Last Day of Leave |                    |
|                        | Paid > FMLA (Use Paid Leave) (01/10/2022)  | 01/10/2022                        | 01/23/2022                  |                          | ^                  |
|                        | Paid > Intermittent Time Off Approval Range (01/24/2022)   | 01/24/2022                        | 07/17/2022                  |                          |                    |
|                        | Unpaid > Armed Services - 30 Days or Less (04/26/2022)   | 04/26/2022                        | 06/13/2022                  | MM/DD/YYYY               | *                  |
| 4                      |  |                                   |                             |                          |                    |



3. Type the date for the **First Day Back at Work** field. Note: the first day back is the next day after the date entered for Actual Last Day of Leave.

If you applied the 7-day increment rule for this process, please refer to the <u>Quick Guide: 7-</u> <u>Day Increment</u> for specifics on how to process this Return Worker from Leave.

4. Click the Submit button.

**Information:** An unpaid LOA will trigger a benefit event that needs to be addressed by the employee or Agency Benefit Coordinators. Returning an employee to work will require a new benefit event to be completed.

5. The System Task is complete.



# **Extending and Employee's Leave of Absence Event**

### Procedure

If an employee was dated to return to work but received an extension for their approved period of time out on a paid leave of absence, you will need to return them from the previous LOA and put them out on a new event using the extension date.



### Information Notes:

### For PAID LOA events:

- The Return Worker from Leave event should coordinate with the LOA already processed in the system (i.e. *last day on leave and first day back to work*).
- The new LOA event being processed for the extension should be dated to align with the previous leave event, without breaks in between the dates.

### For UNPAID LOA events:

- Send a ticket into the SPS Help Desk
- Returning an employee from an unpaid event and then putting them out on a new event will trigger too many benefit events.