Workday – Timekeeping and Payroll

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OHR

Presented to: HR Directors, Payroll Managers, Program Managers

How Are Timekeeping Processes Changing for DHMH?

What is changing?

The State of Maryland will now use Workday to process (enter, manage, and approve) time and leave.
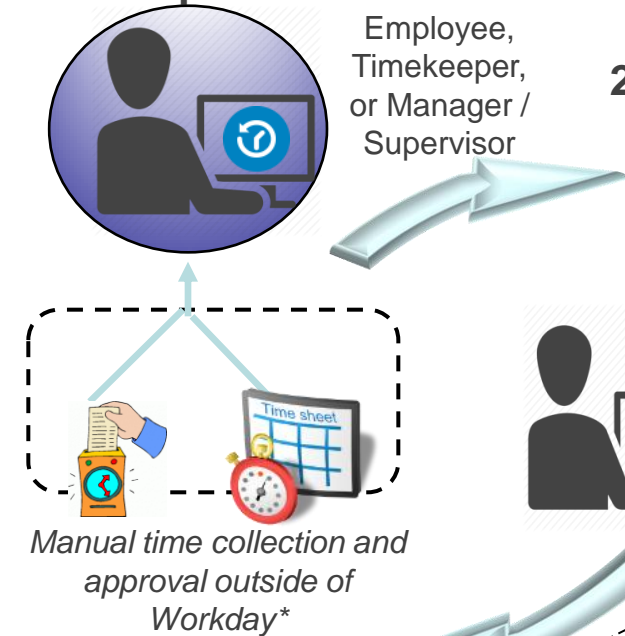
What's staying the same?

The State's rules, regulations and policies have NOT changed. The processing of timekeeping, leave usage and pay calculation is standardized in the Workday system.

Leave earning and usage rules remain the same as stated in COMAR in the State Personnel and Pensions Article.
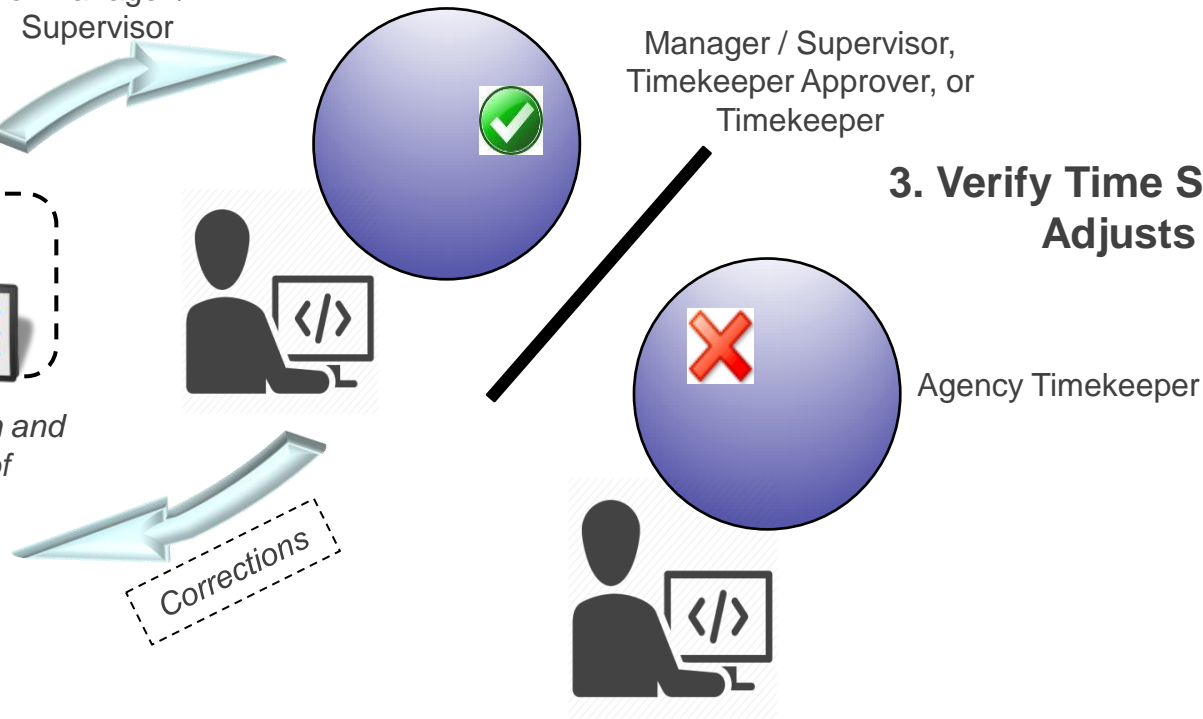
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Timekeeping Process Overview

1. Time Entry & Time Off Request In WD

Employee, Timekeeper, or Manager / Supervisor

Manual time collection and approval outside of Workday*

2. Verify and Approve / Deny

Manager / Supervisor, Timekeeper Approver, or Timekeeper

Corrections

3. Verify Time Submission & Adjusts Time

Agency Timekeeper

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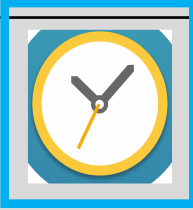
Common Tasks in Timekeeping

The following are some common tasks in Timekeeping for Employees:

	Inbox	Use the Inbox to access tasks that require their attention such as: - Action ("To Do") to review sent to you when time has been submitted on your behalf. - Timesheets or leave requests that were sent back to you for corrections.
	Time Entry and Reporting Time Off	Employees enter time and leave requests in Workday. Corrections can also be made. **Note**: Agency HR staff enter and approve Leave of Absence requests in the system.
	Online Inquiry	View details about your: - Reported time (e.g., time reported and calculated for pay, timesheet status, etc.) and - Leave (e.g., time off requests, leave of absence, leave balances).

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Timekeeping Tasks – Employee
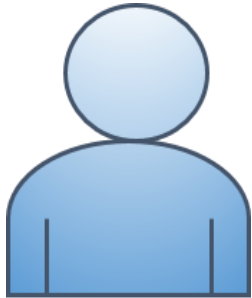
Employee

Key Tasks:

- **Report and view their time**

- **Request, view their time off and time off balances**

- **Correct their time and time off for current and previous pay period**

- View their Leave of Absence requests such as FMLA, Military leave

- View their bonus and onetime payment history

- View their Gross Pay amount with calculations

Employees will enter their own time and time off in Workday , UNLESS they have been assigned a timekeeper in a 24/7 Facility.

