



# **Processing Leave of Absence – *Cause and Effect with Time Sheets***

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Before We Begin...

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- ✓ 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.
- ✓ 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 – Cause and Effect with Time Sheets



## Items to Remember:

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### ✓ Before Workday

- ✓ Paperwork and approvals were managed by HR
- ✓ Any FMLA or LOA taken was managed on the Time Sheet

### ✓ In Workday today

- ✓ Paperwork and approvals are STILL managed by HR
- ✓ AND HR will enter the appropriate Leave of Absence Event in Workday
  - ✓ Any Continuous FMLA HR LOA event will decrement the FMLA bucket as well as any other event with a bucket
  - ✓ The Time Sheet will capture any Intermittent event as well as anything outside the HR LOA event



# Processing Leave of Absence – Cause and Effect with Time Sheets



**Purpose:** The purpose of this webinar is to instruct agencies on how an HR LOA event and the Time Sheet work together to pay the employee and record entitlements accurately.

***\*This Webinar assumes that the training participants are knowledgeable with the process of placing and returning an employee on Leave.***

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Steps for Processing a Leave of Absence

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- ✓ **Step 1:** Review the new chart, **Leave of Absence and Corresponding Time Off Codes Chart**
- ✓ **Step 2:** HR has an employee's approved paperwork *before* going on a LOA. HR places an employee on LOA event (Continuous or Intermittent) in Workday.
- ✓ **Step 3:** Select the appropriate Time Off Code on the Timesheet
- ✓ **Step 4:** Check Leave Results
- ✓ **Step 5:** Confirm the requested Time Off Codes and Return Employee from LOA

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Leave of Absence and Corresponding Time Off Codes Chart

- List of all the Leave Types
- Description of Leave Types
- Instructions to HR
- Instructions for Time sheet coding

**Leave of Absence and Corresponding Time Off Codes**

The Leave of Absence and Timesheet Time Off Codes Guideline 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 entered on the timesheet for that date range only. 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 <b>NOT</b> 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 <a href="#">Place Employee on Leave - 7 Day Increment Approval Range</a> job aid for further instructions.	Leave the timesheet blank	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

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Scenarios to Illustrate the Steps for Processing a Leave of Absence**

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- ✓ **Example 1: Continuous FMLA Paid Leave**
- ✓ **Example 2: Continuous FMLA Unpaid Leave**
- ✓ **Example 3: Intermittent Leave of Absence**
- ✓ **Example 4: IWIF Approved Accident**

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 1: Continuous FMLA Paid Leave**

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**Scenario:** Denzel Washingtons-T (T1000435) is approved for medical leave for himself from 9/06/2016 to 9/13/2016 for a total of 48 FMLA hours.

**Note:** 8 Days of FMLA Leave using 7 Day Increment



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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 1: Continuous FMLA Paid Leave

### ***Step 1: Review Leave of Absence and Corresponding Time Off Codes***

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 <b>NOT</b> Entered by HR
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	FMLA	Continuous	Paid	<u>Yes</u>	<p>Use: <b>Paid&gt;FMLA (Use Paid Leave)</b></p> <p>Possible Reasons: <b>Medical - Family</b> <b>Medical - Self</b> <b>Other</b></p> <p>*Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.</p>	<p>Use the appropriate leave time off code:</p> <p><b>Annual Leave</b> <b>Personal Leave</b> <b>Sick</b> <b>Compensatory Time</b> <b>Leave Bank</b> <b>Employee Donation</b></p>	<p>Use the appropriate <b>zFMLA</b> time off code:</p> <p><b>zFMLA Annual Leave</b> <b>zFMLA Personal Leave</b> <b>zFMLA Sick</b> <b>zFMLA Compensatory Time</b> <b>zFMLA Leave Bank</b> <b>zFMLA Employee Donation</b></p>

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 1: Continuous FMLA Paid Leave**

**Scenario:** Denzel Washingtons-T (T1000435) is approved for leave from 9/06/2016 to 9/13/2016 for a total of 48 FMLA hours.

