



STATEWIDE PERSONNEL
— S Y S T E M —



Processing Leave of Absence Balances at Go-Live

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Before We Begin...

- ✓ Please mute your phone by pressing *6 on your phone's keypad, and do not use the Mic on your phone if using the speakers.
- ✓ Participants in this webinar have already completed the Tim 203 Managing Leave of Absences in Workday course.
- ✓ This Webinar is not intended to train participants the State's laws, regulations, policies and practices that involved leave of absence.



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Items to Remember:

- ✓ Leave of Absence (LOA) is now tracked in Workday.
- ✓ When Time Keeping goes live on 5/24/2016 the leave buckets, including FMLA, will have the full entitlement balance.
- ✓ After adjusting the entitlement buckets at Go Live, the current balance will not be exact but will be close and will benefit the employee.
- ✓ HRCs will enter Intermittent Leave of Absence in Workday for record keeping.
- ✓ It's suggested to only enter leave history in Workday for employees with a recent LOA start date of 5/24/2015 to current.



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Purpose: The purpose of this webinar is to instruct agencies on how to update employees current LOA and their entitlement LOA buckets(FMLA, Personal, etc.)

****This is only a one time situation that will be entered at go-live to track usage in Workday.***

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Processing Types of LOA at Go-Live:

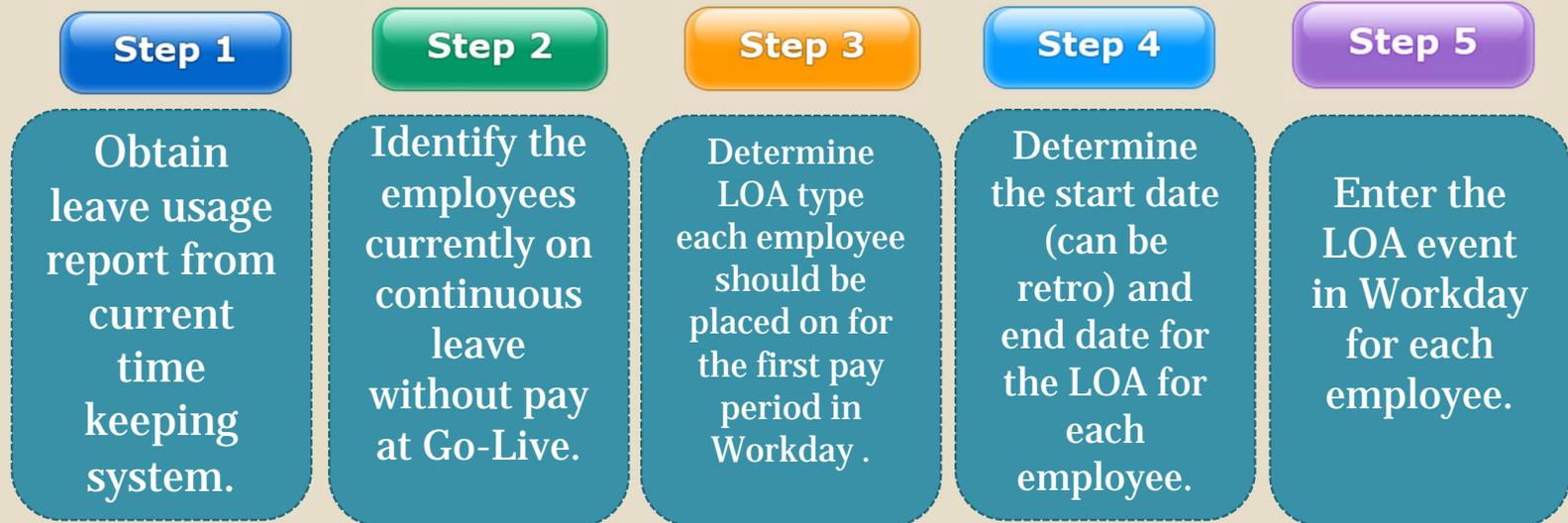
- ✓ Prior to Go-Live, the agency will need to obtain the leave usage report from their current time keeping system and identify all employees with a recent LOA start date of 5/24/2015 or greater.
- ✓ In priority order, we suggest processing the following types of LOA at Go-Live:

Priority Order	Leave Type
Priority #1	Employees currently on a continuous Leave without Pay
Priority #2	Employees currently on a continuous paid LOA
Priority #3	Employees who had been on a continuous entitlement LOA (ex. FMLA, Military, Medical Leave, Personal, etc.) with an effective date of 5/24/2015 but ended before 5/24/2016.
Priority #4	Employees on an intermittent LOA

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Priority 1: Continuous Leave without Pay Process



Example:

168 FMLA Hours

Gretchen Weiners

Unpaid FMLA> Medical Family

5/4/2016 – 6/1/2016

***Result:** The timesheet will not need to be processed based on the dates entered for their current Continuous Leave without Pay, and their start date for their year will be in Workday.

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Continuous Leave without Pay in Workday

Scenario: Gretchen Weiners works a regular schedule and is approved for leave from 5/4/2016 to 6/1/2016 for a total of 168 FMLA hours (21 days multiply by 8 hours work day).

Last Day of Work	<input type="text" value="05 / 03 / 2016"/>
First Day of Leave *	<input type="text" value="05 / 04 / 2016"/>
Estimated Last Day of Leave *	<input type="text" value="05 / 31 / 2016"/>
Leave Type *	<input type="text" value="Unpaid > FMLA (Unpaid)"/>
Leave Reason *	<input type="text" value="Medical-Family"/>

6/1/2016 is last day of leave, but select 5/31/2016 to satisfy 7 day rule

Errors: 1
Leave Request days are NOT a multiple of 7.
Please revise your dates to span precise 7-day weeks. (Leave Request Event)

Result:** Workday will capture 160 FMLA hours (and decrement the FMLA bucket), leaving 8 hours to be captured on the Timesheet on 6/1/2016 using Time code: ***zFMLA Leave Without Pay (Timesheet). There may be an Intermittent warning on the Timesheet but not a hard stop. Their start date for their year will be 5/4/2016.

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Priority 2: Employees Currently on a **Continuous Paid** LOA

Step 1

Obtain leave usage report from current time keeping system.

Step 2

Identify the employees currently on continuous paid leave at Go-Live.

Step 3

Determine LOA type each employee should be placed on for the first pay period in Workday.

Step 4

Determine the start date (can be retro) and end date for the LOA for each employee.

Step 5

Enter the LOA event in Workday for each employee.

Example:

88 FMLA
Hours

Cady
Heron

Paid FMLA >
Medical Self

5/19/2016
- 6/2/2016

***Result:** The entitlement bucket (ex. FMLA) will be decremented for the usage during that time period, and their start date for their year will be in Workday.

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Employees Currently on a Continuous Paid LOA

Scenario: Cady Heron works a regular schedule and is approved for leave from 5/19/2016 to 6/2/2016 for a total of 88 FMLA hours (11 days multiply by 8 hours work day).

Last Day of Work	<input type="text" value="05 / 18 / 2016"/>
First Day of Leave *	<input type="text" value="05 / 19 / 2016"/>
Estimated Last Day of Leave *	<input type="text" value="06 / 01 / 2016"/>
Leave Type *	<input type="text" value="X Paid > FMLA (Use Paid Leave)"/>
Leave Reason *	<input type="text" value="X Medical-Self"/>

6/2/2016 is the last day of leave, but select 6/1/2016 to satisfy 7 day rule.