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Who Enters and Submits Timesheets/Time Off Requests and When

Employees
Employees will enter their own time and time off in Workday

Employee's Manager/Supervisor
When the employee is not able to enter and submit, their Manager/Supervisor will enter time on their behalf.

Timekeeper
If the employee or the employee's Manager are unavailable the Timekeeper must enter time on behalf of the employee

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Navigating to Timekeeping Tasks

Access timesheets or time off requests sent back to you for correction or access actions to review timesheets entered on your behalf.

Access tasks that allow you to: enter and correct time for a pay period, view timesheets (including status) and submit your timesheets.

Access tasks that allow you to: request time off, view requests made (including status) and view your leave balances.

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The Time Worklet (Time Entry Tasks)

Enter time and corrections. Click the **This Week**, **Last Week** or **Select Week** buttons.

View your reported time on a calendar or details for timesheets you've entered/submitted.

Submit your timesheets.

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Using the Inbox in Timekeeping
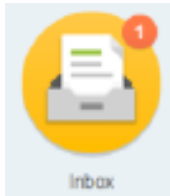
Employees should monitor their Inbox to keep track of:
(1) Timesheets or leave (time off) requests that were sent back to you for corrections.
(2) Items sent to you when time has been submitted on your behalf.
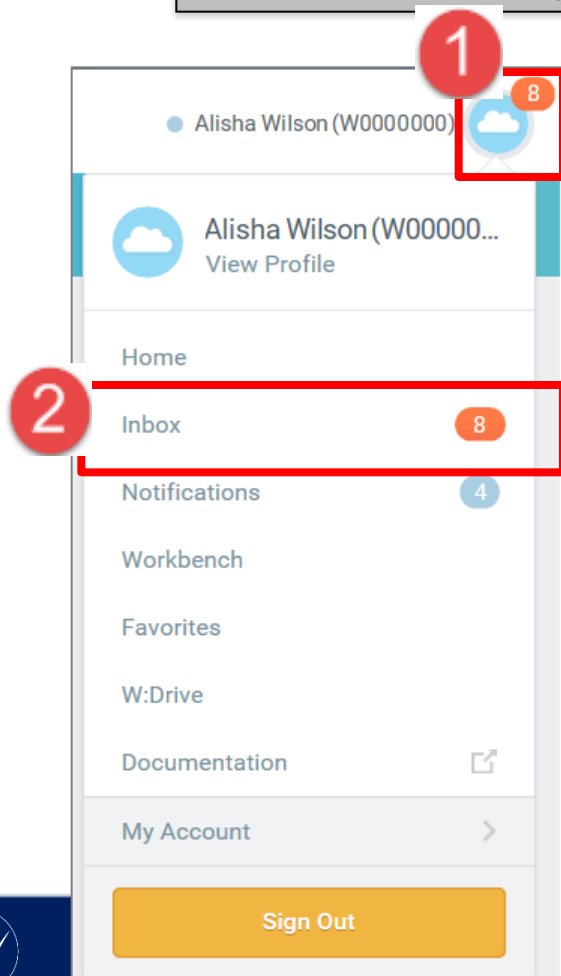
	Workday Object	Action
1	**My Account**	Click the **My Account** icon to access your Inbox
2	**Inbox**	Click the **Inbox** hyperlink to access tasks and events that require your attention

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Actions Received in Your Inbox

Inbox

Workday Object	Action
1 **Actions Tab**	Click the **Actions Tab** to access all items that require your attention. Timekeeping actions will be listed as: • Time Entry • Time Off Request • Review Time • Review Time Off **NOTE**: *Effective Date = Date of Submission*
2 **Archive Tab**	Click the **Archive Tab** to access items that you have already taken action on. **Note**: Items that were completed by other workers assigned the same role in your sup org also show here.

Inbox ① ②

Actions 1   Archive 0

Viewing: All   Sort By: Newest

Review Time: Time Entry: Frost Emma - F (FTT1000) - 82 hours from 01/20/2016 to 02/02/2016
16 minute(s) ago - Effective 02/02/2016

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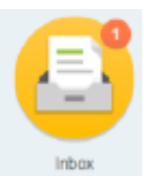
Actions Received for Timesheet and Time Off Requests Events

Events that will be routed to an employee's Inbox will show as **Actions** in the employee' s **Inbox** in Workday.		
Timesheet / Time Off Request Actions		
1	**Time Entry**	Timesheets that are sent back to employee by their supervisor for correction; Displays language, "Sent Back by…."
2	**Time Off Request**	Time Off Requests that are sent back to employee by their supervisor for correction; Displays language: "Sent Back by…."
3	**Timesheets Submitted on Employee Behalf**	Timesheets that have been submitted on the employee's behalf and approved are routed to the employee's Inbox as an action to review the timesheet.
4	**Time Off Requests Submitted on Employee Behalf**	Time Off Requests that have been submitted on the employee's behalf and approved are routed to the employee's Inbox as an action to review the Time Off Request.

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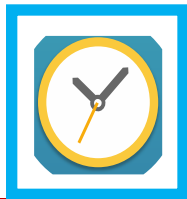
Employees enter time via the **Enter Time** process.

- The **Enter Time** process is used to enter time for employees and contractuals, including:

    - Regular 40 Hour Per Week Employees

    - Cash Overtime Eligible (COE) Employees

    - Compressed / Modified Schedule Employees

    - Part-Time Employees

- Use the online timesheet to enter:

    - Regular work hours and special time (for applicable employees)

    - Intermittent Time Off

- The timesheet can track:

    - Multiple State jobs an employee holds

    - Reported time charged to grants and projects

    - Shift Differentials

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Navigating to the Timesheet (Enter Time Page)

Click the **Time** worklet then select a week to enter time.

New Terminology

Current System / Method

New System (Workday)

Time and Leave Code

Time Type
(Time Entry and Time Off Codes)

Start Time
and End Time

In and Out Time

Includes: Entries on the timesheet.

