



OWLS TO WORKDAY CROSSWALK JOB AID

THIS JOB AID ASSOCIATES THE CONCEPTS FROM THE ONLINE WORK/LEAVE SYSTEM (OWLS) TO THOSE SAME CONCEPTS IN WORKDAY. NOTE: IT IS RELEVANT ONLY TO SICK AND VACATION ACCRUING STAFF ON CAMPUS.

CODE CROSSWALK

OWLS Code	OWLS Time Off Type Name	WD Time Off Type Name	WD Reason Codes (used only as necessary when a time off is for a specific reason or entitlement)
A	Annual Leave	Vacation Time Off	Family Care Act Spouse of Service Member Call Up Union Related Activities Workers Compensation
AC	Annual Leave - Child Care Emergency	Vacation Time Off	Family Care Emergency (non-illness)
AF	Annual Leave - FMLA	Vacation Time Off + Tracking Time Off - FMLA	
B	Bereavement Leave	Bereavement Time Off	
C	Civil Leave	Civil Duty Time Off	
CA	Comp Time Accrued (1.5 rate)	No entry needed in Absence (automatically calculated from work hours entered through Time Tracking)	
CAD	Comp Time Accrued (2.0 rate)	No entry needed in Absence (automatically calculated from work hours entered through Time Tracking)	
CAS	Comp Time Accrued (1.0 rate)	No entry needed in Absence (automatically calculated from work hours entered through Time Tracking)	
CU	Comp Time Used	Compensatory Time Off	Family Care Act Spouse of Service Member Call Up Union Related Activities Workers Compensation
CUE	Comp Time Used - Child Care Emergency	Compensatory Time Off	Family Care Emergency (non-illness)
CUF	Comp Time Used - FMLA	Compensatory Time Off + Tracking Time Off - FMLA	
CYL	Cyclic Yearly Leave	Cyclic Yearly Time Off	
D	Discretionary Leave Used	Discretionary Time Off	Family Care Act Family Care Emergency (non-illness) Spouse of Service Member Call Up Union Related Activities Workers Compensation
DF	Discretionary Leave Used - FMLA	Discretionary Time Off + Tracking Time Off - FMLA	

DP	Overtime Worked & Paid (2.0 rate)	No entry in Absence - Time entry and calculations through Time Tracking only	
HA	Holiday Credit Accrued (1.0 rate)	Automatically accrued - no entry needed	
HP	Holiday Time Worked & Paid Out	No entry in Absence - Time entry and calculations through Time Tracking only	
HU	Holiday Credit Used	Holiday Credit Time Off	Family Care Act Spouse of Service Member Call Up Union Related Activities Workers Compensation
HUE	Holiday Credit Used - Child Care Emergency	Holiday Credit Time Off	Family Care Emergency (non-illness)
HUF	Holiday Credit Used - FMLA	Holiday Credit Time Off + Tracking Time Off - FMLA	
	(Currently no entry made on the holiday)	Holiday Taken Time Off	
L	Leave Without Pay	Unpaid Time Off	Conscience Family Care Emergency (non-illness) Spouse of Service Member Call Up Union Related Activities Workers Compensation
LF	Leave Without Pay - FMLA	Unpaid Time Off + Tracking Time Off - FMLA	
M	Military Leave with Pay	Military Training Paid Time Off	
MWO	Military Leave Without Pay	Military Unpaid Time Off	
OP	Overtime Worked & Paid (1.5 rate)	No entry in Absence - Time entry and calculations through Time Tracking only	
PH	Personal Holiday	Personal Holiday Time Off	Family Care Act Family Care Emergency (non-illness) Spouse of Service Member Call Up Union Related Activities Workers Compensation
PHF	Personal Holiday - FMLA	Personal Holiday Time Off + Tracking Time Off - FMLA	
S	Sick Leave	Sick Time Off	Family Care Act Spouse of Service Member Call Up Workers Compensation
SC	Sick Leave - Child Care Emergency	Sick Time Off	Family Care Emergency (non-illness)
SF	Sick Leave - FMLA	Sick Time Off + Tracking Time Off - FMLA	
SH	Shared Leave Used	Shared Leave Time Off	
SHF	Shared Leave Used - FMLA	Shared Leave Time Off + Tracking Time Off - FMLA	

