Functional Area: Absence

Manager Self Service

HOW TO PLACE A WORKER ON LEAVE?

Instructors who are teaching only for the fall semester but not for the spring semester, may come back next year for teaching again. Rather than terminating them and re-hiring again Instead, we can place them on leave for a specified period of time. This job aid will show you how to do that.

1. Select any employee in your organization that you want to place them on leave and make sure you are the **manager** of the employee.

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► Hilary Lee Instructor Actions		 Location Main Campus Cost Center 32582 Health Sciences and Ph. Educ. 	Education Kirksville Area Technical Center Masters of Arts	(Edit 💌
F	Phone Email Team		Add	
88	Summary Overview	Feedback Give Feedback	Job History	
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2. Click on Actions and hover over the Time and Absence and select Place Worker On Leave.

	ŵ		Enter Time Enter Absence			Ç ⁹ 🖻 2
► Hilary Lee		ē	View Time Off View Schedule for Worker View Time Clock History View Time Off Balance	lanager ames Ball	Education Kirksville Area Technical Center Masters of Arts	(Edit 💌
Phone Phone Phone Phone Phone Poverv	Job Change Organization Payment Payroll Payroll Interface Personal Data Recruiting Talent Talent Time and Absence Union Membership Workday Account Worker History Audits Favorite		View Time Off Results by Period View Calculated and Override Balances View Carryover Balances Place Worker On Leave View Leave Results Maintain Accrual and Time Off Adjustments/Overrides Maintain Accrual and Time Off Adjustments/Overrides Maintain Time Off Plan Carryover Overrides Maintain Time Off Plan Override Balances Recalculate Worker Time Off Balance Assign Custom Work Schedule Schedule History for Worker	es and Physical Education (James Ball		



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3. Select the appropriate dates for the worker. Below is an example for a worker who is teaching in Fall 2023 semester and returning back for Fall 2024 semester.

Please be aware that after you	submit a leave request, your Absence Partner	and Manager will be ma	de aware of your leave request.	
Last Day of Work	12/23/2023			
First Day of Absence	* 12/24/2023 💼			
Estimated Last Day of Absence	* 08/05/2024			
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enter your comment				
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	Drop files here			
	Select files			

• For more effective dates, please refer to the **Academic Payroll Calendar** uploaded on the announcements tab of your workday home page.



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4. Click on the highlighted field and select the Leave of Absence to view the list of options.

Place Worker on Leave Hilary Lee •••					
Please be aware that after you sub	Please be aware that after you submit a leave request, your Absence Partner and Manager will be made aware of your leave request.				
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	Select files				
Submit Save	for Later Cancel				



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5. Select Non – Teaching Faculty Leave option.

Place Worker on Leave Hilary Lee •••						
Please be aware that after you submit a leave request, your Absence Partner and Manager will be made aware of your leave request.						
Last Day of Work 12/23/2023						
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Estimated Last Day of Absence *	08/05/2024					
Type *	Search 🔚					
enter your comment Attachments	caree of Absence Compulsory Disability Leave Educational Leave Extended Leave Family Medical Leave Leave of Absence Leave of Absence Leave without Salary (UPI) Military Leave Non - Teaching Faculty Leave Parental Leave (UPI)					
Submit Save for	Personal Leave of Absence r Later (Cancel)					



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6. Make sure all the entered details are correct before clicking submit. This process will have impact on Payroll, Absence accrual and Benefits. Your job is done here and this workflow will go to the Absence Partners for further approvals.

Place Worker on Leave Hilary Lee				
Please be aware that after you submit a leave request, your Absence Partner and Manager will be made aware of your leave request.				
Last Day of Work 12/23/2023 💼				
First Day of Absence * 12/24/2023				
Estimated Last Day of Absence * 08/05/2024				
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enter your comment				
Submit Save for Later Cancel				