TIMEKEEPING TESTING SITE

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Enter Time Page – Timesheet Overview

View daily and weekly time totals and pay period week.

Enter time in the rows for each workday

Copy time from a previous week (shortcut)

Enter Time Mike Time (W1111111)

| Total Hours | 40 |
| Week | Nov 18 - 24, 2015 |

| Wed | Thu | Fri | Sat | Sun | Mon | Tue |
| 8 | 8 | 8 | 0 | 0 | 8 | 8 |

Previous Week   Next Week

Wed, 11/18
2 items

⊕	*Time Type	Time Off Reason	In	Out	Out Reason
⊖	✕ Exempts: Regular		08:00 AM	12:00 PM	Ou
⊖	Exempts: Regular		01:00 PM	05:00 PM	Ou

Thu, 11/19
2 items

	Quantity	Unit	Position	Worktags	Comment	Status
	4	Hours				Approved
	4	Hours				Approved

Fri, 11/20

Next   Auto-fill from Prior Week   Cancel

Navigating to the Submit Time Page

Click the **Time** worklet then click the **Submit** button.

Click to submit your timesheet.

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Only one pay period of reported time can be submitted at a time.

Submit Time

The following periods contain unsubmitted time

- ○ Jan 6 - 19, 2016 (40 Hours)
- ○ Jan 20 - Feb 2, 2016 (80 Hours)

Select a pay period to submit.
Note: More than one can be listed here. You can only select and submit one pay period at a time.

Click to submit selected pay period time.

OK   Cancel

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Submit Time Page

Submit Time

Submission of this electronic form constitutes your signature to the form with all the legal effect of any other signature by you. By electronically signing this form, you are attesting to the accuracy of the information contained therein and that submission is authorized by you in your official capacity.

Following date range will be submitted for approval.

October 28 - November 10, 2015 : 80 Hours Total

Total for October 28 - November 10, 2015

Regular	80
Comp Earned	0
Shift Diff	0
Holiday/Emergency	0
Time Off	0
Overtime	0
Total Paid Hours	80

View date pay period and totals hours reported.

Confirm total hours calculated for payment for the employee position.

(**Note**: Time categories displayed are based on the employee's job profile.)

Enter a comment.

enter your comment

Submit Time to route for approval.

Submit   Cancel

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Common Timesheet Errors and Warnings

- Errors and Warnings appear to help prevent entering invalid entries.

Warnings display as "Alerts". They may appear during time entry and submission, but do not prevent you from saving or submitting time.

Some of the alerts are triggered when :

- Regular hours are not entered for the day

- Comp time has been earned

- COE employee has reached COMP OT Time Limit

- Leave is entered on a Holiday

- Weekly hours are less than 40

Alerts:1

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Common Timesheet Errors and Warnings (cont.)

Errors and warnings appear to help prevent you from entering invalid entries.

Errors prevent you from saving or submitting time.

Errors: 1

Some of the errors are triggered when:

- Leave is taken that takes you below your balances

- Leave is now used in one minute increments, and time is capture in one minute increments.

- No time entered on a row (row is blank)

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Comp Time and Overtime

Regular Exempt and Non Exempt Employees

Regular 40-Hour Exempt Employees: The system automatically calculates comp time earned 30 minutes after the 8th hour on a workday.

Non-Exempt COE Employees: The system automatically calculates overtime after forty (40) hours have been worked in the week.
The employee can choose to earn Comp Time in lieu of cash overtime.

All DHMH Contractual employees are considered hourly employees, therefore overtime eligible. These employees may elect COE comp the same as a Regular employee who is non exempt.

Compressed Schedule Employees

Compressed Schedule Exempt Employees: Enter any additional time worked outside the normal compressed schedule for a day as "Comp Time Earned" on a new row, including the start (in) time and end (out) time.

Compressed Schedule Non-Exempt Employees: The system automatically calculates overtime after forty (40) hours have been worked in the week.

The employee can choose to earn Comp Time in lieu of cash overtime.

Employees With Multiple State Positions

> The system has the ability to track time reported for employee's with multiple State positions.

- Employees with multiple positions have:

  - One primary position (indicated by HR; has to be a Regular State position if employee is to earn or accrue leave)
  AND
  - One or more secondary positions (usually Contractual)

- The system allows you to report time for all positon per timesheet.

- The system has the ability to track time reported for each position.

- Time for each position must be submitted weekly.

- Total hours calculated for payment are based on the position being submitted.

Tips for Time Entry

- Each hour in the work day must be accounted for when entering time.
- The employee's scheduled hours must be account for per day (e.g., 8 hours per day for regular employees or other hours for flexible/compressed schedules).

- Meals taken <u>must not</u> be included in work hours on a timesheet row, unless you have been required by your supervisor to work through lunch. A meal break may not be taken at the end of the day to shorten your workday.

- Depending on the time code selected, enter either….
1. The start time (e.g., **In**) and end time (e.g., **Out**)
   For example: Enter In and Out times for regular work hours or comp time taken.
   <p align="center">OR</p>
2. The quantity of time (in hours, pay periods, days, etc.)
   For example: Enter the number of hours for bilingual pay, etc.

Several different time codes may need to be entered in the same day depending on the situation; one per row is allowed. You can enter intermittent time off in the future and submit for approval .

The system automatically calculates: Total work and leave hours for the week (based on the in and out times or quantity entered). Overtime and Comp time earned based on an employee's job profile and employee type. Time for holidays (except for 24/7 employees). 24/7 employees must enter pre-scheduled holidays as time off on the timesheet.

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Time Submission and Approval Schedule

Timesheets Submission Deadline

Timesheets, including corrections, must be submitted to approvers <u>at the end of the pay period</u>; **Tuesday by 11:59 PM***.

Includes State regular and contractual pay periods.

*NOTE: Employees with Multiple State Positions
Employees with more than one State position must submit a timesheet <u>for each pay period week (Regular or Contractual)</u>; **<u>Tuesday by 11:59 PM.</u>**

Timesheets Approval Deadline

Managers (or other designated approvers) should approve timesheet approvals, including review and verification, **by 12 pm on Wednesday** following the end of the pay period.

NOTE: Pay periods will maintain the same alternating bi-weekly schedule for State Regular and contractual employees.

