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

Webinar Date: 9/15/2016; 1pm

Q&A

Can you explain why it is important to put an employee on a LOA rather than just use the zFMLA codes right on the timesheet?

1. Placing an employee on a LOA event in Workday will document that there is an HR approved leave event with a definite begin and end date. These dates are accessible to managers and time keepers. This will help with reporting, because using just the zFMLA codes on the time sheet will not show the LOA approval date range.
2. Communication will be centralized with HR, because the FMLA approved LOA event must initiate by HR.

If a person is on a continuous LOA event in Workday, but the entire date range cannot be captured because of the 7 day increment, do you put the person on Intermittent Time Off Approval Range for the remaining days?

Please reference the Denzel Washington scenario from the [Processing Leave of Absence Events - Cause and Effect with Time Sheets](#) webinar from 9/15/2016.

Denzel's LOA is a true continuous event and not an intermittent LOA. Because of the 7 day increment, the 8th day could not be included in the LOA event. It has to be captured on the time sheet using the zFMLA code. The approval date range for this event was included in the Comments section of the HR LOA event. The *Place Employee on Leave – 7 Day Increment Requirement* job aid provides further instructions.

Note: The "intermittent" has been removed from all zFMLA time off codes.

What do you put on the timesheet for intermittent unpaid?

Please refer to the [Leave of Absence and Corresponding Time Off Codes Chart](#). The only LOA event that is an unpaid Intermittent leave is the FMLA intermittent. Under the Workday Instructions column, it states to use Paid>Intermittent time Off Approval range. Then, communicate to the time keepers, manager and employee to use zFMLA Leave without pay.

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

Webinar Date: 9/15/2016; 1pm

Q&A

How do you handle someone who doesn't have enough leave to cover them for the entire amount of time they take off?

The person will be entered in Workday by HR using two LOA events. The first one will paid. Then, they will be returned from the paid leave. The second LOA event will be entered as Unpaid starting on the day they exhaust the paid leave.

What is the result if the employee is on the IWIF LOA and they also code a timesheet with IWIF leave and have it approved?

If the IWIF Approved Accident Leave time off code is used on the time sheet for the same date range that HR placed the person on a Paid>IWIF Approved Accident leave, then the IWIF 6 months of entitlement will be decremented twice. Use the View Leave Results and the Time Off and Requested Leave tab to determine if the IWIF Approved Leave time off code was used for the same date range that the person was placed on IWIF LOA.

If you have an employee who only needs one day of IWIF Approved Accident leave, then do we still do an LOA event in Workday, or can we just use the time sheet for the one day as IWIF Approved Accident leave time off code?

Ideally, the LOA event should be entered in Workday to document that only one day was approved, and the time sheet for that day must be blank, i.e. do not use a time off code.

What is the minimum number of days that constitutes continuous LOA, and how soon does HR have to place the person on a LOA event?

A continuous LOA event is dependent upon the medical documentation and whether or not the event can be entered in Workday based on the 7 day increment. The LOA event needs to be entered in Workday as soon as the paperwork is approved. The longer the delay, the more issues will arise related to the time sheet and pay.

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

Webinar Date: 9/15/2016; 1pm

Q&A

---

zFMLA codes have been available for staff to use since go-live. Is the system now going to restrict the use to employees who only have FMLA LOA entered on their workday profile?

As of now, no. But we will inform you if this changes.

As HR, once I place an employee on a continuous period of time for FMLA (paid), does the manager still have to submit the timesheet using the FMLA code?

Please refer to the chart for Paid FMLA on the [Leave of Absence and Corresponding Time Off Codes Chart](#). The last two columns explain how the time sheet should be coded.

If a person was on an IWIF Approved Accident that got exhausted, and is now on Temporary Total Disability leave, does HR return the person from the IWIF Approved Accident leave to end that event, and then place the person on Temporary total Disability leave to start that event in Workday?

Yes…you got it!

Will there be a validation that will alert us when the FMLA bucket is almost exhausted? For instance, a notification that a person only has 80 hours remaining?

There is a validation that will tell you when the person completely exhausted the FMLA entitlement bucket. But there is no notification that the person is close to exhausting the entitlement. However, you can track how much has been used by utilizing the View Leave Results and the SPMS Workers on Leave report.

Can HR retro a leave of absence event for an employee who was out continuously and has returned to work?

You can retro a leave of absence event. However, please be mindful of the time sheets for the time the person was on leave, but was not entered in Workday. HR, timekeepers, payroll and the manager need to communicate to determine if any adjustments to a person's pay needs to be done. You will also need to process the employee's and "return" event so that the employee's pay will not be affected.