



STATEWIDE PERSONNEL
— S Y S T E M —

**Place a Worker on Leave
(For Leave Types with No 7-Day Increment
Leave Duration Requirement)**

May 2016



Title: Place Worker on Leave (No 7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

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Place Worker on Leave Process: For Leave Types with No 7-Day Increment Requirement

Process Overview

The Place a Worker on Leave process is used to place an employee on a leave of absence (LOA) in Workday. This guide provides instructions on how to place a worker on leave for leave types that DO NOT require you to enter the employee's leave duration in 7-day increments (e.g., 7 days, 14 days, 21 days, etc.)

The Workday leave types that do not require the entry of 7-day increment leave durations are listed below.

Paid Leave Types	Unpaid Leave Types
Accident	Military Administrative
Accident with Sick Pay	Suspension
Leave Bank	Temporary Total Disability
FMLA Intermittent Approval Range	

A summary of steps in the process including the roles that perform the tasks and a description of the tasks are listed below.

#	Process Steps	Role	Description
1	Initiate the Leave of Absence Process	HR Coordinator	Place the employee on a leave of absence (LOA). Enter details.
2	Agency Approvals NOTE: Approval routing is based on the type of leave entered when initiating the business process.	HR Partner	HR Director or designated user approval.
		Appointing Authority Partner	Appointing Authority approval. Note: The Appointing Authority Partner approves the following types of LOA events ONLY: Medical, Personal, Suspension, Disaster Service, and Organ Donation, and Bone marrow Donation.
3	Inbox Task: Review Compensation	HR Coordinator	Enter the bi-weekly allowance (pay difference) to be paid to the employee on Military Administrative leave of absence.
4	Inbox Task: Change Benefit Elections (External Task)	Agency Benefits Coordinator Central Benefits Partner	If the employee does not have enough leave to cover the leave period and must go on unpaid leave, the Agency or DBM updates the employee's benefits plans as needed.
5	Inbox Task: Assign Roles to Worker	HR Administrator	If the employee has a role assignment, determine if the employee's tasks in Workday should be performed by another employee with a similar role assignment.
6	Inbox Task: Manage Business Processes for Worker	HR Coordinator HR Partner Manager	If the employee has pending tasks assigned, determine if they should be cancelled or assigned to another employee.



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Special Instructions for Leave Types

Certain leave types require additional steps to properly complete the LOA process for an employee. The table below lists the leave types and describes actions to be taken by HR staff.

Leave Type	Notes
<p>FMLA Intermittent Approval Range</p>	<p>Actions:</p> <ol style="list-style-type: none"> 1. HR Coordinator / HR Partner <ol style="list-style-type: none"> a. The HRC places the employee on intermittent leave using the LOA process and enters the approved date range for the intermittent FMLA leave of absence. It is then approved. b. The HRC should then communicate with the employee’s Timekeeper or Manager to ensure that the correct time off code is used on the timesheet for intermittent leave. 2. Employee / Manager / Timekeeper: Then, the employee, employee’s manager, or the Agency timekeeper will enter intermittent leave on the timesheet using the appropriate FMLA time off code. <p>Result:</p> <ol style="list-style-type: none"> 1. The FMLA leave “buckets” will be decremented based on the intermittent time off taken and entered on the employee’s timesheet. <p>NOTE: An employee can be on more than one type of intermittent leave that are concurrent or overlapping in Workday. As the leave is taken, the hours will decrement from the respective leave “bucket”.</p> <p>For example: An employee can take approved intermittent leave for themselves from 2/15 – 6/15 and can also take intermittent FMLA leave to care of a family member from 1/1 – 3/1. The leave hours will decrement for both events from the FMLA “bucket”.</p>



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Military Administrative	<p>Actions:</p> <ol style="list-style-type: none">1. HR Coordinator / HR Partner:<ol style="list-style-type: none">a. The HRC places the employee on Military Administrative leave and enters appropriate date ranges using the LOA process.b. After approvals, the HRC will have to enter an allowance in Workday for the difference in bi-weekly pay between the employee's State salary and the Military pay. <p>Result:</p> <ol style="list-style-type: none">1. The FMLA leave "buckets" will be decremented based on the time codes used on the employee's timesheet.2. The employee will receive a bi-weekly allowance while on leave for the amount entered on using the Request Compensation Change event. <p>NOTE: Refer to the Review Compensation for Military Differential Job Aid in this user guide.</p>
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Other Notes:

- **Maintain Compressed/Modified Schedule.** The 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.).
- **Record Approved Leave Dates:** The dates that the employee's leave was approved should be recorded in the "Comment" section when the employee is placed on a Leave of Absence in Workday.
- **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 timesheet. Doing so will double the amount of leave Workday will deduct from the employee's leave balances.
- **Managing Insufficient Leave Balances:** When you are entering an FMLA leave event and the employee will run out of paid leave during the absence, you must place the worker on leave two times – for the paid leave and the unpaid leave. For example:
 1. In the first LOA event, enter the duration that will be PAID and select a Paid FMLA Leave Type.
 2. When that leave is over, return the worker from paid FMLA.
 3. Then, in the second LOA event, enter the duration that will be UNPAID and select an Unpaid FMLA Leave Type.

Before you begin...

You will need the following information to complete the process:

- Employee requesting the leave of absence
- Employee's leave balances
- Type of leave of absence
- Start Date of leave of absence
- Estimated end date of leave of absence



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Procedure: Place a Worker on Leave (No 7-Day Increment Requirement)

Use this procedure to place an employee on a Leave of Absence (LOA) in Workday for the following types of leave:

Paid Leave	Unpaid Leave
Accident	Military Administrative
Accident with Sick Pay	Suspension
Leave Bank	Temporary Total Disability
FMLA Intermittent Approval Range	

NOTE: The correct entitlements “bucket” will be decremented by the leave dates entered when placing the employee on the LOA.

Procedure:

- Search for the employee.