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Navigating to Online Inquiry – Viewing Time

Click the **Time** worklet then select an option under "View".

View your reported time on a calendar or details for timesheets you've entered/submitted.

Viewing Your Time Calendar

View the an employee's calendar …..

Pay period week displayed.

Pay period week calculated hours for payment.

Automatically approved and calculated Holiday.

Time Off Entry (timesheet). Click to view leave reported on a timesheet.

Time Block. Click to view reported time details.

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Viewing the Status of Time Entry

- View the status and history of reported time and details of the time entry for a pay period week using the **View My Time** online inquiry page.

- From the Time Worklet Click Go to the Time Worklet and click View

- You can see all information entered on the timesheet for the specified pay period week.

- View details of time entered on a row in the timesheet (i.e., time block), including:

  – *Reported Time*
  – *Calculated Time*
  – *History of Time Block*
    (e.g., who submitted the timesheet, who approved the timesheet, the history of corrections for a row, etc.)

View Time Block	4 Hours on 12/09/2015 ⋯
Worker	Jennifer Lawrence (W4681012)
Date	12/09/2015
Status	Not Submitted

Reported	Calculated	History

Reported Quantity	4 Hours
Time Entry Code	Exempts: Regular
In	12/09/2015 08:00 AM Eastern Time (New York)
Out	12/09/2015 12:00 PM Eastern Time (New York)
Out Reason	Meal
Source	User Entered
Comment	(empty)

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Correct Reported Time Process Steps

The steps in the **Correct Time** process are listed below.

Steps

| Correct Reported Time* | ➔ | Approve / Deny | ➔ | Verify Time Sub-mission & Adjusts Time | ➔ | Review Timesheet | ➔ | Calculates Gross Payroll | ➔ | Calculate and Send Net Pay |

Roles

Employee	Manager	Timekeeper	Employee	DBM Central Payroll Partner	CPB
Manager	Timekeeper		Manager		
Timekeeper	Timekeeper Approver				
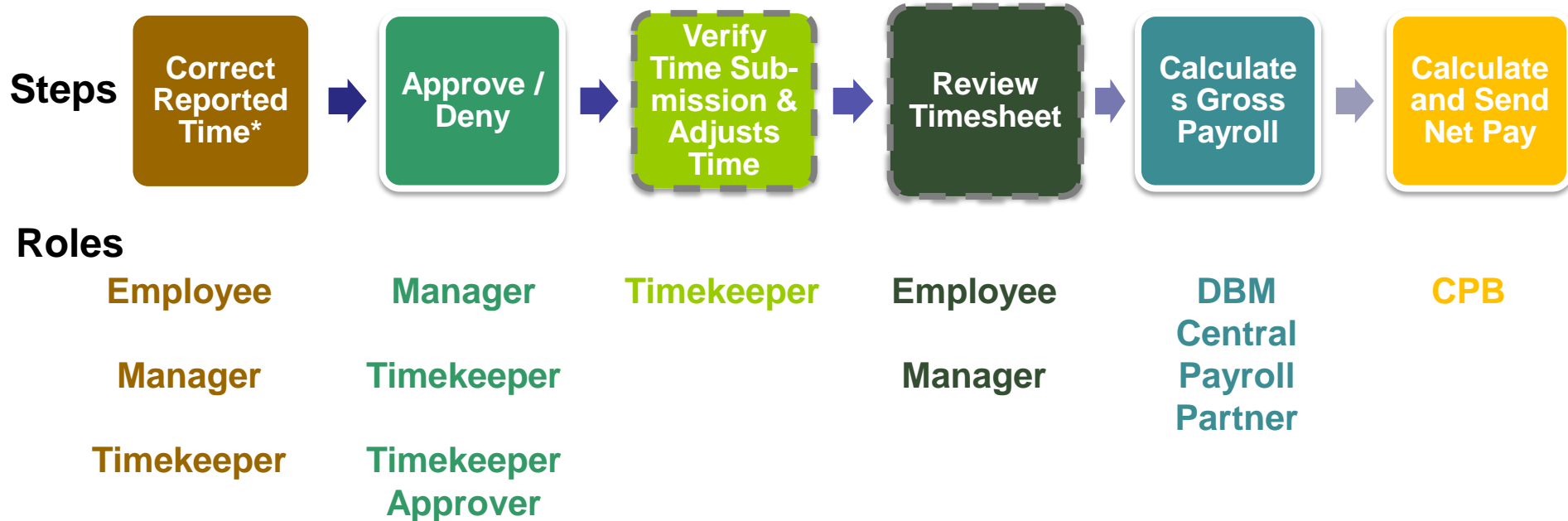
Employee Enters Time	➡	Manager/Supervisor Approves
When… Timekeeper Enters Time	➡	Timekeeper Approver Approves
Manager Enters a Time	➡	Timekeeper Approves

28

Where are corrections to timesheets made?

Corrections are made directly to a timesheet and are submitted in the same manner as all other timesheets.

← Time

Enter Time

This Week (40 Hours)

Last Week (40 Hours)

Select Week

Request Time Off

Correct My Time Off

View Time

View My Calendar

Review My Time by Week

Submit Time
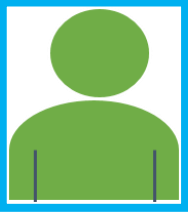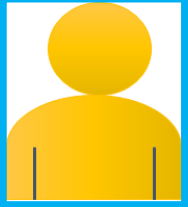
Enter corrections.
Click the **This Week**, **Last Week** or **Select Week** buttons to select a week.

Who Can Correct Reported Time?

Time reported for a pay period can be corrected by Employees, Timekeepers, and the DBM Central Payroll Department.

The table below describes which pay periods can be corrected by each group.

	Who Can Correct Time:	Which Timesheets Can Be Corrected?
	Employee	Current Pay Period & One Previous Pay Periods
	Timekeeper	Current Pay Period & Two Previous Pay Periods
	DBM Central Payroll Department	Current Pay Period & Three or More Previous Pay Periods

Considerations for Correcting Timesheets

Employees can 1) correct time that was entered incorrectly, 2) add time that was previously omitted, 3) delete time entries, or 4) make other changes.

– Modifications or corrections can be made at any time; whether a timesheet has been saved, submitted, approved or denied.