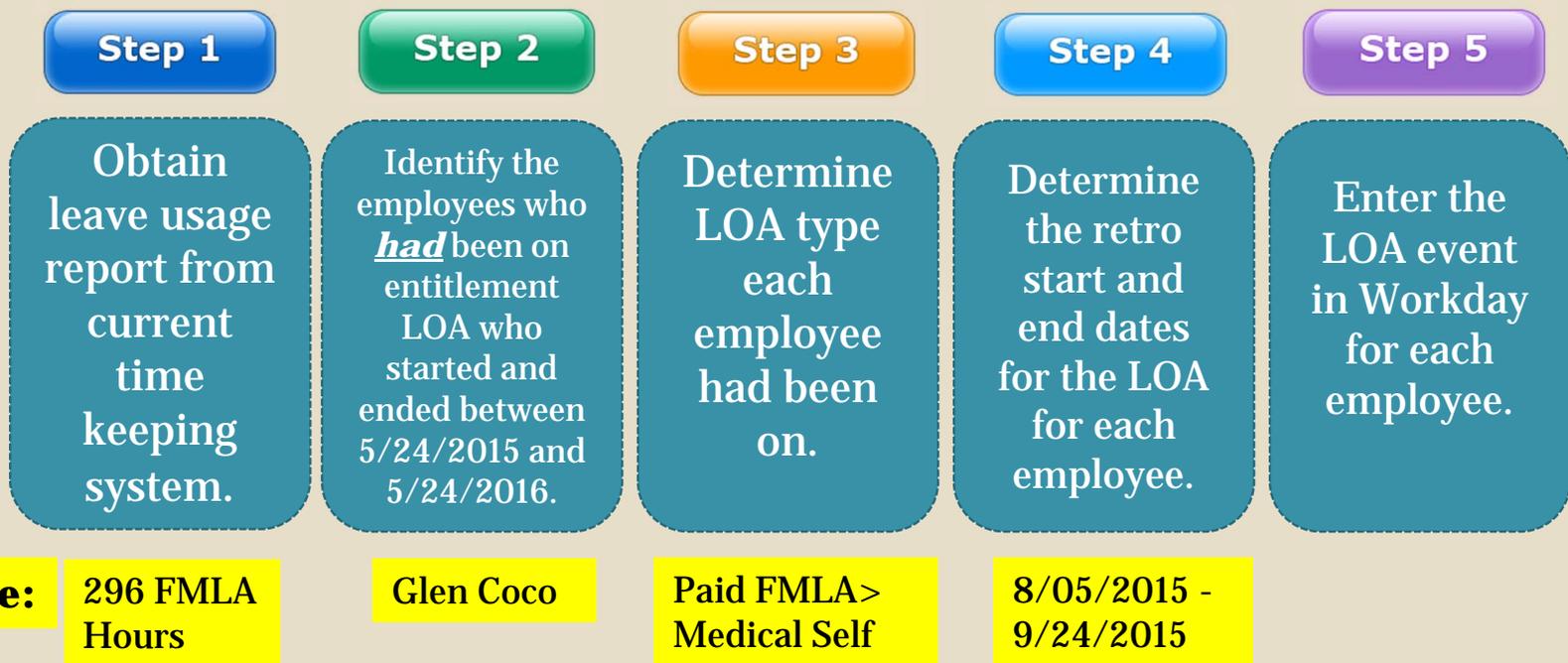
Errors: 1
Leave Request days are NOT a multiple of 7. Please revise your dates to span precise 7-day weeks. (Leave Request Event)

Result:** Workday will capture 80 FMLA hours (and decrement the FMLA bucket), leaving 8 hours to be captured on the Timesheet on 6/2/2016 using Time code: ***zFMLA Sick Leave (Timesheet). There will be an Intermittent warning on the Timesheet but not a hard stop. Their start date for their year will be 5/19/2016.

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Priority 3: Employees **No Longer on Continuous LOA** (ex, FMLA, Military, Medical Leave, Personal, etc.), but **had** an LOA between 5/24/2015 & 5/24/2016:



***Result:** The entitlement bucket (ex. FMLA) will be decremented for the use during that time period and their start date for the year will be in Workday.

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Employees No Longer on Continuous LOA

Scenario: Glen Coco works a regular schedule and is approved for leave from 8/5/2015 to 9/24/2015 for a total of 296 FMLA hours (37 days multiply by 8 hours work day).

