SPS Workday

Leave and Leave Codes Overview for Timekeeping and Payroll Go-Live

STATEWIDE PERSONNEL SYSTEM

SPS Workday Leave

Overview

- ✓ Phase II:
  - ✓ Workday TimeTracking and Absence
  - ✓ Automation of ETR/PTR Process
  - ✓ Gross Payroll Process

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Types of Leave

- ✓ Leave On Timesheet

- ✓ Leave Requests, Full Day

- ✓ Leave of Absence

- ✓ Leave for Contractual Employees

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Time Entry

- ✓ Employee
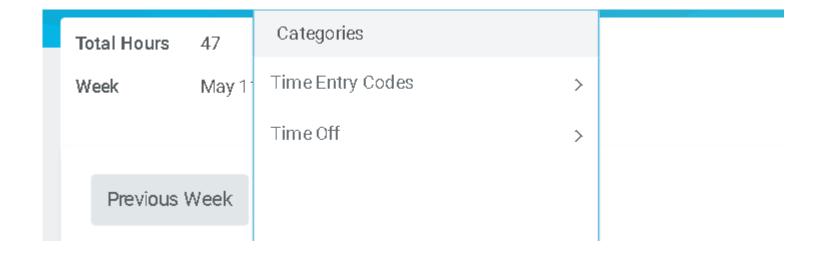- ✓ Manager
- ✓ Timekeeper
- ✓ "Codes"

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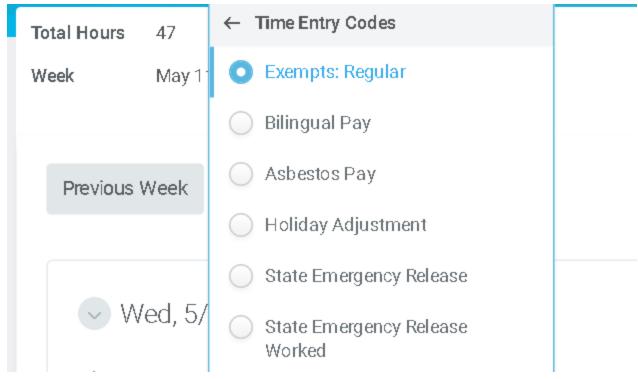## Leave of Absence

✓ FMLA

✓ LWOP

✓ Military

✓ Discipline

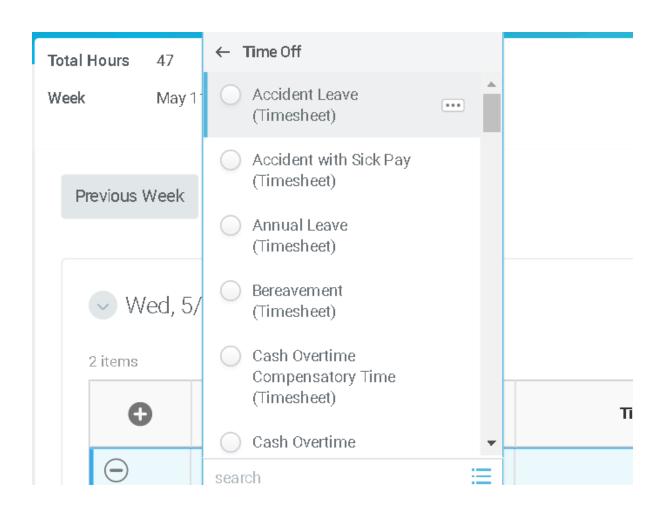# SPS Workday

Timesheet
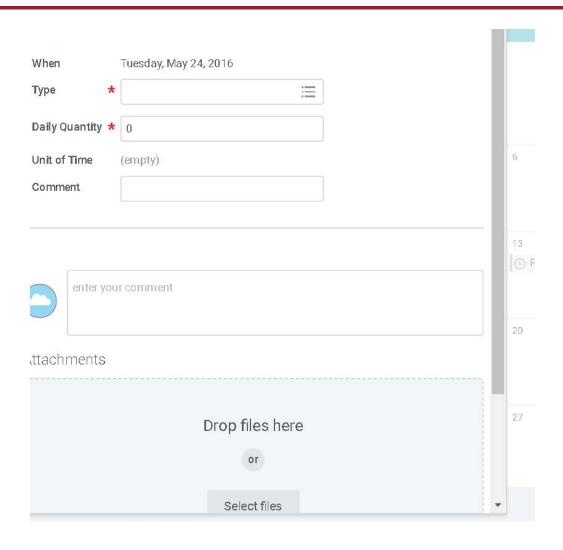
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Timesheet

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Timesheet

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Request Time Off

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Leave Resources

✓ DBM Website, State Employees, Leave

✓ DBM Website, State Employees, Policies

✓ SPS Resources, Leave Codes Chart

✓ In Workday