– All changes must be submitted for approval.

– Changes to previously approved timesheets must be submitted for approval. Only changes are sent to the approver.

– Approved time off entered on the timesheet must be corrected on the Time Off Calendar (discussed in Lesson 4 of this course).

– If corrections are needed in a pay period beyond the previous pay period, contact the designated Timekeeper for assistance.

– Timesheets and all corrections should be submitted in accordance with the payroll schedule.

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Agency Week and Pay Period End Key Activities

The following are week and pay period end activities for Timekeeping roles:

Role	Pay Period Week 1	Pay Period Week 2	Week 3 (after Pay Period)
Employee	Fill out and save weekly timesheet **by Tuesday**.	Fill out and save timesheet. Review and submit timesheets **by 11:59 pm Tuesday**	
Timekeeper	Verify time reported. Check for issues.	Verify time reported. Check for issues	Verify time reported. Check for issues
Approvers (Manager/ Supervisor, Timekeeper Approver, Timekeeper)	Fill out and save weekly timesheet on behalf of employees **by Tuesday** (if applicable).	Fill out/save weekly timesheet. Submit timesheets **by 11:59 pm Tuesday** on behalf of employees (if applicable).	Approve timesheets by Wednesday 12 pm

New Terminology

Current System / Method		New System (Workday)
Leave	**is now called** →	Time Off or Leave of Absence
Leave Type	**is now called** →	Time Off Plan

Leave includes:
Intermittent and continuous leave (e.g., such as leave more than a day and paid or unpaid Leaves of Absence)

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Overview of the Time Off Process

Employees can enter future leave requests that are more than 1 full day via the **Request Time Off** process.
Note: This process is only used for full days off.

- The **Request Time Off** process is used to enter future time off for exempt and non-exempt employees, including:

  - Regular 40 Hour Per Week Employees

  - Cash Overtime Eligible (COE) Employees

  - Compressed / Modified Schedule Employees

  - Part-Time Employees

- Use the online **Time Off Calendar** to enter future time off for the following of leave:

  - Annual Leave (vacation)

  - Sick Time

  - Comp Time

Request Time Off Process Steps

The steps in the **Request Time Off** process are listed below.

Steps

Request Time Off *	➡	Approve / Deny

Employee   **Manager**

Roles

Timekeeper   **Timekeeper Approver**

Manager   **Timekeeper**
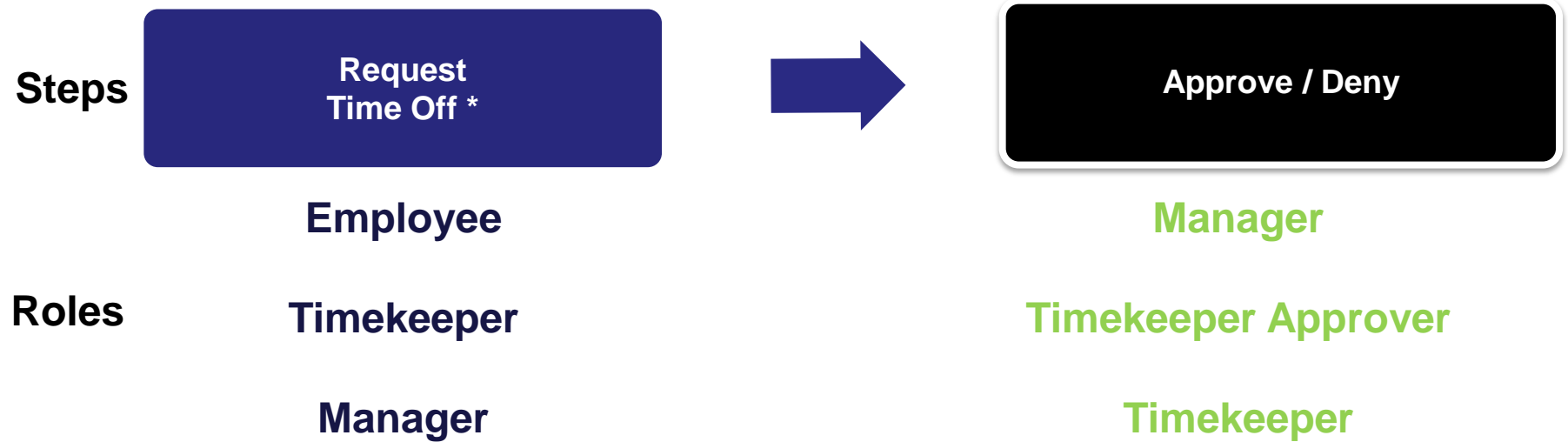
When…

Employee Enters Time Off Request ➡ Manager/Supervisor Approves

Timekeeper Enters Time Off Request ➡ Timekeeper Approver Approves

Manager Enters Time Off Request ➡ Timekeeper Approves

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Navigating to the Enter Time Off Page

Click the Time Off button to enter a time off request.

Click the My Time Off button to view time off requests including the status (e.g., Approved, Sent Back, Denied)

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Enter Time Off Page Overview (Calendar)

View calendar month displayed. Scroll through the months in the calendar or Click the **Today** button to go to today's date.

View State Holidays / Reduction Days displayed on the calendar.

View leave balances as of the date selected (in the **Balance as of date** field).

View existing time off requests including status.

Select days requested by clicking them on the calendar.

Click to enter Time Off Type and Time Off Reason (after indicating on the calendar the dates being requested).

Viewing Time Off Requests

- View the status of a time off request using the **Time Off** online inquiry page. **.**
- Go to the **Time Off Requests** tab to view time off requests submitted and the current status**.**

View the status of the request: Unsubmitted, Submitted, Approved, Denied, Sent Back.

View time off requests entered on the timesheet or via the Request Time Off process.

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of T...	Status	Time Off Event
01/12/2016	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Approved	Time Off Request: Human Torch (W1234567)
12/24/2015	Thursday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/23/2015	Wednesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/22/2015	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/09/2015	Wednesday	Compensatory Time For Religious Observance (Timesheet)	12:00 PM	04:00 PM	4	Hours	Sent Back	Time Entry: Human Torch (W1234567) - 8 hours from 12/09/2015 to 12/22/2015

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General guidelines for entering time off are listed below:

Enter time off on the **Enter Time** page (timesheet) when….