### ***Step 2:***

- ✓ After paperwork is approved, verify paid hours are available (enough sick, etc.) and verify there is sufficient FMLA hours in the entitlement bucket to cover his leave of absence event.
- ✓ Place employee on a HR LOA event in Workday and comment that he's approved through 9/13/2016 and manager will use zFMLA time code on the Timesheet for 9/13/2016:

Last Day of Work	09/05/2016
First Day of Leave	09/06/2016
Estimated Last Day of Leave	09/12/2016
Leave Type	Paid > FMLA (Use Paid Leave)
Leave Reason	Medical-Self

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 1: Continuous FMLA Paid Leave

**Step 3:** Select the appropriate Time Off Code on the Timesheet

**Enter Sick for 9/6-9/12 and zFMLA for 9/13/2016**

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 <u>NOT</u> Entered by HR
Use the appropriate leave time off code:	Use the appropriate zFMLA time off code:
Annual Leave	zFMLA Annual Leave
Personal Leave	zFMLA Personal Leave
Sick	zFMLA Sick
Compensatory Time	zFMLA Compensatory Time
Leave Bank	zFMLA Leave Bank
Employee Donation	zFMLA Employee Donation

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 1: Continuous FMLA Paid Leave

### Step 4: View Leave Results

Leave Results for Worker

Worker \*

As Of \*

Leave Type(s) \*

Worker																		
Denzel Washingtons-T (T1000435)																		
As Of																		
09/13/2016																		
Leave Type																		
FMLA (Use Paid Leave)																		
3 items																		
Leave Type	Calendar Period	Unit of Time	Total Taken	Outstanding Balance	Leave Taken Details										Taken	Requested	Event	Status
					Request	Type	Reason	First Day	Estimated Last Day	Actual Last Day								
Paid - FMLA (Use Paid Leave)	09/14/2015 - 09/13/2016	Hours	48.000002	432.999998	Time Off	FMLA Sick Time Off - (Timesheet)		09/13/2016	09/13/2016	09/13/2016	09/13/2016	8	8	Q	Successfully Completed			
					Leave	FMLA (Use Paid Leave)	Medical-Self	09/06/2016	09/12/2016	09/12/2016	40.000002	40.000002	Q	Successfully Completed				
											Total: 48.0000	48.000002						

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 1: Continuous FMLA Paid Leave**

### **Step 5: Confirm the requested Time Off Codes and Return from LOA**

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
<a href="#">Paid &gt; FMLA (Use Paid Leave)</a>	Q	09/05/2016	09/06/2016	09/12/2016	09/12/2016	09/13/2016

6 items

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Comment
Q	09/13/2016	Tuesday	zFMLA Sick (Timesheet)	8	Hours	
Q	09/12/2016	Monday	Sick (Timesheet)	8	Hours	
Q	09/09/2016	Friday	Sick (Timesheet)	8	Hours	
Q	09/08/2016	Thursday	Sick (Timesheet)	8	Hours	
Q	09/07/2016	Wednesday	Sick (Timesheet)	8	Hours	
Q	09/06/2016	Tuesday	Sick (Timesheet)	8	Hours	

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 1: Continuous FMLA Paid Leave**

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### **Summary:**

- ✓ Denzel Washingtons is on paid FMLA leave from 9/06/2016 to 9/13/2016.
- ✓ But only 9/6/2016 to 9/12/2016 will be entered by HR to follow the 7 Day increment.
- ✓ To avoid double deduction from the FMLA entitlement bucket:
  - ✓ Use Sick time off code on the time sheet from 9/6/2016 to 9/12/2016.
  - ✓ Use the appropriate zFMLA time off code on the time sheet for 9/13/2016.

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 2: Continuous Unpaid FMLA Leave**

**Scenario:** Martin-T Matte-T (T1001308) is approved for leave from 8/31/2016 to 9/6/2016 for a total of 40 FMLA hours. Martin will return to work on 9/7/2016. The pay period is from 8/31/2016 to 9/13/2016.

### **Note:**

- ✓ The first week will be unpaid FMLA.
- ✓ The second week will be his regular pay.



