



DPSCS

Processing Leave of

Absence Balances at

Go-Live



Processing Leave of Absence Balances at Go-Live



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.





Processing Leave of Absence Balances at Go-Live



Items to Remember:

- ✓ Leave of Absence (LOA) is now tracked in Workday.
- ✓ When DPSCS Time Keeping for Regular Scheduled employees goes live on 10/12/2016 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 10/12/2015 to current.





Processing Leave of Absence Balances at Go-Live



Purpose: The purpose of this webinar is to instruct DPSCS 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.***



Processing Leave of Absence Balances at Go-Live



Processing Types of LOA at DPSCS Go-Live:

- ✓ Prior to Go-Live, DPSCS will need to obtain the leave usage report from its current time keeping system and identify all employees with a recent LOA start date of 10/12/2015 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 10/12/2015 but ended before 10/12/2016
Priority #4	Employees on an intermittent LOA



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Priority 1: Employees Currently on **Continuous Leave without Pay**

Step 1

Obtain leave usage report from current time keeping system.

Step 2

Identify the employees currently on continuous leave without pay 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:

168 FMLA Hours

Joyce Byers

Unpaid FMLA> Medical Family

9/22/2016 – 10/20/2016



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Priority 1: Employees Currently on **Continuous Leave without Pay**

Scenario: Joyce Byers works a regular schedule and is approved for leave from 9/22/2016 to 10/20/2016 for a total of 168 FMLA hours (4 seven day weeks multiply by 40 hours).

Note:

1. Since the FMLA Leave Type requires 7 day increment, only 160 of the 168 hours can be entered in Workday by HR. The balance will be captured on the Time Sheet.
2. Joyce is returning from her unpaid FMLA LOA in the first pay period for Regular Scheduled employees.



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Priority 1: Employees Currently on **Continuous Leave without Pay**

- ✓ Enter the unpaid FMLA LOA event in Workday

Errors: 1

Error

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

10/20/2016 is the Last Day of Leave, but this date cannot be selected. Instead, use 10/19/2016 to satisfy the 7 Day Increment.

Last Day of Work	09 / 21 / 2016
First Day of Leave	* 09 / 22 / 2016
Estimated Last Day of Leave	* 10 / 20 / 2016
Leave Type	* X Unpaid > FMLA (Unpaid)
Leave Reason	* X Medical-Family

- ✓ Return the employee from the unpaid FMLA LOA

Result: The LOA date range of 9/22/2016 to 10/19/2016 will decrement 160 FMLA hours from the entitlement bucket, leaving 8 hours (10/20/2016) that must be captured on the Timesheet using Time Off code: **zFMLA Leave Without Pay (Timesheet)**. The FMLA start date for the year will be 9/22/2016.

NOTE: The employee must have a return to work date in order to capture the zFMLA Leave without Pay time off code on the timesheet.



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Priority 1: Employees Currently on **Continuous Leave without Pay**

Use **View Leave Results** to confirm the FMLA hours were captured in Workday.

Leave Results for Worker

Worker * X Joyce Byers (W2009066) [Menu]

As Of * 10 / 21 / 2016 [Calendar]

Leave Type(s) * X FMLA (Unpaid) [Menu]

Worker Joyce Byers (W2009066)
 As Of 10/21/2016
 Leave Type FMLA (Unpaid)

4 Items

Leave Type	Calendar Period	Unit of Time	Total Taken	Outstanding Balance	Leave Taken Details									
					Request	Type	Reason	First Day	Estimated Last Day	Actual Last Day	Taken	Requested	Event	Status
Unpaid > FMLA (Unpaid)	10/22/2015 - 10/21/2016	Hours	168.000008	312.999992	Time Off	FMLA Leave Without Pay (Timesheet)		10/20/2016		10/20/2016	4	4	Q	Successfully Completed
					Time Off	FMLA Leave Without Pay (Timesheet)		10/20/2016		10/20/2016	4	4	Q	Successfully Completed
					Leave	FMLA (Unpaid)	Medical-Family	09/22/2016	10/19/2016	10/19/2016	160.000008	160.000008	Q	Successfully Completed
											Total: 168.000008	168.000008		



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Priority 1: Employees Currently on **Continuous Leave without Pay**

Use the **Time Off and Leave Requests** tab to view leave usage.

