ADVANCED ABSENCE – TIME OFFS

WORKDAY TRAINING WEBINAR – NOVEMBER 9, 2017

UNIVERSITY of WASHINGTON
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WELCOME TO ADVANCED WORKDAY TRAINING

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WEBINAR WARMUP
A FEW NOTES ON OUR ZOOM MEETING TOOL

The primary menu bar lets you:

– Muting/unmuting yourself – By default, all participants are set to mute.
– Sharing/not sharing your webcam.
– Chatting in questions for the webinar.
– Please do not record our session today. The ISC team is recording and we will post on the ISC Training page once available.
CHANGE YOUR ZOOM NAME

By default, Zoom will use your netid as your screen name. So that we can easily communicate whose chat questions we are responding to throughout the session, please select the *Rename* button next to your name.

Enter your name if you are participating independently, or your unit/department name if you are attending as a group.
WEBINAR POLL – RESPOND IN ZOOM

WEBINAR ATTENDANCE
Did you attend last week’s webinar for Advanced Work Schedules & Time Tracking?
– Yes
– No

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TRAINING AGENDA & GOALS
TODAY’S AGENDA

• Webinar warm-up
• Training goals
• Recap from Workday Fundamentals course
• Advanced concepts and demos
• Q&A

1. Request Absence
   • Leave vs. Time Off
   • Cancel a Leave Request

2. Time Offs and Related Concepts
   • Months of Service and Time Off Service Date
   • Time Off Results By Period
   • Accruals and Forfeitures
   • Employee Job Changes – Impacts to Time Offs
   • UW Alerts for Vacation Time Off

3. Time Offs and Payroll
   • Time Off Information on Workday Payslips
CONTINUOUS LEARNING

• Informal learning...
  – Most of you already hold support roles for your Supervisory Organizations
    ▪ Time & Absence Initiate
    ▪ Time & Absence Approver
    ▪ HR/Academic Partner

• Formal learning...
  – You have attended Workday Fundamentals course as in-person training.
  – Today’s session will review additional advanced content that tackles common questions from your units
WEBINAR POLL – RESPOND IN ZOOM

SECURITY ROLES
1. Which of the following security role(s) do you hold? Select all that apply. (Multiple choice)
   - Time & Absence Initiate (47/57) 82%
   - Time & Absence Approver (25/57) 44%
   - HR/Academic Partner (18/57) 32%
   - Other (e.g. HCM Initiate 2, Costing Allocation Coordinator) (40/57) 70%

WORKDAY TRAINING
2. When did you attend your most recent training for HR/Academic Partner, Time & Absence Initiate or Time & Absence Approver?
   - Prior to Workday’s launch (June 27, 2017) (44) 77%
   - After Workday’s launch (June 27, 2017) (13) 23%
   - NA. I do not hold any of these security roles. (0) 0%

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AFTER THIS COURSE I WILL...

• Recognize common mistakes and can respond to questions within my unit.

• Understand Workday functions I may need to use on an ad-hoc basis to support certain scenarios that come up in my unit.

• Share knowledge of advanced Workday concepts and best practices with colleagues.
REQUEST ABSENCE – LEAVE VS. TIME OFF
ABSENCES - LEAVE VS. TIME OFFS

1. How comfortable do you feel in supporting your employees when they Request Absences for Leaves versus Time Offs in Workday?

- **1 - Very uncomfortable.** I do not understand the differences between Leaves versus Time Offs and do not know how to support my employees. (1) 2%

- **2**

- **3 - Somewhat comfortable.** I am aware of some of the differences between Leaves versus Time Offs and somewhat know how to support my employees. (29) 49%

- **4**

- **5 - Very comfortable.** I understand the differences between Leaves versus Time Offs and know how to support my employees. (7) 12%
WEBINAR POLL – RESPOND IN ZOOM

ABSENCES - LEAVE VS. TIME OFF

2. Which employee populations currently eligible for Leaves of Absence and Time Offs do you support? Select all that apply:

- Staff
- Faculty
- Librarians

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REQUEST ABSENCE – LEAVE VS. TIME OFF

• **Time Offs** are used for most absences in Workday and can affect Payroll (e.g. Sick, Vacation, Personal Holiday, Unpaid)
  – Entered for any time where the Employee did not work when normally scheduled
  – Some Time Offs do not affect payroll. E.g. Tracking Time Off-FMLA tracks FMLA entitlements.