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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 2: Continuous FMLA Unpaid Leave

### Step 1: Review Leave of Absence and Corresponding Time Off Codes

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 <u>NOT</u> Entered by HR
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	FMLA	Continuous	Unpaid	<u>Yes</u>	Use: Unpaid>FMLA (Unpaid)  Possible Reasons: Medical - Family Medical - Self Other  *Place a note in the Comments section of the actual approved leave dates. Refer to <a href="#">Place Employee on Leave - 7 Day Increment Requirement</a> job aid for further instructions.	Leave the timesheet blank  *Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.	Use: zFMLA Leave Without Pay

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 2: Continuous FMLA Unpaid Leave**

Scenario: Martin-T Matte-T (T1001308) is approved for leave from 8/31/2016 to 9/6/2016 for a total of 40 FMLA hours. Martin will return to work on 9/7/2016.

### **Step 2:**

- ✓ After paperwork is approved, verify paid hours are available (enough sick, etc.) and verify there is sufficient FMLA hours in the entitlement bucket to cover his leave of absence event.
- ✓ Place employee on a HR LOA event in Workday and comment that he's approved through 9/6/2016:

Last Day of Work	08/30/2016
First Day of Leave	08/31/2016
Estimated Last Day of Leave	09/06/2016
Leave Type	Unpaid > FMLA (Unpaid)
Leave Reason	Medical-Family

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 2: Continuous FMLA Unpaid Leave

**Step 3:** Select the appropriate Time Off Code on the Timesheet

- ✓ **First Week of Pay Period:** Leave the Timesheet blank
- ✓ **Second Week of Pay Period:** Enter Time

**NOTE:** If the RTW was not done, then the employee will not get paid for the second week.

**Time Sheet Coding:**  
*Corresponding Time Off Codes when Date Range Has Been Entered by HR*

Leave the timesheet blank

\*Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.

Wed, 8/31

0 items

**Leave as is**

*Time Type	Time Off Reason	In	Out
No Data			

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 2: Continuous FMLA Unpaid Leave

### Step 4: View Leave Results

#### ✓ View Leave Results

### 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
Unpaid > FMLA (Unpaid)	09/14/2015 - 09/13/2016	Hours	40.000002	440.999998	Leave	FMLA (Unpaid)	Medical-Family	08/31/2016	09/06/2016	09/06/2016	40.000002	40.000002	Q	Successfully Completed
											Total: 40.0000	40.000002		

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 2: Continuous FMLA Unpaid Leave**

### **Step 5: Confirm the requested Time Off Codes and Return from LOA**

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
Unpaid > FMLA (Unpaid)	Q	08/30/2016	08/31/2016	09/06/2016	09/06/2016	09/07/2016

0 items

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

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 2: Continuous FMLA Unpaid Leave**

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### **Summary:**

- ✓ Martin Matte is on unpaid FMLA from 8/31/2016 to 9/6/2016 , and will return to work on 9/7/2016.
- ✓ Martin Matte will return to work in the middle of a pay period on 9/7/2016.
- ✓ Leave the time sheet blank from 8/31/2016 to 9/6/2016 to avoid double deduction from the FMLA entitlement bucket.
- ✓ HR will return Martin Matte from his unpaid FMLA event in Workday on 9/7/2016 to ensure he receives his regular pay.

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

# Processing Leave of Absence – Cause and Effect with Time Sheets

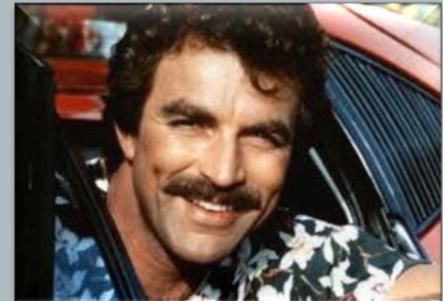


## **Example 3: Intermittent Leave of Absence**

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**Scenario:** Tom Selleck (W2009065) is approved for Intermittent FMLA medical leave for himself from 9/01/2016 to 9/1/2017.