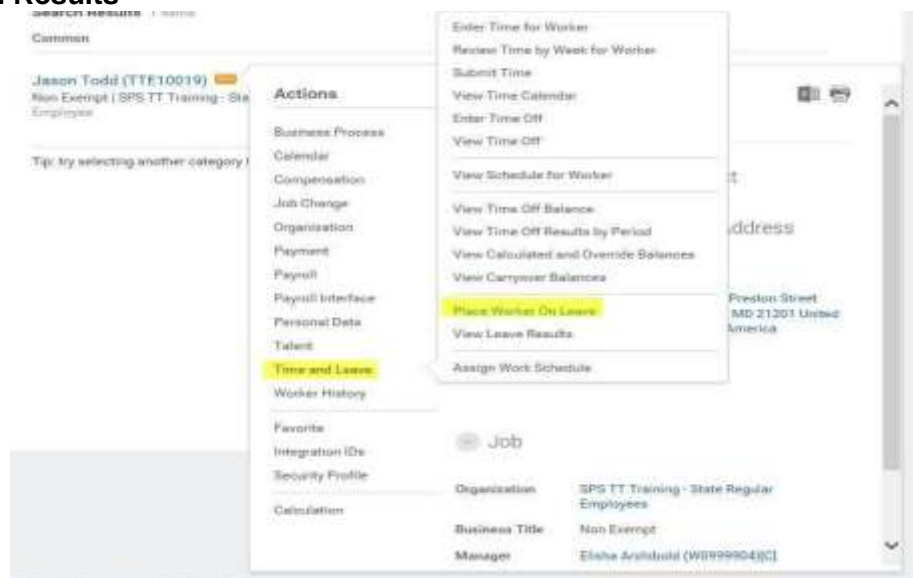


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

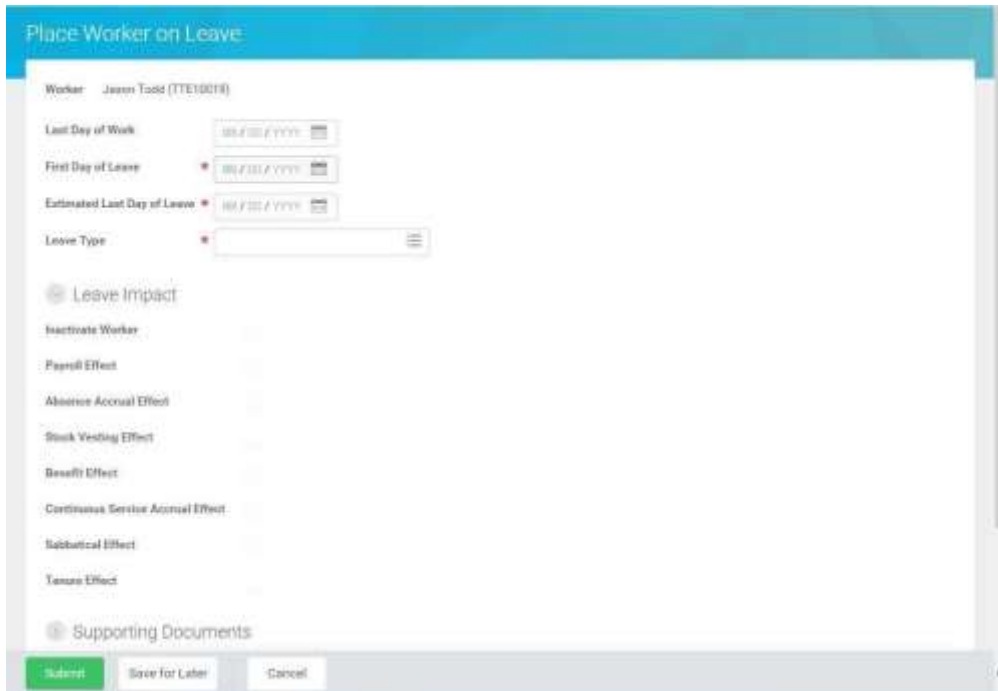
- Click the Related Actions and Preview icon next to the employee's name.

Search Results



- In the menu, hover over Time and Leave and then click the Place Worker on Leave hyperlink.

Place Worker on Leave



6. On the Place a Worker on Leave page, complete the following fields:

- **First Day of Leave:** Enter or select the employee’s first day of leave.
Note: The **Last Day of Work** is automatically populated to the day before what was entered for the First Day of Leave.
- **Estimated Last Day of Leave:** Enter or select the employee’s last day of leave.
- **Leave Type:** Enter or select the leave type. See additional notes for FMLA Intermittent Approval Range and Military Administrative at the end of this procedure.
- **Leave Reason:** If the Leave Type selected is FMLA related, enter or select the reason for leave.

7. In the **Comment** field, enter the dates that the employee’s leave was approved.

8. Click the Submit  button.



Information: The Leave of Absence request will be routed to the HR Partner and/or Appointing Authority (depending on the Leave Type chosen) for approval.

The HR Coordinator may receive related tasks in your Inbox after the leave approval including:

- Review Compensation (if the leave entered is for Military Administrative Leave)
- Manage Business Processes for Worker