Requesting partial time (e.g., time off less than a day or by the hour) in the current pay period or a future pay period.
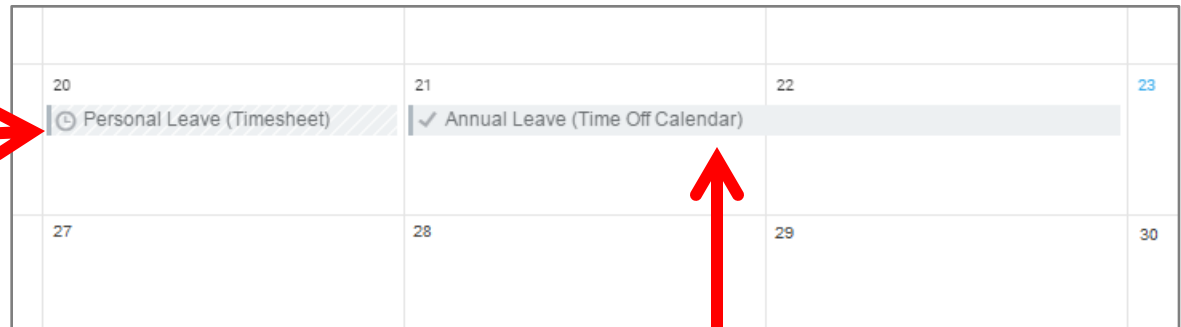
Enter time off on the **Enter Time Off** page when….

Requesting continuous time off (e.g., one or more full days off) in the future.

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Viewing Time Off:
Entered on Timesheet vs Time Off Request

Time Off entered on the timesheet (includes intermittent time off) shows on the Time Off Calendar with the words, "Timesheet"

20	21	22	23
⏱ Personal Leave (Timesheet)	✓ Annual Leave (Time Off Calendar)		
27	28	29	30

Time Off entered via the Request Time Off process shows on the Time Off Calendar with the words, "Time Off Calendar"

- The system indicates where time off was entered: Timesheet or Time Off Calendar.

- You must modify all unapproved Time Off where it was entered – the timesheet or the Time Off Calendar.

- All approved time off should be corrected regardless of where it was entered.

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Leave Balances

- For <u>leave taken</u>, leave balances are updated in the system at the end of each pay period.

- For <u>accruals</u>, the balance is updated at the beginning of the pay period based on your projected accrued leave (except Comp Time).

- Comp Time is accrued the day it is earned and after the time sheet is saved.

- Employee leave balances will be loaded into workday before go live and then uploaded again within the first pay period.

- DHMH Employee leave balances are one pay period behind in our current timekeeping system.

- DBM expects leave balances to be up to date in Workday within the first two pay periods as timesheets from the current systems are processed in each agency.

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Common Time Off Errors and Warnings

Warnings may appear when entering time off, but do not prevent you from saving or submitting the request.
Some of the alerts are triggered when:

Alerts: 1

- When an FMLA related absence is used (i.e., Hours Worked (Workday Calculated) Last 12 Months > = 1250

Note: The first year after go-live may not reflect accurate usage. DBM expects that tracking of FMLA usage will be on track after this period.

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Common Time Off Errors and Warnings (cont.)

> Errors and warnings appear to help prevent you from entering invalid entries.

Errors prevent you from saving or submitting time.

Some of the errors are triggered when:

Errors: 1

- The date of a request is in the past

- Partial day is requested

- Hours entered exceed your daily scheduled hours (e.g., more than 8 hours)

- There is not enough leave in the employee's current time off plan (balance).

- Unpaid leave is not allowed for the leave type selected in the request (Note: A leave of absence request should be entered first)

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Tips for Time Off Requests

- • To view the status of the time off request, click the My Time Off button on the Time Off worklet.

- ▪ **Days that are requested on the Time Off Calendar are automatically added to your corresponding future timesheet(s) and will display as time off (leave).**

  The time off does not have to be manually entered on the timesheet.

- ▪ **There is no need to request Holidays as Time Off unless you work in a unit that has pre-scheduled holidays.**

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Correct Time Off Process Steps

The steps in the **Correct Time Off** process are listed below.

Steps

Request Time Off *	→	Approve / Deny

Roles

Employee   Manager

Timekeeper   Timekeeper Approver

Manager   Timekeeper
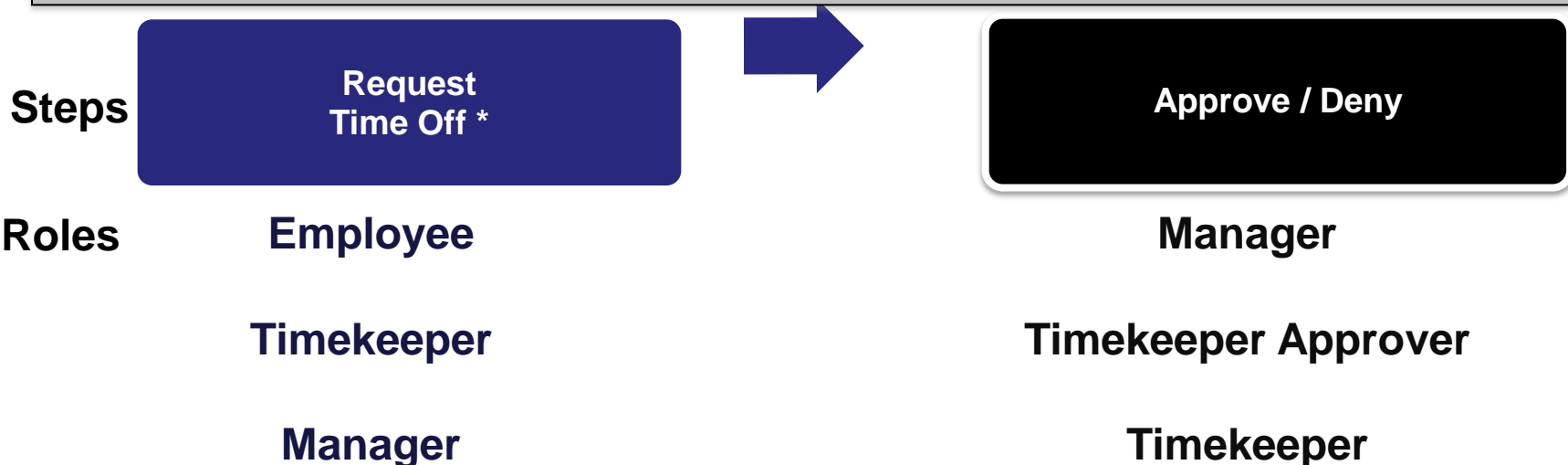
When… Employee Corrects Time Off Request ➡ Manager/Supervisor Approves

Timekeeper Corrects Time Off Request ➡ Timekeeper Approver Approves

Manager Corrects Time Off Request ➡ Timekeeper Approves

When Can Time Off Requests Be Corrected?