**Note:** Intermittent leave of absence does not decrement from any entitlement bucket.



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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 3: Intermittent Leave of Absence**

### ***Step 1: Review Leave of Absence and Corresponding Time Off Codes***

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: <i>Corresponding Time Off Codes when Date Range Has Been Entered by HR</i>	Time Sheet Coding: <i>Corresponding Time Off Codes when Date Range is <u>NOT</u> Entered by HR</i>
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	FMLA	Intermittent	Paid	No	Use:  <b>Paid&gt;Intermittent Time Off Approval Range</b>  * Place a note in the Comments section of the actual approved leave dates.	Use the appropriate zFMLA time off code:  zFMLA Annual Leave zFMLA Personal Leave zFMLA Sick zFMLA Compensatory Time zFMLALeave Bank zFMLA Employee Donation	N/A

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 3: Intermittent Leave of Absence**

Scenario: Tom Selleck (W2009065) is approved for leave Intermittent FMLA medical leave for himself from 9/01/2016 to 9/1/2017.

### **Step 2:**

- ✓ After paperwork is approved verify there is sufficient FMLA hours in the entitlement bucket to cover his leave of absence event.
- ✓ Place employee on a HR LOA event in Workday and comment that he's approved through 9/1/2017 and manager will use zFMLA time code on the Timesheet:

Details	Process
Last Day of Work	09/01/2016
First Day of Leave	09/02/2016
Estimated Last Day of Leave	09/01/2017
Leave Type	<a href="#">Paid &gt; Intermittent Time Off Approval Range</a>

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 3: Intermittent Leave of Absence**

**Step 3:** Select the appropriate Time Off Code on the Timesheet

**Time Sheet Coding:  
Corresponding Time  
Off Codes when Date  
Range Has Been  
Entered by HR**

Use the appropriate zFMLA time off code:

- zFMLA Annual Leave
- zFMLA Personal Leave
- zFMLA Sick
- zFMLA Compensatory Time
- zFMLA Leave Bank
- zFMLA Employee Donation

**Enter zFMLA when FMLA is used**

The screenshot shows a mobile application interface for entering time. A dropdown menu is open, showing 'Time Entry Codes' with 'Time Off' selected. A red arrow points to the dropdown, and a red circle highlights the menu icon. The background shows a table with columns for 'Time Off Reason', 'In', and 'Out'.

Time Off Reason	In	Out

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 3: Intermittent Leave of Absence

### Step 4: View Leave Results

### 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	First Day	Estimated Last Day	Actual Last Day	Taken	Requested	Event	Status
Paid > FMLA (Use Paid Leave)	09/15/2015 - 09/14/2016	Hours	40	441	Time Off	FMLA Sick Time Off - Intermittent (Timesheet)	09/14/2016		09/14/2016	8	8	Q	In Progress
					Time Off	FMLA Sick Time Off - Intermittent (Timesheet)	08/26/2016		08/26/2016	8	8	Q	Successfully Completed
					Time Off	FMLA Sick Time Off - Intermittent (Timesheet)	08/18/2016		08/18/2016	8	8	Q	Successfully Completed
					Time Off	FMLA Sick Time Off - Intermittent (Timesheet)	08/15/2016		08/15/2016	8	8	Q	Successfully Completed
					Time Off	FMLA Sick Time Off - Intermittent (Timesheet)	08/11/2016		08/11/2016	8	8	Q	Successfully Completed
									Total:	40	40		

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 3: Intermittent Leave of Absence**

### **Step 5: Confirm the requested Time Off Codes and Return from LOA**

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
<a href="#">Paid &gt; Intermittent Time Off Approval Range</a>	Q	09/01/2016	09/02/2016	09/01/2017	09/01/2017	09/02/2017

9 items

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Com
Q	08/26/2016	Friday	<a href="#">zFMLA Sick (Timesheet)</a>	8	Hours	
Q	08/24/2016	Wednesday	<a href="#">Sick (Timesheet)</a>	8	Hours	
Q	08/22/2016	Monday	<a href="#">Personal Leave (Timesheet)</a>	8	Hours	
Q	08/22/2016	Monday	<a href="#">zFMLA Sick (Timesheet)</a>	0	Hours	
Q	08/19/2016	Friday	<a href="#">Personal Leave (Timesheet)</a>	8	Hours	
Q	08/18/2016	Thursday	<a href="#">zFMLA Sick (Timesheet)</a>	8	Hours	
Q	08/18/2016	Thursday	<a href="#">zFMLA Sick (Timesheet)</a>	0	Hours	
Q	08/15/2016	Monday	<a href="#">zFMLA Sick (Timesheet)</a>	8	Hours	
Q	08/11/2016	Thursday	<a href="#">zFMLA Sick (Timesheet)</a>	8	Hours	