Last Day of Work	08 / 04 / 2015	
First Day of Leave *	08 / 05 / 2015	
Estimated Last Day of Leave *	09 / 22 / 2015	9/24/2016 is the last day of leave, but select 9/22/2016 to satisfy 7 day rule.
Leave Type *	X Paid > FMLA (Use Paid Leave)	
Leave Reason *	X Medical-Self	

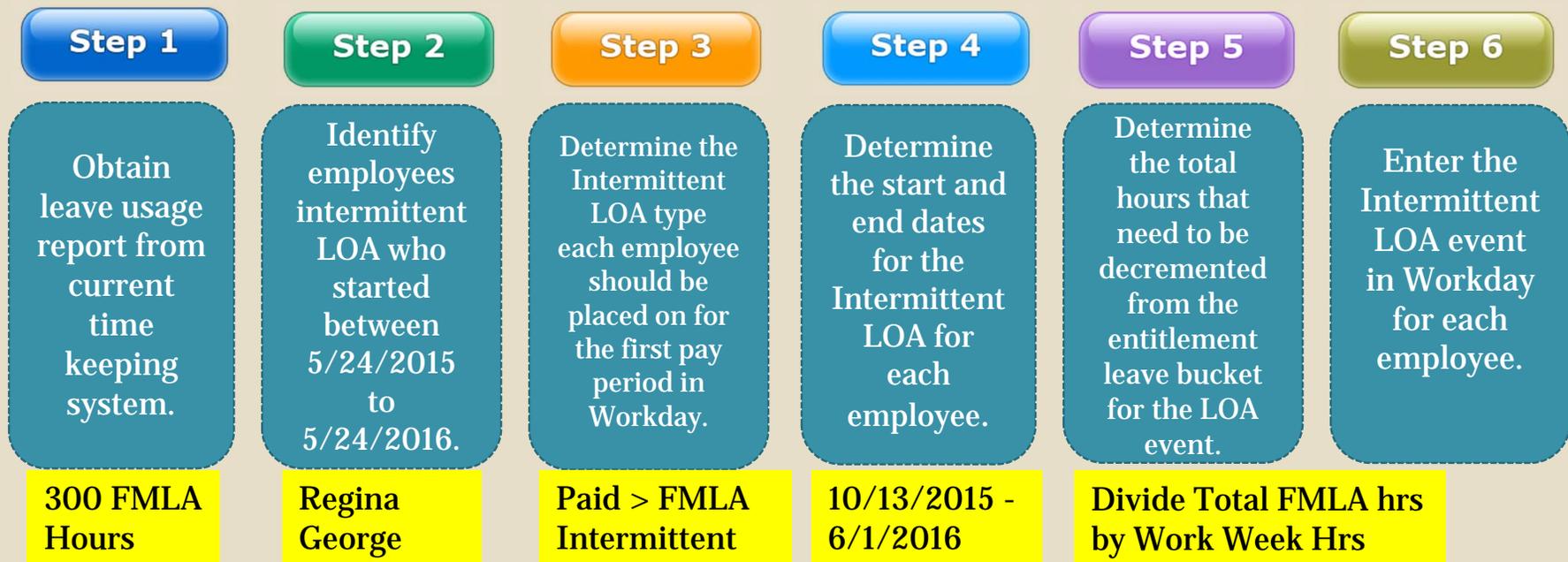
Errors: 1
Leave Request days are NOT a multiple of 7. Please revise your dates to span precise 7-day weeks. (Leave Request Event)

***Result:** Workday will capture 280 FMLA hours (and decrement the FMLA bucket), the remaining 16 hours will not be decremented and will be given back to the employee. Their start date for their year will be 8/5/2015. *This is a one time event.*

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Priority 4: Employees on an **Intermittent** LOA Process:



***Result:** The Intermittent LOA event will not be decremented from the LOA event that is entered in Workday by the HRC. Instead, the timesheet entry will decrement the bucket using the appropriate FMLA codes. The entry of the LOA event in Workday will be a record that it has been approved for that time period, there will be a validation warning on the Timesheet if the FMLA bucket is exhausted, and their start date for their year will be in Workday.

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Employees on an Intermittent LOA

Scenario: Regina George works a regular schedule and is approved for intermittent leave from 10/13/2015 to 6/1/2016. She has taken a total of 300 FMLA Hours within that time frame.