• **Leaves** (noted with **LOA** in the title) are used for absences that are considered a long term absence from work, typically greater than two weeks.
  – Includes absences that may qualify for the Family and Medical Leave Act (FMLA), Disability Leave, or Parental Leave.
  – Leaves (with the exception of Summer Hiatus Leave and Sabbatical) **do not affect an employee’s pay.** All non-payroll leaves will need an accompanying Time Off request.
REQUEST ABSENCE – LEAVE VS. TIME OFF

• Leaves and Time Offs are requested by the employee via the same Request Absence process. Once requested, all Leaves and Time Offs display on the employee’s Absence Calendar.

• Employees who are not familiar with the differences are incorrectly selecting a Leave instead of Time Off.
  – For example, when the employee types in “Sick,” they are presented with 4 different options.
Once an Absence Request for Leave is Submitted, it will be routed for approvals based on the LOA type selected.

- For **Staff**, the leave request may route to the Manager, Absence Office Partner, or UWHR.
- For **Academic Personnel**, the leave request may route to Academic Partner, Academic Chair/Chair’s Delegate & Academic Dean/Dean’s Delegate, or AHR.

As long as the Leave Request is still in an **In Progress** state, the HR/Academic Partner can Cancel.

View the **Cancel Absence Request – Leave of Absence Quick Guide** in the Resources page on the ISC website.

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TIME OFFS AND RELATED CONCEPTS
TIME OFF SERVICE DATE AND MONTHS OF SERVICE
WEBINAR POLL – RESPOND IN ZOOM

TIME OFF SERVICE

How comfortable do you feel in your understanding and ability to support your employees when viewing Time Off Service Dates and Months of Service?

- **1 – Very uncomfortable.** I do not know what these terms mean and I do not know how to support my employees.

- **3 – Somewhat comfortable.** I somewhat understand these terms and how they are reflected in Workday, I can view these details in Workday, and I somewhat know how to support my employees.

- **5 – Very comfortable.** I understand how Time Off Service Date and Months of Service are reflected in Workday, I can view these details in Workday, and I know how to support my employees.
TIME OFF SERVICE DATE

- **Time Off Service Date** is equivalent to the WA State Anniversary Date.
  - For most staff, this date is populated based on the employee’s last hire date in a sick/vacation accruing position.
  - Examples where the Time Off Service Date is different from the last Hire Date include:
    - Employee comes from another WA state agency without a break in service.
    - Employee was previously in an ineligible position but then later changed jobs into an eligible position.
    - Employee was previously in an eligible position but then later changed jobs into an ineligible position.
  - Workday uses this date to:
    - Drive the automatic forfeitures and email alerts associated to Vacation Time Off above 240 hours for classified employees.
    - Drive the first posting of the Personal Holiday Time off accruals for staff.
      - Post on Time Off Service date for CNU employees
      - Post 4 months after Time Off Service Date for all other eligible employees.
MONTHS OF SERVICE – TIME OFF ACCRUAL RATES

• **Months of Service** is used in identifying the Vacation Time Off accrual rate an employee is eligible for.
  – Visit the [UWHR Time offs, leaves & holidays page](#) for more information on eligibility and accruals rates.