Job | Contact | Personal | Compensation | Pay | Performance | Career | **Time Off**

Time Off Balance | **Time Off and Leave Requests**

Add Time Off | Edit Time Off

1 item

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Unpaid > FMLA (Unpaid)	Q	09/21/2016	09/22/2016	09/21/2016	10/19/2016	10/20/2016

2 items

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Comment
Q	10/20/2016	Wednesday	zFMLA Leave Without Pay (Timesheet)	4	Hours	
Q	10/20/2016	Wednesday	zFMLA Leave Without Pay (Timesheet)	4	Hours	



Processing Leave of Absence Balances at Go-Live



Priority 1: Employees Currently on **Continuous Leave without Pay**

Employees currently on an unpaid leave of absence:

- ✓ Must be processed within the first pay period to avoid accidentally receiving pay.
- ✓ Employees returning during the first pay period must have a RTW date in order to receive their regular pay and to capture any FMLA hours that were not captured during the LOA event by HR.



Processing Leave of Absence Balances at Go-Live



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

Jim
Hopper

Paid FMLA >
Medical Self

10/5/2016 -
10/19/2016

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

Scenario: Jim Hopper works a regular schedule and is approved for leave from 10/5/2016 to 10/19/2016 for a total of 88 FMLA hours (11 work days multiply by 8 hours). He has accrued sick time to use during his leave.

- ✓ The FMLA hours need to be captured in Workday from 10/5/2016 to 10/11/2016 (before go live).
- ✓ The FMLA hours AND the correct Time Off codes will capture 10/12/2016 to 10/19/2016 in Workday.



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Employees Currently on a Continuous Paid LOA

- ✓ Enter the paid FMLA LOA event in Workday (only 10/5/2016 – 10/18/2016 can be captured). 10/19/2016 will be captured on the timesheet using the appropriate zFMLA time off code (zFMLA Sick).

Last Day of Work: 10 / 04 / 2016

First Day of Leave: * 10 / 05 / 2016

Estimated Last Day of Leave: * 10 / 19 / 2016

Leave Type: * X Paid > FMLA (Use Paid Leave)

Leave Reason: * X Medical-Self

10/19/2016 is the last day of leave, but it cannot be used. Instead, use 10/18/2016 to satisfy the 7 day increment.

Error Errors: 1

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

- ✓ Return the employee from the paid FMLA LOA (RTW 10/19/2016).
- ✓ Select the appropriate Time Off codes on the timesheet from 10/12/2016 to 10/19/2016.

NOTE: Use the **Leave of Absence and Correspond Time Off Codes chart** to select the correct time off code for continuous paid FMLA.



Processing Leave of Absence Balances at Go-Live



Employees Currently on a Continuous Paid LOA

1. Decrementing FMLA hours:

- 10/5/2016 to 10/18/2016 is entered in Workday by HR (FMLA will be decremented)
- 10/19/2016 is entered on the timesheet using the appropriate zFMLA code (zFMLA Sick)

2. Timesheet Pay:

- From 10/12/2016 to 10/19/2016: The appropriate time off code needs to be used on the timesheet for the person to receive pay.
 - 10/12/2016 to 10/18/2016: Use **Sick** Timesheet Time off code
 - 10/19/2016: Use **zFMLA Sick (Timesheet)**



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Employees Currently on a Continuous Paid LOA

Use **View Leave Results** to confirm the FMLA hours were captured in Workday.

Leave Results for Worker

Worker *

As Of *

Leave Type(s) *

Leave Type	Calendar Period	Unit of Time	Total Taken	Outstanding Balance	Leave Taken Details									
					Request	Type	Reason	First Day	Estimated Last Day	Actual Last Day	Taken	Requested	Event	Status
Paid > FMLA (Use Paid Leave)	10/21/2015 - 10/20/2016	Hours	88.000004	392.999996	Leave	FMLA (Use Paid Leave)	Medical-Self	10/05/2016	10/18/2016	10/18/2016	80.000004	80.000004	Q	Successfully Completed
					Time Off	FMLA Sick (Timesheet)		10/19/2016	10/19/2016	4	4	Q	In Progress	
					Time Off	FMLA Sick (Timesheet)		10/19/2016	10/19/2016	4	4	Q	In Progress	
											Total: 88.000	88.000004		



Processing Leave of Absence Balances at Go-Live



Employees Currently on a Continuous Paid LOA

Use the **Time Off and Leave Requests** tab to view leave usage.