1. Enter the Leave event in Workday as Intermittent Leave (10/13/2015 to 6/1/2016).

A screenshot of the Workday leave request form. The fields are: Last Day of Work (10/12/2015), First Day of Leave (10/13/2015), Estimated Last Day of Leave (06/01/2016), and Leave Type (Paid > FMLA Intermittent Approval Range). A red box highlights the First Day of Leave and Estimated Last Day of Leave fields, with a red arrow pointing to the text "Enter approved Leave date range."

2. Divide total FMLA hours by regular work week hours: $300/40 = 7.5$ weeks of FMLA used
3. Enter the Leave event as continuous LOA. **Note: This step is only necessary at go-live**

A screenshot of the Workday leave request form for a continuous LOA. The fields are: Last Day of Work (10/12/2015), First Day of Leave (10/13/2015), Estimated Last Day of Leave (11/30/2015), Leave Type (Paid > FMLA (Use Paid Leave)), and Leave Reason (Medical-Family). A red box highlights the Estimated Last Day of Leave field, with a red arrow pointing to the text "Last day of leave is roughly 12/3/2015 (7.5 weeks from 10/13/2015. However, to satisfy the 7 day rule, enter 11/30/2015 as last day of leave." Another red arrow points from this text to the error message box. The error message box is red and contains the text "Errors: 1" and "Leave Request days are NOT a multiple of 7. Please revise your dates to span precise 7-day weeks. (Leave Request Event)".

***Result:** Workday will capture 280 FMLA hours (and decrement the FMLA bucket), the remaining 20 hours will be given back to the employee. Their start date for their year will be 10/13/2015.

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Priority	Current (on LOA 5/24/2016) or Retro (Start date between 5/24/2015-5/24/2016)	Continuous or Intermittent	Leave Type	Steps and Results
1	Current	Continuous	Leave w/o Pay	<ul style="list-style-type: none"> - Place employee on unpaid LOA using multiple of 7 - Timesheet will not need to be processed - Start date for their year will be recorded
2	Current	Continuous	Paid LOA	<ul style="list-style-type: none"> - Place employee on paid LOA using multiple of 7 - Future approved LOA days after the 7 will be on Timesheet (an Intermittent warning may appear on the Timesheet but it's not a hard stop) - Start date for their year will be recorded
3	Retro	Continuous	Paid or Unpaid	<ul style="list-style-type: none"> - Place employee on appropriate LOA using multiple of 7 (Only at go-live) - Will not be able to capture full usage - Start date for their year will be recorded
4	Current or Retro	Intermittent	*Paid >Intermittent	<ul style="list-style-type: none"> - Place employee on paid>Intermittent LOA - To decrement bucket use a Continuous Leave in addition to Intermittent (Only at go-live) - Timesheet will validate if FMLA codes are used within the Intermittent time frame and if the bucket is exhausted - Start date for their year will be recorded

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Summary

- ✓ Obtain leave usage report from current time keeping system
- ✓ Identify the employees who are ***currently*** on LOA and employees who ***had*** been on entitlement LOA who started and ended between 5/24/2015 and 5/24/2016
- ✓ Determine the type of LOA for each employee and whether it was Continuous or Intermittent
- ✓ Determine the start and end date for the LOA for each employee
- ✓ Enter the LOA event in Workday for each identified employee.
- ✓ **ALL** LOAs will be entered by HR and tracked in Workday.
- ✓ When Time Keeping goes live on 5/24/2016 the leave buckets, including FMLA, will have the full entitlement balance.
- ✓ FMLA or entitlement buckets will be decremented through the HR entry of placing an employee on *Continuous* LOA and Timesheet time codes.
- ✓ There is a validation on the Timesheet for Intermittent Leave that is not a hard stop (may change later).
- ✓ **After adjusting the entitlement buckets at Go-Live, the current balance will not be exact but will be close and will benefit the employee. Moving forward the FMLA entitlements will be correct.**

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SPS Help Desk

Questions concerning processing Leave of Absence in Workday:

Help Desk hours are Mon-Fri, 8am to 5pm
Call at (410) 767-4112, Or
Submit a ticket to <http://spshelp.dbm.md.gov/>

** **Note:** SPS Help Desk tickets should be submitted by Agency HR, Payroll or Timekeeping staff on behalf of employees for Workday system or process related issues.*

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Tips for Processing a Leave of Absence (LOA)

Below is a guideline on how to place employees on different types of LOA and on coding the timesheet, when appropriate.