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 3: Intermittent Leave of Absence**

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### **Summary:**

- ✓ Tom Selleck is on approved Intermittent FMLA medical leave for himself from 9/1/2016 to 9/1/2017.
- ✓ The **Intermittent Time Off Approval Range** in Workday only records the approved date range .
- ✓ Use the appropriate time off codes on the time sheet to capture the FMLA hours and any paid leave, such as annual, sick, etc.
  - ✓ Example: zFMLA Sick, zFMLA Annual Leave, etc.

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 4: IWIF Approved Accident Paid Leave**

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**Scenario:** Edward-T Cullen-T (T1001219) is approved for IWIF approved accident leave from 6/14/2016 to 9/8/2016.

**Note:** IWIF Approved Accident Leave is a paid leave, and it does not follow the 7 day increment.



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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 4: IWIF Approved Accident Paid Leave**

### **Step 1: Review Leave of Absence and Corresponding Time Off Codes**

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: <i>Corresponding Time Off Codes when Date Range Has Been Entered by HR</i>	Time Sheet Coding: <i>Corresponding Time Off Codes when Date Range is <u>NOT</u> Entered by HR</i>
Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission. Accident leave is compensated at 2/3 the employee's normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.	<b>IWIF Approved Accident</b>	Continuous	Paid	No	Use:  <b>Paid&gt; IWIF Approved Accident</b>	Leave the timesheet blank  *The LOA event in Workday will automatically pay the worker for IWIF Approved Accident.	N/A

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 4: IWIF Approved Accident Paid Leave**

Scenario: Edward-T Cullen-T (T1001219) is approved for IWIF approved accident leave from 6/14/2016 to 9/8/2016.

### **Step 2:**

- ✓ Verify paperwork is approved.
- ✓ Place employee on a HR LOA event in Workday and comment that he's approved through 9/8/2016:

Last Day of Work	06/13/2016
First Day of Leave	06/14/2016
Estimated Last Day of Leave	09/08/2016
Leave Type	Paid > IWIF Approved Accident

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 4: IWIF Approved Accident Paid Leave**

**Step 3:** Select the appropriate Time Off Code on the Timesheet

<b>Time Sheet Coding: Corresponding Time Off Codes when Date Range Has Been Entered by HR</b>	<b>Time Sheet Coding: Corresponding Time Off Codes when Date Range is <u>NOT</u> Entered by HR</b>
Leave the timesheet blank	N/A
*The LOA event in Workday will automatically pay the worker for IWIF Approved Accident.	

Wed, 8/31

**Leave as is**

0 items

+	*Time Type	Time Off Reason	In	Out
No Data				

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Example 4: IWIF Approved Accident Paid Leave

### Step 4: View Leave Results

✓ View Leave Results

### 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	First Day	Estimated Last Day	Actual Last Day	Taken	Requested	Event	Status
Paid > IWIF Approved Accident	09/15/2015 - 09/14/2016	Hours	497.142882	543.857118	Leave	IWIF Approved Accident	06/14/2016	09/08/2016	09/08/2016	497.142882	497.142882	Q	Successfully Completed
										Total: 497.14:	497.142882		

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 4: IWIF Approved Accident Paid Leave**

### **Step 5: Confirm the requested Time Off Codes and Return from LOA**

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 > IWIF Approved Accident	Q	06/13/2016	06/14/2016	09/08/2016	09/08/2016	09/09/2016

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Example 4: IWIF Approved Accident Leave**

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### **Summary:**

- ✓ Edward Cullen is approved for IWIF approved accident leave from 6/14/2016 to 9/8/2016.
- ✓ Leave the time sheet blank from 6/14/2016 to 9/8/2016.
- ✓ HR will return Edward Cullen from his paid IWIF event in Workday on 9/9/2016 to ensure he receives his regular pay.