9. The System Task is complete.



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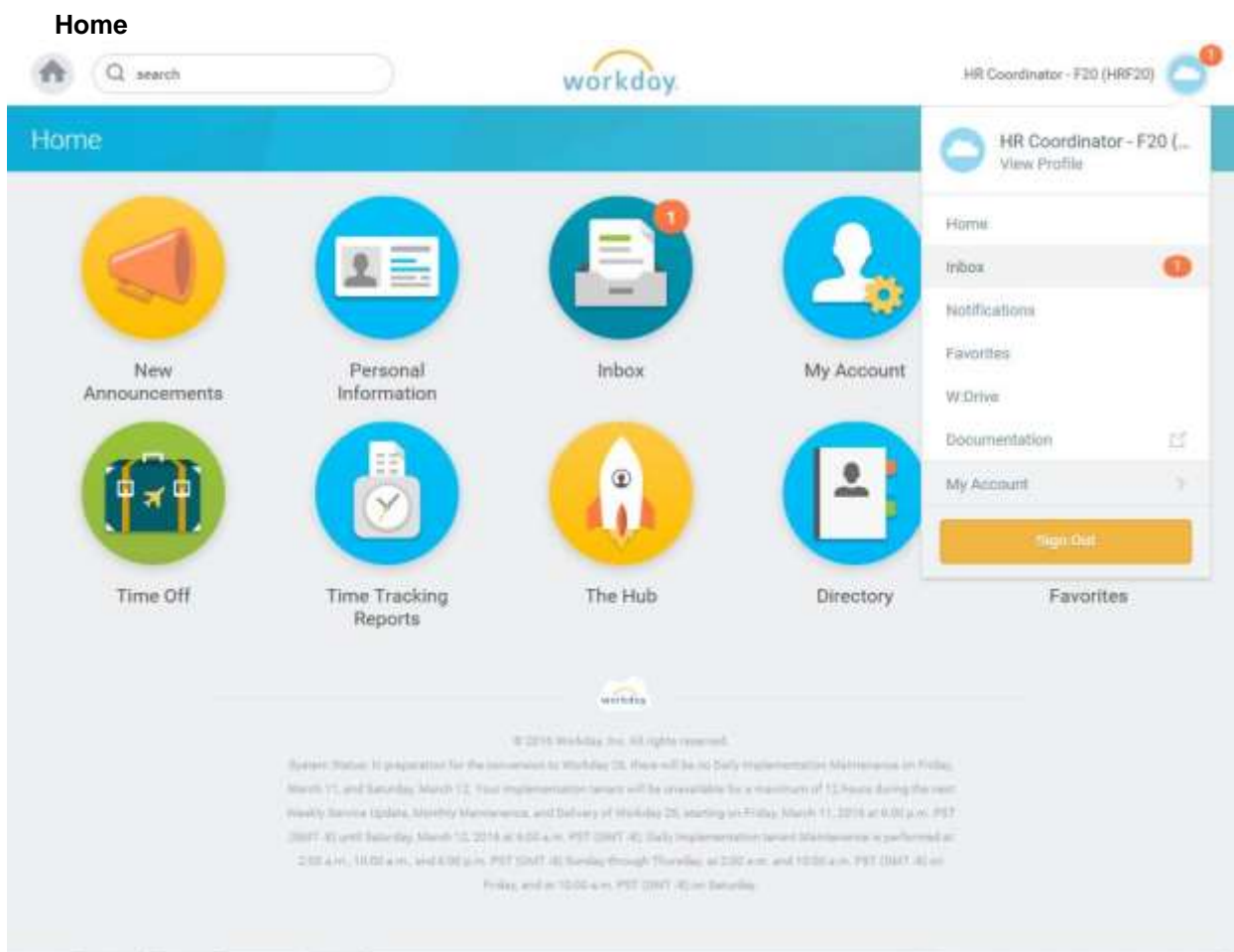
Procedure: Review Compensation - Enter Military Administrative Leave Allowance

Use this procedure to add an allowance for the **difference** in bi-weekly pay for employees on Military Administrative Leave. The military differential is the amount the State pays the employee bi-weekly is more than the amount that the military pays the employee bi-weekly.

Note: This task is received in the HR Coordinator's inbox when an employee has been placed on an approved Military Administrative Leave.

Procedure:

1. In the top right corner of the page, click the My Account  icon.

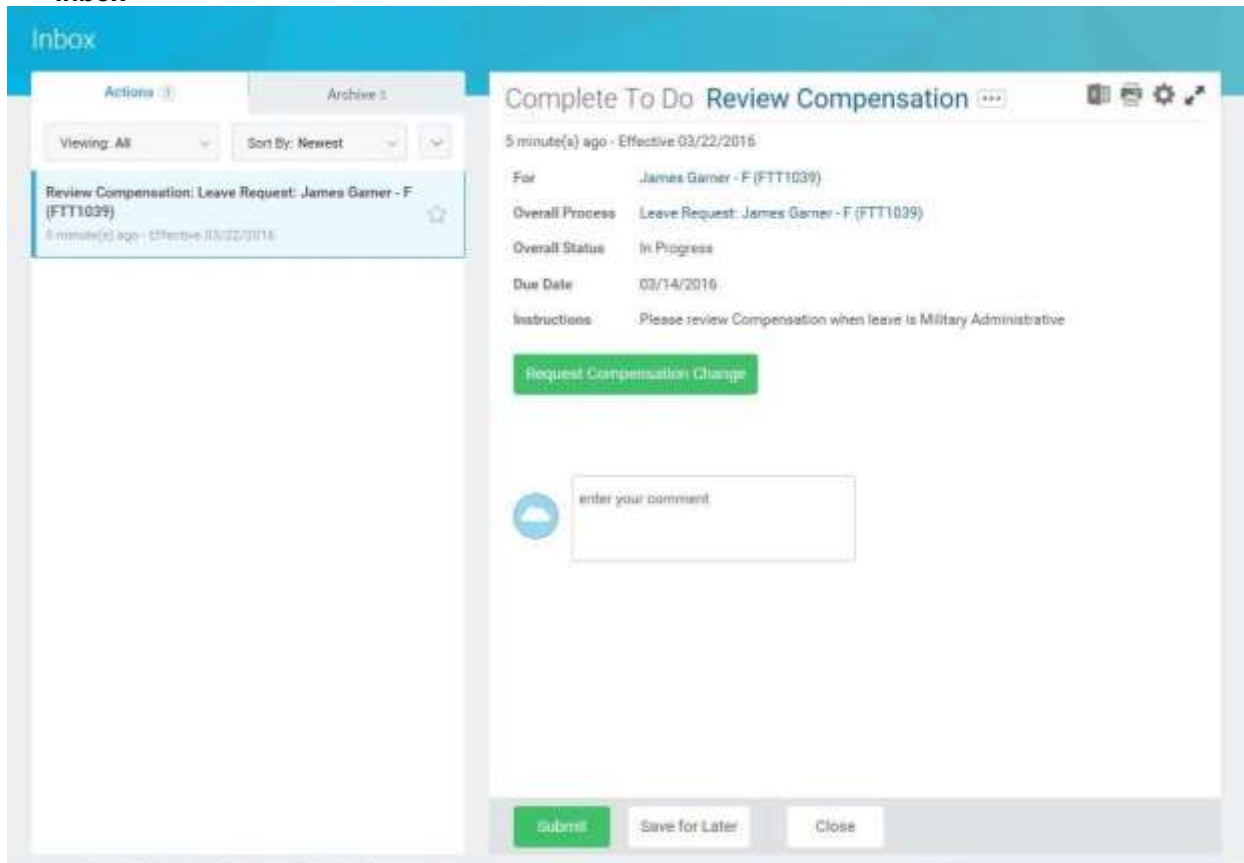


2. Click the **Inbox** -hyperlink.



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Inbox



3. On the Actions tab, click the "Review Compensation: Leave Request" task for the employee that has been placed on Military Administrative leave.



Information: The task in your Inbox will be listed as "Review Compensation: Leave Request" followed by the name of the employee who is being placed on Military Administrative leave. Take note of the employee's name and W number to use later.


4. Do one of the following:
 - a. If an employee's State pay is less than military pay... Click **Submit** with no further actions. There's no compensation owed to the employee.
 - b. If employee's State pay is greater than military pay, update the employee's compensation with the difference in pay. Click the **Request Compensation Change** button and continue on the next step.



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Request Compensation Change

5. On the Request Compensation Change page, complete the following fields:

- **Effective Date:** Enter or select a date.
- **Reason:** Use the prompt  to select the reason code.
- **Employee:** Enter or select the name of the employee being placed on Military Administrative Leave.

6. Click the OK  button.



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Request Compensation Change

Progression Start Date (empty)

Salary

Add

Hourly

Add

Unit Salary

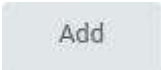
Add

Allowance

Add

enter your comment.


Submit Save for Later Cancel

7. In the Allowance section, click the Add  button to add an allowance.



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Request Compensation Change

8. Use the prompt  to select the "Military Admin" Compensation Plan.

9. Enter the Amount.



Tip: The amount entered should equal the difference between the amount State of Maryland pays the employee bi-weekly and the amount the military pays the employee bi-weekly (if the amount that the State pays is higher).

10. Enter the Expected End Date.



Information: The **DBM Payroll Consolidation Unit** must also override the appropriate leave (time off) accruals to only accrue based on the amount of compensation paid by the State.

11. Click the Submit  button at the bottom of the page.



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12. Navigate back to your Inbox and find the "Review Compensation: Leave Request" task for the employee.

13. Click the Submit  button.



TIP: The compensation change will then be routed for approval. Monitor the **Worker History** for the employee to make sure that the Request Compensation event is complete.

14. The System Task is complete.