• Workday begins counting Months of Service as of the last break in service and automatically takes into account UW policy around hire dates.
  – If hire date in eligible position is between the 1st – 15th of the month, then on the last day of month in which the employee started, Workday will count 1 month of service for the employee.
  – If hire date in eligible position is between the 16th – last day of the month, then on the last day of month in which the employee started, Workday will count 0 months of service for the employee.
DEMO – TIME OFF SERVICE DATE

• Scenario: 100 % FTE
  – Time Off Service Date is visible via Worker Profile Actions > Worker History
    ▪ View My Service Dates – Will display for Time & Absence Initiate, Employee
    ▪ View Service Dates – Will display for HR/Academic Partner, HCM Initiate 2
  – Time Off Service Date is 11/28/2005
DEMO – MONTHS OF SERVICE

• Scenario: 100 % FTE, Contract Classified
  – Months of Service is visible via Worker Profile > Time Off > UW – Months of Service tab and “posts” on the last day of the month.
  – NOTE: The last column is applicable to employees with Prior WA state service credit.
    ▪ Vacation accrual rate is based on length of service. Therefore, an employee's accrual rate may increase if your prior state employment time is added.
    ▪ The employee must have at least 48 months of qualifying state employment (combined current and previous) before an adjustment to the vacation accrual rate is put into effect.
DEMO – MONTHS OF SERVICE (CONT.)

- Scenario: 100 % FTE, Contract Classified
  - If hire date in eligible position is between the 16th – last day of the month, then on the last day of month in which the employee started, Workday will count 0 months of service for the employee.
  - Hire Date = 11/28/2005
    - Nov 2005: 0 Months of Service; Dec 2005: 1 Month of Service; Dec 2006: 13 Months of Service
    - Nov 2016: 11 years = 132 Months of Service
    - Oct 2017: 11 years, 11 months= 143 Months of Service
    - As of today, November 9, 2017 Months of Service is still 143. The 144th Month of Service will not post until November 30, 2017.

<table>
<thead>
<tr>
<th>2005/2006</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months of Service:</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 (11 years) / 2017</td>
<td>Nov</td>
<td>Dec</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
<td>Jul</td>
<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
</tr>
<tr>
<td>Months of Service:</td>
<td>132</td>
<td>133</td>
<td>134</td>
<td>135...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>143</td>
</tr>
</tbody>
</table>
TIME OFF ACCRUALS
WEBINAR POLL – RESPOND IN ZOOM

TIME OFF ACCRUALS IN WORKDAY

How comfortable do you feel in your understanding and ability to support your employees?

- 1 – Very uncomfortable. I do not understand how Time Off accruals are reflected in Workday, I do not understand how to view Time Off accruals in Workday, and I do not know how to support my employees.

- 3 – Somewhat comfortable. I somewhat understand how Time Off accruals are reflected in Workday, I can view Time Off accruals in Workday, and I somewhat know how to support my employees.

- 5 – Very comfortable. I understand how Time Off accruals are reflected in Workday, I can view Time Off accruals in Workday, and I know how to support my employees.

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PAYROLL TIME OFFS – ACCRUALS & FORFEITURES

- Workday will automatically post Payroll Time Off accruals and will process certain forfeitures for eligible employees. Visit the UWHR Time offs, leaves & holidays page for more information on eligibility and accrual rates.
  - **Compensatory Time Off** – Accrual posts at the beginning of the workweek in which it was accrued. This accrual will not post until the timesheet where the Compensatory Time Accrual was calculated has been approved.
  - **Holiday Credit Time Off** – Accrual posts the day of the Holiday for all workers in the First Shift. For employees assigned to all other Work Shifts, the accrual posts the day prior to the Holiday to accommodate the Midnight Divide.
  - **Personal Holiday Time Off** – After the initial accrual based on eligibility and Time Off Service Date, all subsequent accruals post at the start of each calendar year on January 1.
    - Personal Holiday Time Off is automatically forfeited if not used or donated by December 31.

*Accruals are driven by FTE and pro-rated for employees less than 100%.
PAYROLL TIME OFFS – ACCRUALS & FORFEITURES (CONT.)

– **Vacation Time Off** *– Accrual is based on Months of Service and posts on the last calendar day of the month, but it cannot be used until the first of the next month.
  - For Classified Staff, any Vacation Time Off in excess of 240 hours is automatically forfeited on the Time Off Service Date in Workday (Anniversary Date). A UW Email Alert is sent to employees approaching the maximum.

