

## LEAVE OF ABSENCE

THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

HR Shared Services can manage employee leave requests and work time.

### PROCESS OVERVIEW AND ROLE RESPONSIBILITIES

1. Select **All Apps** from the Workday@OK homepage and select the **Time and Absence Application**.
2. On the landing page, HR can manage time and absence for all employees, and approve items like the FMLA LOA's Custom Org entries. For example, **Enter Time for Worker**, **Process Return Worker from Leave**, or **Request, Enter or Correct Absence for Worker**.
3. Follow the prompts to select a specific worker in the organization for further actions. For example, select **Enter Time for Worker**, select worker categories from the drop-down list – **Workers by Manager**, **All Workers** or **Employees by Organization**.
4. To **Process Return Worker from Leave**, **Enter Absence** and **Correct Absence**, you will see a different drop-down list of categories. For example, **Workers by Supervisory Organization Hierarchy** or **Workers I Support**.

### TO MANAGE TIME OFF TYPES

1. Run the **Maintain Time Off Types** and enter names for each type of time off you'd like to track, such as floating holiday, sick leave or vacation. When entering time off, employees can choose one of these types.  
(Note: There are 120 items listed for time off types. Use the **Filter** icon on the top right → **Add Filter** → **Select a Column**.)
2. View and manage the list of all time off types and usage count. For example, select top left **Add Row** icon to add time off type ID and name.

### DESCRIPTION OF THE MOST COMMON LOA TYPES AT OMES

- **ADMPD** – Admin leave day hours paid.
- **ADMPP** – Admin leave used hours paid.
- **ADMWK** – Admin leave worked.
- **ANLVP** – Annual leave taken hours paid.
- **CTPT** – Comp time taken hours paid.
- **CV19P** – COVID-19 (positive pay).
- **ENFLP** – Enforced leave hours paid.
- **HOLCP** – Holiday comp hours paid.
- **HOLPP** – Holiday hours paid.
- **HOLWK** – Holiday worked.
- **LWPHM** – Authorized military leave without pay.
- **SCKPP** – Sick leave hours paid.
- **SHK** – SHIFT .72HR (125.00 MO).
- **VOLTS** – Volunteer teachers sub reg.

### PAYING OUT COMPENSATORY TIME

1. Select **Time and Absence App** in Workday@OK.



2. Select request absence to enter the **Absence Calendar**.
3. Select date of absence and select **Request Absence** (bottom left).
4. Select **Absence Type** → **Payout Time Offs** → **Compensatory Leave Payout**.

### TO PLACE WORKER ON LEAVE

1. Select **Time and Absence App** in Workday@OK.
2. Run **Enter Absence** task.
3. Follow the prompts for the documentation. Refer to **Step 4** above in **Process Overview and Role Responsibilities**.

### TO CORRECT LEAVE REQUESTS

This is a business process and if it is in flight, it needs to be canceled. If it has been approved, it needs to be rescinded. Correct an approved leave of absence request. If a return request has already been submitted, rescind the leave return action first.

Then:

1. Locate the worker and select the related action: **Worker History** → **View Worker History**.
2. From the related actions menu of the leave request, select **Business Process** → **Correct**. You can also **Rescind** the business process.
3. Make the corrections. Complete any required fields added or optional fields marked as required for the leave type after the request is approved.

### TO PROCESS RETURN WORKER FROM LOA

1. Run return worker from leave task.
2. Select from the drop-down list and follow the prompts for documentation. Refer to **Step 4** above in **Process Overview and Role Responsibilities**.

### KEY REPORTS

#### **Workers on Leave**

View all workers on leave within selected organizations, by leave type and over a specified date range. Leave one or both dates blank to perform an open-ended search. You also have the option to include workers returned from leave. Required prompt: Organizations. Optional prompts: Include Subordinate Organizations, Start Date, End Date, Include Workers Returned from Leave, Include Pending Events.

#### **Leave Results for Worker (includes leave balance)**

View detailed leave results for a worker as of a specified date. Information for each leave type taken within the applicable balance period (based on the as of date) is included. Required prompts: Worker, As of Date, Leave Type.

#### **Leave Results for Organization (includes leave balances)**

View detailed leave results for all workers in an organization as of a specified date. Information for each worker who has taken leave within the applicable balance period (based on the as of date) is included. In progress as well as completed events are included. Required prompts: Organization, As of Date, Leave Type. Optional prompt: Include Subordinate Organizations.

**Workers Returning from Leave**

View all workers returning from leave within selected organizations, by leave type and over a specified date range. Leave one or both dates blank to perform an open-ended search.

Required prompt: Organizations. Optional prompts: Include Subordinate Organizations, Start Date, End Date, Include Pending Events.

**Maintain Worker Documents**

Search worker from drop-down list – search for value, workers I support, workers by manager, workers by management hierarchy, workers by supervisory organization hierarchy, workers by location, workers by location hierarchy, workers by talent pool.

Note: When using the search bar in Workday@OK to run tasks and pull reports, five recent searches will be saved in the drop-down list if you need to revisit them frequently.