SP	Overtime Worked & Paid (1.0 rate)	No entry in Absence - Time entry and calculations through Time Tracking only	
W	Hours Worked	No entry in Absence - Time entry and calculations through Time Tracking only	
SLU	Shore Leave Used	Shore Time Off	
SOA	Sea Overtime Worked & Accrued (x 1.725)	No entry needed in Absence (automatically calculated from work hours entered through Time Tracking)	
SOP	Sea Overtime Worked & Paid (x 1.725)	No entry in Absence - Time entry and calculations through Time Tracking only	
WS	Shore Leave Accrued	No entry needed in Absence (automatically calculated from work hours entered through Time Tracking)	
OSA	Sea Overtime Worked & Accrued (x 1.725)	No entry needed in Absence (calculated from work hours entered through Time Tracking)	
OSP	Sea Overtime Worked & Paid (1.725)	No entry in Absence - Time entry and calculations through Time Tracking only	
SBL	School Break Leave	School Break Time Off	
SW	Sea Worked	No entry in Absence - Time entry and calculations through Time Tracking only	
		Release Time Off - Union Bargaining Participant	
		Release Time Off - Union Related Activities	
		Personal Holiday Time Off - Shared Leave Donation	
		Personal Holiday Time Off - Organ Donor Donation	
		Sick Time Off - Shared Leave Donation	
		Sick Time Off - Organ Donor Donation	
		Vacation Time Off - Shared Leave Donation	
		Vacation Time Off - Organ Donor Donation	
		Sick Time Off - AAIP Cashout	
		Suspended Operations Time Off	

PROFILE CHANGES

IN OWLS

Record Begin Date	
Date this online work/leave record begins. (mm/dd/yyyy)	11/15/2015
Appointment Specific Dates	
Anniversary Date <input type="checkbox"/> (mm/dd/yyyy) Start date of current period of continuous state service in a regular, monthly-paid position.	12/16/2002
UW Hire Date (mm/dd/yyyy) Start date of current period of continuous UW service in a regular, monthly-paid position.	12/16/2002
Leave Without Pay Adjustments	
Has this employee ever had a month where leave without pay exceeded 10 days since the anniversary date (12/16/2002)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of months employee did not accrue annual leave due to Leave Without Pay exceeding 10 days.	2 months

OWLS	WORKDAY
Record Begin Date	N/A
Anniversary Date	Edit Service Dates: Time Off Service Date
UW Hire Date	Edit Service Dates: Company Service Date
Leave Without Pay Adjustments	Workday will automatically adjusts months of service. In cases where adjustments are necessary, contact the ISC.

SCHEDULE/FTE/SVC PERIOD CHANGES

IN OWLS

Service Period																		
Effective Date Range	Service Period (Months) <input type="button" value="Edit"/>																	
11/15/2015 - 12/31/9999	12																	
Work Schedule																		
Effective Date Range	Start Work Week	Scheduled Hours Per Day <input type="button" value="Edit"/>																
11/15/2015 - 12/31/9999	Sun 12:00 AM	<table border="1"> <tr> <td></td> <td>SUN</td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> </tr> <tr> <td>Week 1</td> <td>0</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>0</td> </tr> </table>		SUN	MON	TUE	WED	THU	FRI	SAT	Week 1	0	8	8	8	8	8	0
	SUN	MON	TUE	WED	THU	FRI	SAT											
Week 1	0	8	8	8	8	8	0											
FTE																		
Effective Date Range	FTE % <input type="button" value="Edit"/>																	
11/15/2015 - 12/31/9999	100																	

IN WORKDAY

OWLS	WORKDAY
Service Period	Change Organization Assignments
Work Schedule	Assign Work Schedule <i>Time/Absence Initiate</i>
FTE	Change Job <i>HCM Initiate 2</i>

BALANCE CHANGES

IN OWLS

- Annual Attendance Incentive Program (Sick Leave)
 - Audit Note
 - Discretionary Leave
 - Days Granted
 - Hours Forfeited
 - L&I Buyback
 - Annual Leave
 - Sick Leave
- Overpayment Repayment (Annual Leave)
 - Prior Service Credit
 - Setup Correction
 - Annual Leave
 - FMLA
 - Holiday Credit
 - Military Leave
 - Personal Holiday
 - Shared Leave
 - Sick Leave
 - Shared Leave Donation
 - Annual Leave
 - Personal Holiday
 - Sick Leave
 - Shared Leave Donation Return
 - Annual Leave
 - Sick Leave
 - Shared Leave Recipient
 - Shared Leave Received
 - Shared Leave Returned

OWLS	WORKDAY
Annual Attendance Incentive Program (Sick Leave)	Employee requests in Workday through Request Absence in the month of January
Audit Note	N/A
Discretionary Leave (Days Granted/Hours Forfeited)	Contact ISC through UW Connect to transact
L&I Buyback (Annual Leave/Sick Leave)	Risk Services coordinates with ISC to transact reinstatement
Overpayment Repayment (Annual Leave)	Department will coordinate with ISC
Prior Service Credit	Prior Service Credit request form is reviewed by Campus HR Operations, who will transact balance and other adjustments as appropriate
Setup Correction (Annual Leave/FMLA/Holiday Credit/Military Leave/Personal Holiday/Shared Leave/Sick Leave)	Contact ISC through UW Connect if a converted balance needs to be corrected
Shared Leave Donation (Annual Leave/Personal Holiday/Sick Leave)	Employee requests in Workday to donate hours using the Request Absence business process using the time off types specific to donations.
Shared Leave Donation Return (Annual Leave/Sick Leave)	Campus HR Operations will transact any shared leave balance adjustments as appropriate
Shared Leave Recipient (Shared Leave Received/Shared Leave Returned)	Campus HR Operations will transact any shared leave balance adjustments as appropriate