– **Sick Time Off** *– Accrual posts on the last calendar day of the month but it cannot be used until the first of the next month. Initial accrual is based on Time Off Service Date.
  - If Time Off Service Date is 1\textsuperscript{st}-15\textsuperscript{th} of the month, initial accrual posts on the last calendar day of that same month.
  - If Time Off Service Date is 16\textsuperscript{th}-last day of the month, the employee does not accrue hours for that month and initial accrual posts on the last calendar day of the following month.
  - All full-time staff earn 8 hours of Sick Time Off per month, no matter the employment program and months of service.

*Accruals are driven by FTE and pro-rated for employees less than 100%.*
## PAYROLL TIME OFFS - ACCRUALS & FORFEITURES (SUMMARY)

Workday will automatically post Payroll Time Off accruals and will process certain forfeitures for eligible employees. Visit the [UWHR Time offs, leaves & holidays page](#) for more information on eligibility and accrual rates.

<table>
<thead>
<tr>
<th>Time Off Type</th>
<th>Prorated by FTE</th>
<th>Accrual Timing</th>
<th>Auto-Forfeiture</th>
<th>Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensatory Time Off</td>
<td>No</td>
<td>Accrual posts at the beginning of the workweek in which it was accrued. This accrual will not post until the timesheet where the Compensatory Time Accrual was calculated has been approved.</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Holiday Credit Time Off</td>
<td>Yes</td>
<td>Accrual posts the day of the Holiday for all workers in the First Shift.¹</td>
<td>None</td>
<td>¹ For employees assigned to all other Work Shifts, the accrual posts the day prior to the Holiday to accommodate the Midnight Divide.</td>
</tr>
<tr>
<td>Personal Holiday Time Off</td>
<td>Yes</td>
<td>After the initial accrual based on eligibility and Time Off Service Date, all subsequent accruals post on January 1.</td>
<td>January 1</td>
<td>Workday will automatically forfeit Personal Holiday Time Off at midnight on January 1 if not used or donated by December 31</td>
</tr>
<tr>
<td>Vacation Time Off</td>
<td>Yes</td>
<td>Accrual posts on the last calendar day of the month, but it cannot be used until the first of the next month.</td>
<td>Yes, for Classified Staff ²</td>
<td>² For Classified Staff, any Vacation Time Off in excess of 240 hours is automatically forfeited on the Time Off Service Date in Workday.</td>
</tr>
<tr>
<td>Sick Time Off</td>
<td>Yes</td>
<td>Accrual posts on the last calendar day of the month, but it cannot be used until the first of the next month.</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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TIME OFF ACCRUALS – TIME OFF RESULTS BY PERIOD

• The Workday delivered report, Time Off Results By Period, can be used to view an employee’s accrued and paid Time Offs.
  – Year To Date values will display differently, based on employment program
  – Helpful to review per period data
  – The report can be accessed from the Worker Profile via Actions > Time and Leave > View Time Off Results By Period
Scenario
- 100% FTE, Professional Staff
- Time Off Service Date is 9/1/2010
- As of today, 11/9/2017, Months of Service is 86
- New Vacation Time Off accrual for 8th year/Month 85 was posted on 9/30/2017

For Professional Staff Employees, based on Calendar Year (For 2017 only, as of June)
**DEMO – TIME OFF ACCRUALS – TIME OFF RESULTS BY PERIOD**

**Classified Staff Example:**
- **100% FTE**
- **Time Off Service Date is 11/3/2005**
- **Beginning Year Balance resets at midnight on 11/3/2005**
  - 8 hours of Vacation Time Off on 11/3/2017 is not reflected in the Beginning Year Balance but is included in Time Off Paid in Period
- **This employee also had an automatic forfeiture of 57.71 Vacation Time Off hours at midnight on 11/3/2017**