Important Items to Remember Before Placing an Employee on a LOA:

1. **Maintain Compressed/Modified Schedule.** The HR Coordinator (HRC) must indicate whether an employee is on a compressed/modified schedule to properly calculate the usage for the leave type (i.e., FMLA, Organ Donation, etc.).
2. **HRCs Will "Place" Employees on Intermittent Leave.** HRCs will enter the date approval range in Workday. This will not decrement from the leave buckets. Instead, intermittent leave events are captured on the timesheet by the employee, manager or Timekeeper using the appropriate Leave Intermittent Time Off codes.
3. **7-Day Increment Requirement.** Determine if the leave type falls under the 7 day increment requirement. Use the table in the **Leave Types That Do Not Require the 7-day Increment** section below.
4. **Avoid Double Deductions.** Communications with managers or Timekeepers is necessary to avoid double deductions of entitlement buckets (e.g., FMLA). While the employee is on a LOA in Workday, the HRC must communicate to the manager or Timekeeper to not enter Time Off codes on the time sheet. Doing so will double the amount of leave Workday will deduct from the employee's leave balances. There are instances when the manager or Timekeeper will have to use the appropriate Time Off code to capture the employee's LOA event in Workday. This is discussed below in the **Leave Types That Require 7-Day Increments** section below.

Leave Types That Do Not Require the 7-Day Increment

The following leave types do not require a 7-day increment to be entered when processing a Leave of Absence event. The HRC can use the dates documented for leave.

Leave Type: Paid Leave	Leave Type: Unpaid Leave
Accident	Military Administrative
Accident with Sick Pay	Suspension
	Temporary Total Disability

Leave Types That Require 7-Day Increments

Some LOA events in Workday require that the leave is taken in 7-day increments. However, not all leave events requested by the employee will be in multiples of 7 days. In this case, the estimated return date should be the date *prior* to the actual return date to satisfy the 7-day increment requirement. The remaining days the person is still on leave will be tracked using the timesheet and the appropriate codes.

Tips for Processing a Leave of Absence (LOA)

Things to Note:

- The dates that the Leave was approved should be recorded in the "Comment" section when the employee is placed on a Leave of Absence in Workday.
- The correct entitlements "bucket" will be decremented by the leave dates entered when placing the employee on the LOA **AND** any additional time captured on the timesheet outside of the LOA date range.

LOA Events that require 7-day increments are listed below:

Leave Type: Paid Leave	Leave Type: Unpaid Leave
Bone Marrow Donation	FMLA
Disaster	FMLA for Service Members
FMLA	Medical Leave
FMLA for Service Member	Personal
Military	
Organ	
Public Health	

Example: Entering a LOA using the 7-day Increment

Martin Matte is a State/Regular employee who does not work a compressed or modified work schedule. He will be taking Paid FMLA Leave starting on Tuesday, March 2, 2016 and will return to work on Thursday, March 18, 2016 for a total of 12 workdays. To satisfy the 7 day increment requirement, the Estimated Last Day of Leave will be **Tuesday, March 15, 2016** because March 2nd to the 15th will be 14 calendar days. The remaining two days, March 16 & 17, he is still on leave but it will be coded on the time sheet using the appropriate Time Off code (zFMLA).

The screenshot displays the 'Place Worker on Leave' interface for Martin-T Matte-T (T1001308). Key fields include:

- Last Day of Work: 03/01/2016
- First Day of Leave: 03/02/2016
- Estimated Last Day of Leave: 03/15/2016 (highlighted with a green box)
- Leave Type: (dropdown menu)
- Leave Reason: Medical Family (selected)

 A calendar for March 2016 is shown, with a green arrow pointing to the 15th. The interface also shows a second instance of the 'Place Worker on Leave' form on the right, with the 'Leave Reason' dropdown expanded to show 'Paid - FMLA (Use Paid Leave)' and 'Medical Family' as options.