You can cancel or correct a time off request depending on the status of the request:

	Status	Action to Take
1	**Unsubmitted or Submitted**	Cancel the time off request and then enter a new request with corrections.
2	**Approved**	Correct the time off request. Correct hours entered for a day or cancel the entire request.
3	**Denied**	Start a new time off request.
4	**Needs Action** (Sent Back by Approver)	Check your Inbox. Make corrections as suggested by the approver and resubmit.

Note: To add one or more days to the Time Off Request you can simply add a new time off request for the additional days.

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Navigating to the Correct Time Off Page

To correct time off <u>on behalf of an employee</u>:

1. Search for the employee
2. Click the **Related Actions** button
3. Go to ***Time and Leave > Correct Time Off***

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Navigating to the Correct Time Off Page

Click the **Time Off Correction** button to make changes to a previously approved Time Off Request.

Note: To cancel or make changes to a request that has not bee approved, click the **Time Off** button and locate the request on the calendar.

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Correct Time Off Page Overview (Calendar)

Find the request.
Scroll through the months in the calendar.

Correct Time Off Jamie Fox (W1111111) •••

Today < > December 2015

Balance as of

12 / 09 / 2015

1,332.15 Hours

Balance Per Plan

Annual Leave
492 Hours

Annual Leave Time Off Termination Payout Plan
491.85 Hours

Cash Overtime (FLSA) Compensatory Time
0 Hours

Compensatory Non-Exempt Holiday Time
0 Hours

Leave Bank / Donation Time
0 Hours

Personal Leave
48 Hours

Salary Reduction Recovery
0 Hours

Sick Time
300.3 Hours

Request Time Off

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 ✓ Public Hea...	3	4	5
6			9 ✓ Annual Leave (Time Off Calen...	10	11	12
13			16	17	18	19
20	21 ✓ Annual Leave (Time Off Calendar)	22	23	24	25 Christmas Day	26
27	28	29				2

Review leave balances as of the date selected (in the **Balance as of date** field), if needed.

Click on the "Approved" Time Off Request to make changes.

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Correct Time Off Page Overview

Click the minus sign to remove a row.
OR
Enter "0" in the Daily Quantity field when the row is selected.

This cancels the day of the request.

Select the desired lines, then update the Daily Quantity for a line.
You can update all lines at once if they will have the quantity

Correct Time Off Human Torch (W1234567) ⋯

Total
16 Hours

Wednesday, January 13, 2016 - Thursday, January 14, 2016

Select All ☐ selected

2 items

⊖	☑	Wednesday, January 13, 2016	Personal Leave (Time Off Calendar)	8 Hours
⊖	☐	Thursday, January 14, 2016	Personal Leave (Time Off Calendar)	8 Hours

Type   Personal Leave (Time Off Calendar)

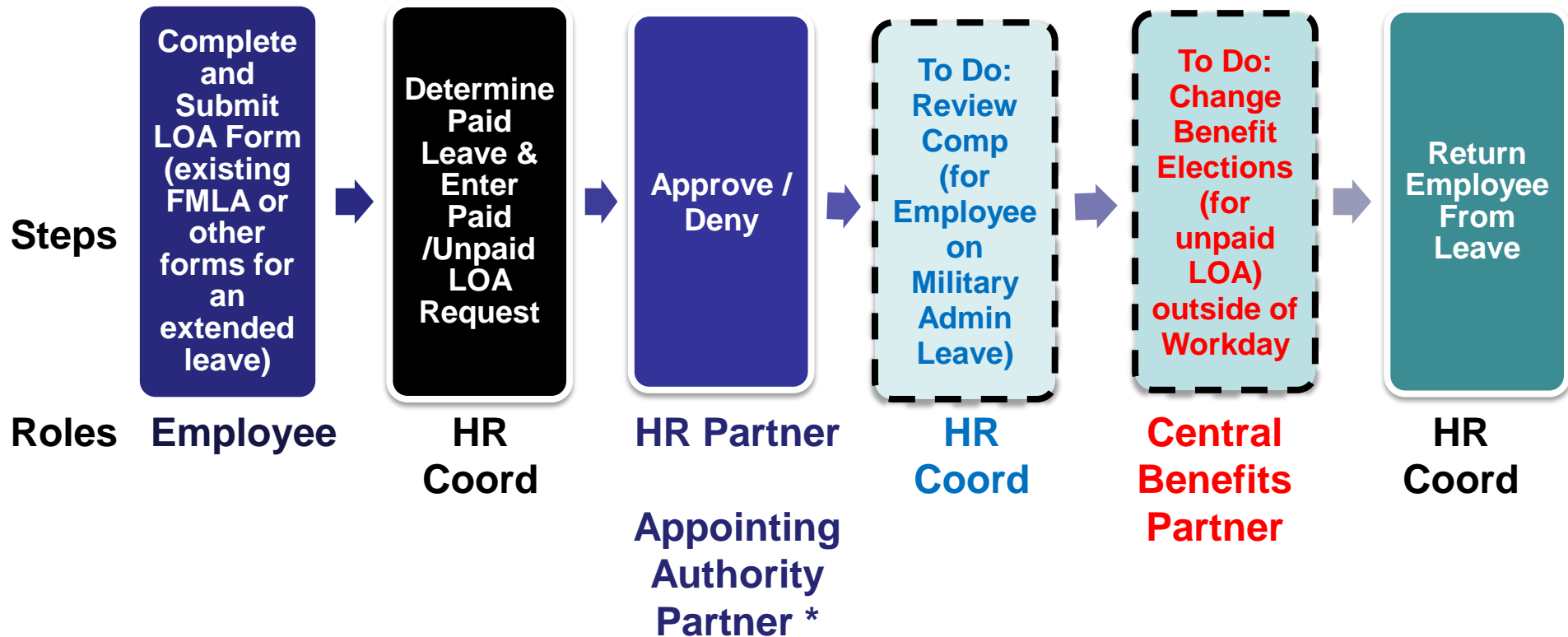Daily Quantity   0

Unit of Time   Hours

Comment

View details of original time off request .