### Time Off Results by Period

<table>
<thead>
<tr>
<th>Balance Period</th>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Position</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Time Off Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Time-Off Paid in Period</th>
<th>Carrying Forward Period Balance</th>
<th>Ending Period Balance Including Pending Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2017 - 06/30/2017 (UW Monthly)</td>
<td>Vacation Time Off Plan (hours)</td>
<td>Hours</td>
<td>PN-0041558 MAINTENANCE MECHANIC 2, RE3B Building</td>
<td>341.01</td>
<td>61.36</td>
<td>129</td>
<td>527.03</td>
<td>15.34</td>
<td>40</td>
<td>0</td>
<td>282.37</td>
</tr>
<tr>
<td>10/01/2017 - 10/31/2017 (UW Monthly)</td>
<td>Vacation Time Off Plan (hours)</td>
<td>Hours</td>
<td>PN-0041558 MAINTENANCE MECHANIC 2, RE3B Building</td>
<td>341.01</td>
<td>76.7</td>
<td>129</td>
<td>282.37</td>
<td>15.34</td>
<td>0</td>
<td>0</td>
<td>297.71</td>
</tr>
<tr>
<td>11/01/2017 - 11/30/2017 (UW Monthly)</td>
<td>Vacation Time Off Plan (hours)</td>
<td>Hours</td>
<td>PN-0041558 MAINTENANCE MECHANIC 2, RE3B Building</td>
<td>240</td>
<td>15.34</td>
<td>8</td>
<td>297.71</td>
<td>15.34</td>
<td>0</td>
<td>0</td>
<td>247.34</td>
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<tr>
<td>12/01/2017 - 12/31/2017 (UW Monthly)</td>
<td>Vacation Time Off Plan (hours)</td>
<td>Hours</td>
<td>PN-0041558 MAINTENANCE MECHANIC 2, RE3B Building</td>
<td>240</td>
<td>30.68</td>
<td>8</td>
<td>247.34</td>
<td>15.34</td>
<td>0</td>
<td>0</td>
<td>262.68</td>
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<tr>
<td>01/01/2018 - 01/31/2018 (UW Monthly)</td>
<td>Vacation Time Off Plan (hours)</td>
<td>Hours</td>
<td>PN-0041558 MAINTENANCE MECHANIC 2, RE3B Building</td>
<td>240</td>
<td>46.02</td>
<td>8</td>
<td>262.68</td>
<td>15.34</td>
<td>0</td>
<td>0</td>
<td>278.02</td>
</tr>
</tbody>
</table>

**For Classified Staff Employees, based on Time Off Service Date (as of 12:00am)**

**For Classified Staff Employees, based on Time Off Service Date Month**
JOB CHANGES – IMPACTS TO TIME OFFS
WEBINAR POLL – RESPOND IN ZOOM

JOB CHANGES – IMPACTS

How comfortable do you feel in your understanding of job changes in Workday and their impacts to time offs?

- 1 – Very uncomfortable. I do not understand how job changes might impact Time Offs in Workday and do not know how to support my employees. (7) 12%

- 3 – Somewhat comfortable. I am aware of some of the impacts job changes might have on Time Offs and somewhat know how to support my employees. (30) 51%

- 5 – Very comfortable. I understand how job changes impact Time Offs in Workday and know how to support my employees. (6) 10%
EMPLOYEE JOB CHANGES – IMPACTS TO TIME OFF ACCRUALS

A change in an employee’s job may impact time off accruals, such as Vacation Time Off.

- If a change results in a different accrual rate, Workday will use the higher rate when posting the accrual at the end of the month.
  - Example – Change in Employment Program: If CNU employee with 25 months of service moves to an exempt professional staff position, she will accrue 11.34 hours (the higher, pro staff rate) in the month the change is effective.