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Steps for Processing a Leave of Absence

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- ✓ **Step 1:** Review the new chart, **Leave of Absence and Corresponding Time Off Codes Chart**
- ✓ **Step 2:** HR has an employee's approved paperwork *before* going on a LOA. HR places an employee on a Leave of Absence event (Continuous or Intermittent) in Workday.
- ✓ **Step 3:** Select the appropriate Time Off Code on the Timesheet
- ✓ **Step 4:** Check Leave Results
- ✓ **Step 5:** Confirm the requested Time Off Codes and Return Employee from LOA

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Reminders:

- ✓ Coding the timesheet correctly will:
  - Avoid double deducting from the entitlement bucket.
  - Ensure the person is getting paid for paid leave of absence.
  
- ✓ Each *Leave of Absence* event entered in Workday must have a separate *Return to Work* event attached to it.
  
- ✓ 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.
  
- ✓ All types of *Intermittent Leave* fall under the Intermittent Time Off Approval Range in Workday, and is located under Paid Leave Type category. It does not actually decrement from any entitlement buckets.

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Trouble Shooting**

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### Issues:

- The employee is out of FMLA hours to use on their timesheet
- Can't enter a zFMLA code on the timesheet

### Investigate:

- ✓ View the View Leave Results
- ✓ View the Time Off and Leave Request tab
- ✓ Run the SPMS Workers on Leave report

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## Report - SPMS Workers on Leave

Organizations SPS Training Division E Include Pending Events No

Include Workers Returned from Leave Yes

8 items

Worker	First Name	Last Name	Position	Leave Type	Last Day of Work	Effective Date	Last Day of Leave - Estimated	Last Day of Leave - Actual	Last Date for Which Paid	Total Days on Leave	All Comments	Units Requested for Current Leave	Unit of Time for Leave Tracking	Hire Date	Supervisory Organization	Location
Denzel Washingtons-T (T1000435)	Denzel	Washingtons-T		Paid > FMLA (Use Paid Leave)	09/05/2016	09/06/2016	09/12/2016	09/12/2016		7 Days	HR Coordinator - E20: approved for paid 48 hrs 9/6 thru 9/13	40.000002	Hours	08/02/2000	SPS Training Unit E7	Baltimore 301 W. Preston St
Dirty Dancing-T (On Leave) (T1000197)	Dirty	Dancing-T		Unpaid > FMLA (Unpaid)	08/23/2016	08/24/2016	08/30/2016			7 Days (estimated)	HR Coordinator - E20 on behalf of Veronica Wayson: mmm	40.000002	Hours	09/07/2005	SPS Training Unit E12	Baltimore 301 W. Preston St

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

# Processing Leave of Absence – Cause and Effect with Time Sheets



## **Finding Help:**

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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 – Cause and Effect with Time Sheets

Resources: [WWW.DBM.Maryland.Gov/SPS](http://WWW.DBM.Maryland.Gov/SPS)

## Click on Help Center:

- ✓ Job Aids for HR
- ✓ Job Aids for Time Keepers
- ✓ 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

The screenshot shows the Maryland Statewide Personnel System (SPS) Help Center website. The page has a dark red header with the Maryland logo and the text 'DEPARTMENT OF BUDGET AND MANAGEMENT STATEWIDE PERSONNEL SYSTEM'. Below the header is a navigation menu with 'HOME', 'SPS FOR EMPLOYEES', 'SPS FOR MANAGERS', 'HELP CENTER', 'SPS TRAINING', 'NEWS', and 'ABOUT SPS'. The 'HELP CENTER' link is highlighted. Below the navigation menu is a 'Help Center' section with icons for 'Change', 'HR', 'Time', 'Benefits', and 'Reports'. A red arrow points to the 'HR' icon. Below this is a 'Quick Reference' section with links for 'Help Center', 'POSC', 'DBM Home', 'Frequently Asked Questions', and 'Mobile'. Below that is a 'Support' section with a link to 'Shared Services Support' and contact information for support. A red arrow points to the 'Shared Services Support' link.