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Workday Workshop:

Time Off
For Employees

Duration: 30 minutes

1

Access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)

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Workshop Agenda

Taking Time Off in Workday

Workday, Kronos, & VandyWorks

Approving Time Off

Making Changes

Time Off Scenarios

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Taking Time Off in Workday

Taking Time Off in Workday

For step-by-step guides on how to complete the Time Off process in Workday, please refer to: https://www.vumc.org/myworkday/training-hub

Workday, Kronos, & VandyWorks

I need to request time off…
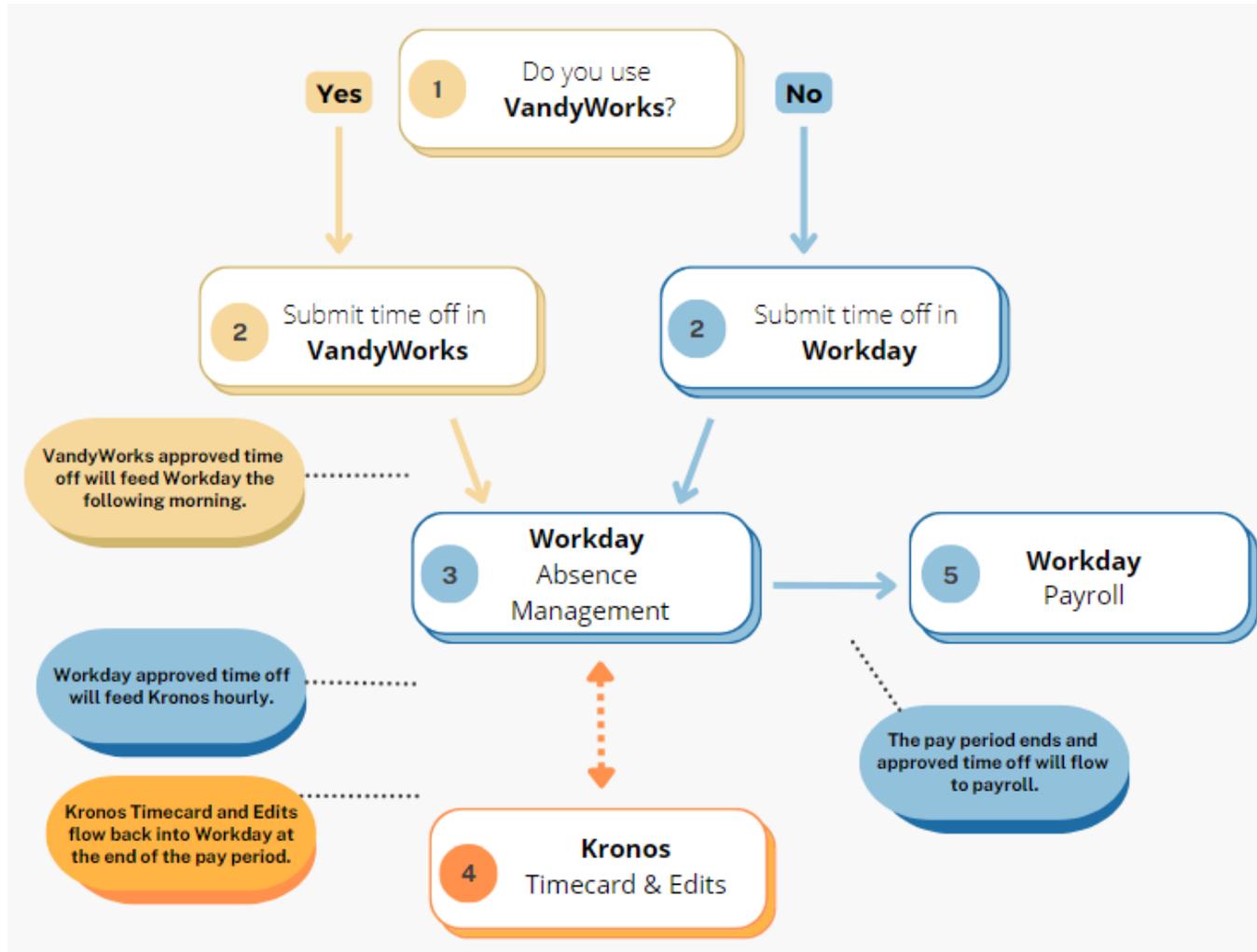
Workday, Kronos, & VandyWorks

- Only enter time off in **one** system.

- Time off should be reflected on the date(s) taken.

- VandyWorks **approved** time off, for the current pay period, will feed Workday the following morning.