- If only the employee’s FTE changes, then Workday will calculate the Average FTE percent based on the higher FTE from the 1st-15th of the month and the higher FTE from the 16th-last day of the month. This Average FTE is used to calculate the accrual for the month the change is effective.
  - Example: Exempt Professional Staff employee has an FTE Change of 80% to 50% effective December 16, Workday will calculate 65% as the Average FTE and this will be used to calculate the accruals in the month the change is effective.
A change in an employee’s FTE may also impact time off usage. If an employee has proactively requested Time Off or if a Retro FTE Change is completed, all affected Time Off entries should be reassessed after the FTE Change is completed and should be corrected to reflect the eligible hours based on new FTE.

- This applies to any time off with usage rules based on FTE: Holiday Credit, Holiday Taken, Personal Holiday, Sick Time, & Vacation Time Offs
- If the corrections are not made, this may result in Leave Without Pay for any Time Off approved in excess of the employee’s available balance.
### DEMO – FTE CHANGE AND IMPACT TO TIME OFF ACCRUALS

- **Scenario:** 80% FTE changes to 50% FTE effective Monday, 10/30
  - **Vacation Time Off Accrual** on 10/31 is based on the Average FTE:
    - higher FTE from the 1st-15th of the month is 80%
    - and the higher FTE from the 16th-last day of the month is 80% (not 50%)
    - Average FTE = 80% = 6.4 hours of Vacation Time Off accrued on 10/31

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DEMO – FTE CHANGE AND IMPACT TO TIME OFF USAGE

Scenario: 80% FTE changes to 50% FTE effective Monday, 10/30

- Any previously entered Time Off for dates as of the job change effective date must be adjusted.
- For example, for Veteran’s day, if no change is made, Workday will assess an approved time off of 6.4 hours. However, since the employee’s FTE as of that date only allows for 5 hours, Leave Without Pay will be applied for the 1.4 hours in excess of what was available to the employee.
Example: FTE Change for a worker is completed and effective on 9/1 to change from 100% to 64% FTE.

• Prior to his FTE Change, the employee recorded 8 hours of Holiday Taken Time Off for Labor Day (9/4).
• The employee’s 9/4 Time Off was not corrected and resulted in Leave Without Pay.
  – Workday assessed an approved time off of 8 hours, but since the employee’s FTE as of 9/4 only allowed for 5.12 hours, Leave Without Pay was applied for the time off hours in excess of what was available to the employee.
• To resolve, the employee’s Time Off will need to be corrected to reflect the hours he is eligible to use based on his FTE. i.e. Reduce from 8 hours to 5.12 hours.
UW ALERTS
UW ALERTS – VACATION TIME OFF

- A set of UW alerts has been configured to help employees and their Time & Absence Approvers manage their Time Offs in compliance with UW policy. These alerts are sent via email on the 1st of each month.
- **Known Issue – In Progress:** We are investigating why these Workday-generated email alerts are not being delivered. For additional details, please review the ISC website post: [240 Hour Alerts for Vacation Time Off – In Progress](#).

<table>
<thead>
<tr>
<th>Alert</th>
<th>Worker Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>240 Hour Limit Approaching</strong></td>
<td>Classified Staff</td>
</tr>
<tr>
<td>- Sent on the 1st of the month if</td>
<td></td>
</tr>
<tr>
<td>the employee’s Vacation Time Off:</td>
<td></td>
</tr>
<tr>
<td>- Current Balance is 200 hours</td>
<td></td>
</tr>
<tr>
<td>- Estimated Balance will be 240</td>
<td></td>
</tr>
<tr>
<td>&amp; greater as of Time Off Service Date</td>
<td></td>
</tr>
<tr>
<td>Alert</td>
<td>Worker Type</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Greater Than 240 Hours of Vacation Time Off</strong></td>
<td></td>
</tr>
<tr>
<td>• Sent if employee’s Vacation Time Off balance as of the 1st of the month is 240 hours or greater.</td>
<td>Professional Staff</td>
</tr>
<tr>
<td></td>
<td>• Employees and managers should plan Vacation time off use so the balance generally does not exceed 240 hours. Upon separation from the University, professional staff employees are paid for Vacation time off balances up to a maximum of 240 hours.</td>
</tr>
<tr>
<td><strong>240 Hours Forfeiture Occurred</strong></td>
<td>Classified Staff</td>
</tr>
<tr>
<td>• Sent on the 1st of the month if the employee’s Vacation Time Off over 240 hours was forfeited on the Time Off Service Date in the prior month.</td>
<td>• Vacation Time Off in excess of 240 hours will be automatically forfeited on the Time Off Service Date.</td>
</tr>
</tbody>
</table>
TIME OFFS AND PAYROLL
WEBINAR POLL – RESPOND IN ZOOM