Time Off Balance Time Off and Leave Requests

Add Time Off Edit Time Off

1 item

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Unpaid > FMLA (Unpaid)	Q	09/21/2016	09/22/2016	09/21/2016	10/19/2016	10/20/2016

2 items

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Comment
Q	10/19/2016	Wednesday	zFMLA Leave Without Pay (Timesheet)	4	Hours	
Q	10/19/2016	Wednesday	zFMLA Leave Without Pay (Timesheet)	4	Hours	
Q	10/18/2016	Tuesday	Sick (Timesheet)	8	Hours	
Q	10/17/2016	Monday	Sick (Timesheet)	8	Hours	
Q	10/14/2016	Friday	Sick (Timesheet)	8	Hours	
Q	10/13/2016	Thursday	Sick (Timesheet)	8	Hours	
Q	10/12/2016	Wednesday	Sick (Timesheet)	8	Hours	



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Employees Currently on a Continuous Paid LOA

Employees currently on a paid leave of absence:

- ✓ Ensure the correct time off code is used on the timesheet. Use the **Leave of Absence and Corresponding Time Off Codes** chart.

Leave of Absence and Corresponding Time Off Codes

The Leave of Absence and Timesheet Time Off Code Guidelines provides instructions on which time off codes to use for each Leave Type. This includes instructions on how to code the timesheet when the Leave of Absence follows the 7 Day increment.

Coding the timesheet correctly will:

1. Avoid double deducting from the entitlement bucket.
2. Ensure the person is getting paid for paid leave of absence.

NOTE: Unpaid leave of absence events entered by HR in Workday for a specific date range will not process any time off codes on the timesheet for that date range. For example: if HR places an employee on an unpaid leave of absence between 9/1/2016 to 9/7/2016, then Workday will not process any time off codes entered on the timesheet for that date range only. If the employee wants to use accrued leave, such as Annual, Personal, etc. during that date range, then HR must select one of the "Paid" leave types.

NOTE: All types of intermittent leave fall under the Intermittent Time Off Approval Range in Workday, and is located under Paid Leave Type category. Although it is listed under Paid Leave Type category, it does not actually decrement from any entitlement buckets. Its purpose is to document the approved intermittent date range in Workday, and to allow the employee to code the timesheet appropriately.

NOTE: Each leave of absence event entered in Workday must have a separate Return to Work event attached to it.

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: Corresponding Time Off Codes when Date Range Has Been Entered by HR	Time Sheet Coding: Corresponding Time Off Codes when Date Range is NOT Entered by HR
Leave that is granted to an employee who is an organ or bone marrow donor. Amount of leave: in any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply.	Bone Marrow Donation	Continuous	Paid	Yes	Use Paid-Bone Marrow Donation *Place a note in the Comments section of the actual approved leave dates. Refer to PAGS Employee Job Aid - 7 Day Increment Resubmission for further instructions.	Leave the timesheet blank *Because Bone Marrow Donation is entered by HR, no time off code is required on the timesheet.	Use: Bone Marrow
Leave that is granted to an employee who is an organ or bone marrow donor. Amount of leave: in any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply.	Bone Marrow Donation	Intermittent	Paid	No	Use Paid-Intermittent Time Off Approval Range *Place a note in the Comments section of the actual approved leave dates.	Use: Bone Marrow	N/A



Processing Leave of Absence Balances at Go-Live



Priority 3: Employees **No Longer on Continuous LOA** (ex, FMLA, Military, Medical Leave, Personal, etc.), but **had** an LOA between 10/12/2015 & 10/12/2016:

Step 1

Obtain leave usage report from current time keeping system.

Step 2

Identify the employees who **had** been on entitlement LOA who started and ended between 10/12/2015 and 10/12/2016.

Step 3

Determine LOA type each employee had been on.

Step 4

Determine the retro start and end dates for the LOA for each employee.

Step 5

Enter the LOA event in Workday for each employee.