> Details

Click to continue to the Submit – Confirmation page.

Continue   Cancel

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Leave of Absence Process Steps

The basic steps in the **Request Leave of Absence** process are listed below.

Steps

Complete and Submit LOA Form (existing FMLA or other forms for an extended leave)	Determine Paid Leave & Enter Paid /Unpaid LOA Request	Approve / Deny	To Do: Review Comp (for Employee on Military Admin Leave)	To Do: Change Benefit Elections (for unpaid LOA) outside of Workday	Return Employee From Leave

Roles

Employee	HR Coord	HR Partner	HR Coord	Central Benefits Partner	HR Coord
		Appointing Authority Partner *			

* Designated Appointing Authority Partner(s) reviews/approves the following leaves types only:

- Paid > Bone Marrow Donation
- Paid > Disaster Service
- Paid > Organ Donation

- Unpaid > Medical Leave
- Unpaid > Personal
- Unpaid > Suspension

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Leave of Absence Time Off Plans

Paid

- Accident
- Accident w/Sick Pay
- Bone Marrow
- Organ Donation
- FMLA
- FMLA for Service Member
- Military
- Military Administration
- Disaster Service
- Public Health

Unpaid

- FMLA
- FMLA for Service Member
- Medical Leave
- Personal
- Suspension

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Reporting Time Off While on Leave

Timekeepers may need to report time off, including intermittent and continuous leave, for employee's on leave <u>depending on the LOA time off plan</u>. This helps track leave taken and deducts from the employee's entitlement.

Enter Time Off For Employee....

- For **paid** leave including:
  – FMLA
  – FMLA for Service Members
  – Bone Marrow Donation
  – Organ Donation
  – Military Administrative Leave

- For approved intermittent leave for medical reasons (e.g. doctor's appointments) associated with the leave types listed above.

<u>Do Not</u> Enter Time Off For Employee....

- For **<u>unpaid</u>** leave including:
  – Unpaid FMLA
  – Unpaid FMLA for Service Members
  – Unpaid Medical
  – Unpaid Personal
  – Unpaid Suspension

- For **<u>paid</u>** leave including:
  – Accident Leave
  – Accident – Sick Leave
  – Military Leave
  – Disaster Service

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Scenario – Leave of Absence – FMLA

Role	During Paid FMLA	During Unpaid FMLA * (if applicable)
Timekeeper or Manager	Complete timesheet for John from Nov. 16 – Dec. 30.	Timesheet does NOT have to be submitted.
Agency HR or Designee	HR requests Paid FMLA; Calculates estimated end date of Paid FMLA (based on Accrual Balance + Estimated Newly Earned Accrual)	Return John from his first LOA event and then place John on Unpaid FMLA.
Agency Benefits	Continue benefits while on paid leave.	If leave continues and is unpaid, John must pay for his benefits via Direct Pay
DBM Central Payroll / CPB	Payroll is processed as normal.	Payroll will NOT be processed as normal.

__Note__: HR must determine if unpaid LOA is necessary.

Viewing Current LOA Information

View LOA information on the your Worker Profile.

Go to *Time Off tab > Time Off and Leave Requests sub-tab*

View LOA info including:
- LOA leave type
- Last Day of Work
- First Day of Leave
- Estimated Last Day of Leave
- Actual Last Day of Leave (if employee returned to work)

View approved Time Off entered from timesheet or Time Off Calendar.

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Viewing Leave Balances

View current time off balances or balances as of a specific period you define.

- Current Balances: From the Time Off worklet, click the ***Time Off Balances*** button
- Balances as of a Specific Date: From the Time Off worklet, click the ***Time Off Results by Period*** button.

Balances Tracked in Hours 16 items

Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Annual Leave	Hours	307.6		189.94	2	495.54	0	0	0	495.54	495.54	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
									Total:	495.54	495.54	
Annual Leave Time Off Termination Payout Plan	Hours	307.6		187.94	0	495.54	0	0	0	495.54	495.54	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
									Total:	495.54	495.54	
Compensatory Exempt Holiday Time	Hours	0		0	0	0	0	0	0	0	0	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
									Total:	0	0	
Compensatory Time	Hours	0	0	51.5	0	51.5	0	0	0	51.5	51.5	12/09/2015 - 12/22/2015

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Things to Remember – Basic Rules

- **Temporary, Contractual, daily and hourly employees will not be paid for any hours without a submitted timesheet.**

- **State/Regular will be paid for their regular scheduled hours if a timesheet is not submitted; however, no overtime, shift differential, or special payments will be paid until a timesheet is submitted and approved.**

- **All Contractual and hourly employees will be treated as FLSA Non-Exempt (cash overtime eligible) employees. This is based on their hourly status, not their job profile. This overtime is calculated at time and a half.**

- **All Non-Exempt employees may elect compensatory leave (comp time) in lieu of cash overtime. This includes contractual employees. This comp time is also calculated at time and a half.**

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Workday Resources

	SPS Website	Visit the **SPS Website** at http://dbm.maryland.gov/sps to access job aids, videos and other helpful info.
	The HUB	Log on to **the HUB** for: - SPS Training - Email questions to Hub.Admin@maryland.gov
	SPS Help Desk	Employees should contact the SPS Help Desk for help with **password resets*.** Help Desk hours are Mon-Fri, 8am to 5pm ● Call at (410) 767-4112, Or *Note: SPS Help Desk tickets should be submitted by Agency HR, Payroll or Timekeeping staff on behalf of employees for Workday system or process related issues.* ● DHMH will be working to assist employees with questions as they relate to timekeeping and payroll on 410-767-5544. Your questions will be answered or messages directed appropriately.

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