TIME OFFS AND PAYSLIPS

How comfortable do you feel in supporting your employees in reviewing time off information on the Workday payslips?

- **1 - Very uncomfortable.** I do not understand Time Off information displayed on the Workday payslips and do not know how to support my employees. (1) 2%
- **2** (5) 10%
- **3 - Somewhat comfortable.** I am aware of some of the Time Off information displayed on the Workday payslips and somewhat know how to support my employees. (29) 56%
- **4** (13) 25%
- **5 - Very comfortable.** I understand Time Off information displayed on the Workday payslips and know how to support my employees. (4) 8%

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INTEGRATED SERVICE CENTER
ABSENCES AND PAYROLL

- Time Off types that are passed to payroll will display on the payslip
  - Paid Time Offs will display as Individual line items on the payslip in the **Earnings** Section.
    - A majority of Administrative Time Offs transacted centrally will also display. Example: Vacation Payout (Terminated employees)
  - **Paid Time Off Balances** are also displayed in the payslip.

- Time Off Types that are not passed to payroll will not display on the payslip
  - Tracking Time Offs
EXAMPLE – EMPLOYEE VIEW OF UNPAID TIME OFF ON PAYSHEET

- When an employee views their payslip, Unpaid Time Off is displayed as Leave Without Pay in the Earnings section. The amount is deducted when the net total pay is calculated.
# PAYSLIP – PAID TIME BALANCE

- The Payslip shows a static snapshot of available balance and time off accrued and used during the Pay Period.
  - The example below is for the Pay Period ending 10/15/2017.
- As Time Off usage is dynamic, remember to review the **Balance As Of** section on the Absence Calendar or the **Time Off Results By Period** report for more information.

<table>
<thead>
<tr>
<th>Description</th>
<th>Accrued</th>
<th>Reduced</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensatory Time Off Plan (hours)</td>
<td>0.00</td>
<td>1.00</td>
<td>60.50</td>
</tr>
<tr>
<td>Holiday Credit Time Off Plan (hours)</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Months of Service</td>
<td>0.00</td>
<td>0.00</td>
<td>313.00</td>
</tr>
<tr>
<td>Personal Holiday Time Off Plan (hours)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Prior Service Credit Months of Service</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Time Off Plan - calendar year (hours)</td>
<td>0.00</td>
<td>0.00</td>
<td>56.00</td>
</tr>
<tr>
<td>Suspended Operations Time Off Plan (hours)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Vacation Time Off Plan (hours)</td>
<td>0.00</td>
<td>64.00</td>
<td>42.93</td>
</tr>
</tbody>
</table>
QUESTIONS?
• Use the Chat feature to ask a question. We’ll aggregate the questions and review the most common questions.
RESOURCES

• Contact the ISC:
  – (206) 543-8000
  – ischelp@uw.edu
  – https://isc.uw.edu

• Access Workday:
  – https://wd5.myworkday.com/uw/d/home.html

• User Guides, reference materials, additional resources:
  – https://isc.uw.edu/resources/
  – https://isc.uw.edu/admin-corner/

• Workday Training
  – https://isc.uw.edu/workday-training/

• DUO website:
  – https://identity.uw.edu
WHAT’S NEXT?

• Remember, you can always re-attend Workday Fundamentals for Time & Absence Initiate Training
  – https://isc.uw.edu/workday-training/

• Please complete the Post-Webinar Survey. A post-webinar email will be sent from the ISC Training mailbox with the links to this survey, the recording, and materials from today’s webinar.
THANK YOU