Example:

184 FMLA Hours

Nancy Wheeler

Paid FMLA > Medical Self

12/1/2015 - 12/31/2015

***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.



Processing Leave of Absence Balances at Go-Live



Priority 3: Employees No Longer on Continuous LOA

Scenario: Nancy Wheeler works a regular schedule and is approved for leave from 12/1/2015 to 12/31/2015 for a total of 184 FMLA hours (23 work days multiply by 8 hours).

Note: Since the FMLA Leave Type requires 7 day increment, only 160 hours (4 seven day weeks - 40 hours per week) of the 184 can be captured in Workday.



Processing Leave of Absence Balances at Go-Live



Priority 3: Employees No Longer on Continuous LOA

- ✓ Enter the unpaid FMLA LOA event in Workday

The screenshot shows a Workday leave request form with the following fields:

- Last Day of Work: 11 / 30 / 2015
- First Day of Leave: * 12 / 01 / 2015
- Estimated Last Day of Leave: * 12 / 31 / 2015
- Leave Type: * X Paid > FMLA (Use Paid Leave)
- Leave Reason: * X Medical-Self

An error message is displayed on the right side of the form:

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

An orange banner at the top right of the error message says "Errors: 1".

Red text with arrows pointing to the "Estimated Last Day of Leave" field reads: "12/31/2015 cannot be used due to the 7 day increment. Instead, select 12/28/2015."

- ✓ Return the employee from the unpaid FMLA LOA

***Result:** The LOA date range of 12/1/2015 to 12/28/2015 will decrement 160 FMLA hours from the entitlement bucket. The remaining 24 hours cannot be captured in Workday, and will be given back to the employee. Their start date for their year will be 12/1/2015. *This is a one time event.*



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Priority 3: Employees No Longer on Continuous LOA

Use **View Leave Results** to confirm the FMLA hours were captured in Workday.

Leave Results for Worker

Worker * X Nancy Wheeler (T1000920) [Menu]

As Of * 09 / 22 / 2016 [Calendar]

Leave Type(s) * X FMLA (Use Paid Leave) [Menu]

Leave Type	Calendar Period	Unit of Time	Total Taken	Outstanding Balance	Leave Taken Details									
					Request	Type	Reason	First Day	Estimated Last Day	Actual Last Day	Taken	Requested	Event	Status
Paid > FMLA (Use Paid Leave)	09/23/2015 - 09/22/2016	Hours	160.000008	320.999992	Leave	FMLA (Use Paid Leave)	Medical-Self	12/01/2015	12/28/2015	12/28/2015	160.000008	160.000008	Q	Successfully Completed
											Total: 160.000008	160.000008		



Processing Leave of Absence Balances at Go-Live



Priority 3: Employees No Longer on Continuous LOA

Use the **Time Off and Leave Requests** tab to view leave usage.

Time Off Balance Time Off and Leave Requests

[Add Time Off](#)

1 item 📱 📶 📅

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Paid > FMLA (Use Paid Leave)	Q	11/30/2015	12/01/2015	12/28/2015	12/28/2015	12/29/2015



Processing Leave of Absence Balances at Go-Live



Priority 3: Employees No Longer on Continuous LOA

Employees who were on a LOA with an effective date on or after 10/12/2015 and ended before 10/12/2016:

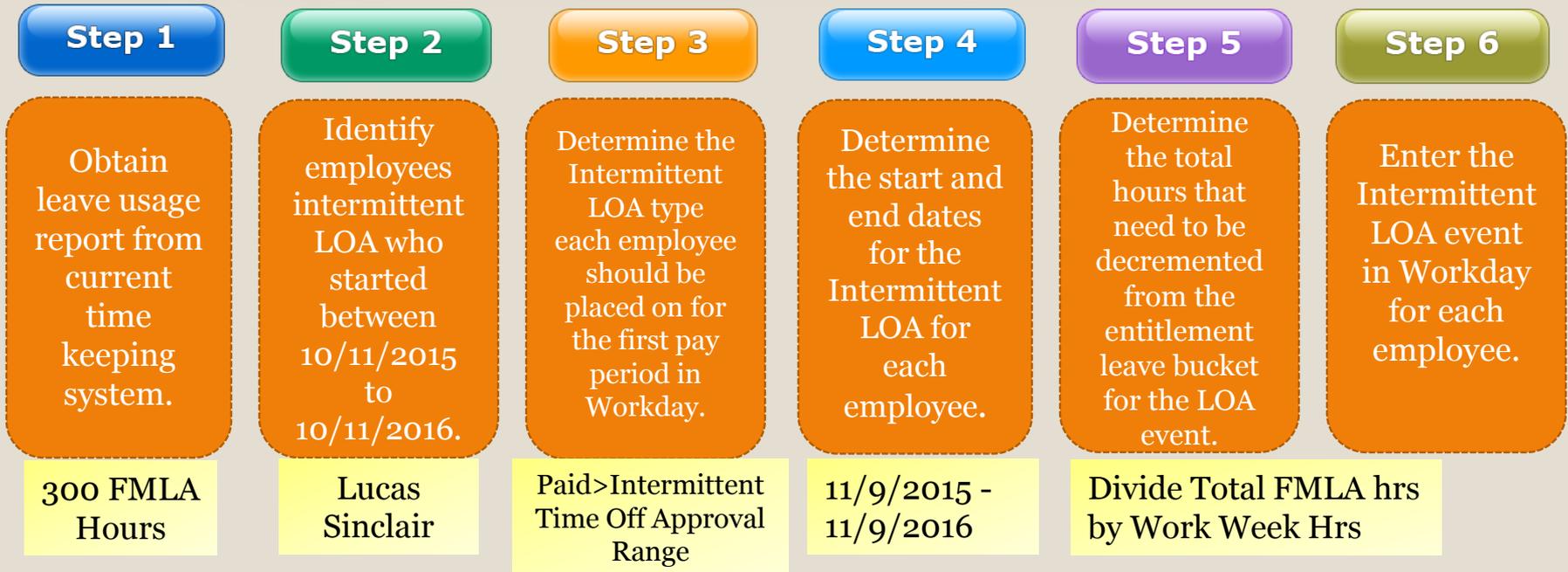
- ✓ Not all of the hours can be captured in Workday for LOA that require the 7 day increment.
- ✓ Remember to return the employee from all LOA events; otherwise current timesheets may be affected.



Processing Leave of Absence Balances at Go-Live



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



***Result:** The Intermittent LOA event will not be decremented from the entitlement bucket. Instead, the timesheet entry will decrement the bucket using the appropriate zFMLA Time Off 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. Any hours used before go live will be captured through a separate Continuous LOA event.



Processing Leave of Absence Balances at Go-Live



Priority 4: Employees on an Intermittent LOA

Scenario: Lucas Sinclair works a regular schedule and is approved for intermittent leave from 11/9/2015 to 11/9/2016. He has taken a total of 300 FMLA hours within that time frame.

Note:

Entering Intermittent Leave in Workday at Go Live is a two step process.

1. Enter the Intermittent LOA event in Workday to capture the date approval range.
2. Calculate the total intermittent leave hours used and enter a second event as continuous LOA.

*It's possible that all hours used may not be captured.

Note: This step is only necessary at Go Live



Processing Leave of Absence Balances at Go-Live



Priority 4: Employees on an Intermittent LOA

1. Enter the Leave event in Workday as Intermittent Leave (11/9/2015 to 11/9/2016).

Last Day of Work		11 / 08 / 2015	
First Day of Leave	*	11 / 09 / 2015	
Estimated Last Day of Leave	*	11 / 09 / 2016	
Leave Type	*	X Paid > Intermittent Time Off Approval Range	

Divide the total FMLA hours used by regular work week hours: $300/40 = 7.5$ weeks (7 weeks and 2 1/2 days) of FMLA used. We will only be able to capture 280 hours or 7 weeks.



Processing Leave of Absence Balances at Go-Live



Priority 4: Employees on an Intermittent LOA

2. Enter the Leave event as continuous LOA. Start date is 11/9/2015, and 7 weeks 2 1/2 days later is 12/30/2015.

Note: This step is only necessary at Go Live

The screenshot shows a leave request form with the following fields:

Last Day of Work	11 / 08 / 2015	
First Day of Leave *	11 / 09 / 2015	
Estimated Last Day of Leave *	12 / 30 / 2015	Cannot use 12/30/2015 as the Last Day of Leave, because of the 7 day increment and also the 30th is only a half day. Instead, select 12/27/2015.
Leave Type *	X Paid > FMLA (Use Paid Leave)	
Leave Reason *	X Medical-Family	

An error message box on the right states: "Error: Leave Request days are NOT a multiple of 7. Please revise your dates to span precise 7-day weeks. (Leave Request Event)". A red arrow points from the error message to the "Estimated Last Day of Leave" field.

***Result:** The LOA continuous event will decrement 280 FMLA hours from the entitlement bucket. The remaining 20 hours will be given back to the employee. Their start date for their year will be 11/9/2015.



Processing Leave of Absence Balances at Go-Live



Priority 4: Employees on an Intermittent LOA

Use **View Leave Results** to confirm the FMLA hours were captured in Workday.

Leave Results for Worker

Worker * Lucas Sinclair (T1001307)

As Of *

Leave Type(s) * Intermittent Time Off Approval Range
 FMLA (Use Paid Leave)

Leave Type	Calendar Period	Unit of Time	Total Taken	Outstanding Balance	Leave Taken Details									
					Request	Type	Reason	First Day	Estimated Last Day	Actual Last Day	Taken	Requested	Event	Status
Paid > FMLA (Use Paid Leave)	09/23/2015 - 09/22/2016	Hours	280.000014	200.999986	Leave	FMLA (Use Paid Leave)	Medical-Family	11/09/2015	12/27/2015	12/27/2015	280.000014	280.000014	Q	Successfully Completed
											Total: 280.000014	280.000014		
Paid > Intermittent Time Off Approval Range		Hours	1822.857234	-1822.857234	Leave	Intermittent Time Off Approval Range		11/09/2015	11/09/2016	11/09/2016	1822.857234	2097.142962	Q	Successfully Completed
											Total: 1822.857234	2097.142962		

Note: The Intermittent Time Off Approval Range does not actually decrement any FMLA hours.



Processing Leave of Absence Balances at Go-Live



Priority 4: Employees on an Intermittent LOA

Use the **Time Off and Leave Requests** tab to view leave usage.

Time Off Balance **Time Off and Leave Requests**

Add Time Off

2 items

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Paid > Intermittent Time Off Approval Range	Q	11/08/2015	11/09/2015	11/09/2016	11/09/2016	11/10/2016
Paid > FMLA (Use Paid Leave)	Q	11/08/2015	11/09/2015	12/27/2015	12/27/2015	12/28/2015

0 items

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Comment
No Data						



Processing Leave of Absence Balances at Go-Live



Priority 4: Employees on an Intermittent LOA

- ✓ Employees who began their Intermittent LOA Prior to 10/12/2016:
- ✓ Obtain the leave usage report from current time keeping system to identify who began their leave between 10/12/2015 and 10/12/2016.
- ✓ Calculate the hours that they used during that time period.
- ✓ Enter two LOA events in Workday.
 - ✓ Intermittent LOA event to capture the date approval range in Workday.
 - ✓ Continuous LOA event to record the hours and to decrement the entitlement bucket.
- ✓ If the employee began the intermittent LOA prior to Go Live and is still on LOA after Go Live, use the appropriate **zFMLA** time off code on the timesheet to record the FMLA and accrued paid leave.
Use the [Leave of Absence and Corresponding Time Off Codes chart](#).



Processing Leave of Absence Balances at Go-Live



Priority	Current (on LOA 10/12/2016) or Retro (Start date between 10/12/2015-10/12/2016)	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



Processing Leave of Absence Balances at Go-Live



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 10/12/2015 and 10/12/2016
- ✓ 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 10/12/2016 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.**



Processing Leave of Absence Balances at Go-Live



Finding Help:

Placing an employee on a LOA event:

- Contact your agency's HR department.

Coding the time sheet with the appropriate time off code:

- Contact your agency's HR department, time keeper and manager.

Adjustments to time sheets:

- Contact your agency's time keepers/payroll unit.

****Communication with HR, Managers, Timekeepers and Payroll is necessary!***





Processing Leave of Absence Balances at Go-Live



Resources: WWW.DBM.Maryland.Gov/SPS

Click on Help Center:

- ✓ Job Aids for HR
- ✓ Job Aids for Time Keepers
- ✓ DPSCS Processing Leave of Absence Balances at Go-Live Presentation
- ✓ Leave of Absence and Corresponding Time Off Codes Chart
- ✓ Processing Leave of Absence – Cause and Effect with Time Sheets Presentation and Webinar
- ✓ Link to SPS Help Desk