- Workday **approved** time off, for the current pay period, will feed Kronos hourly.

Only enter time off in **ONE** system

Example: Jim is a non-exempt employee. He entered 8 hours of PTO in Workday for Oct. 13th. Then, he went into Kronos and again added 8 hours of PTO for Oct. 13th. When the hourly feed from Workday to Kronos occurs, Jim's PTO for Oct. 13th from Workday will not load because it's already in Kronos.
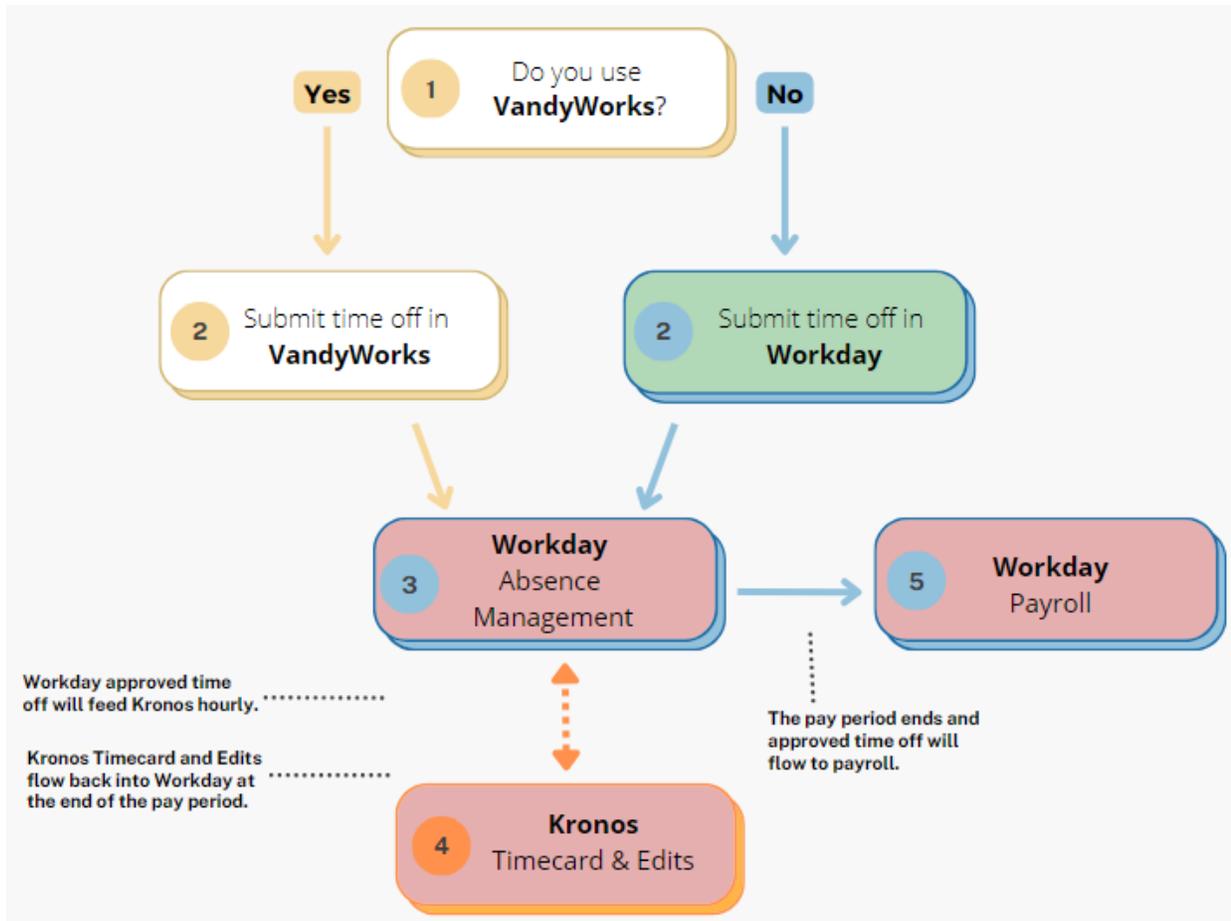
This duplicate entry will negatively affect Jim's paycheck.

Time Off and Workday

- You must still request off on holidays. If you see a holiday on your Workday time off calendar, you do not automatically get that day off.

- Approved time off is indicated by a green bar on your Workday time off calendar.

- If you submit a time off request in Workday and your manager sends it back, you must update and resubmit the request or cancel it from your time off calendar in Workday.

Time Off and Kronos

- All **approved** time off, for the current pay period, flows into Kronos hourly.

- Kronos does not flow back into Workday until the end of the pay period.

- Kronos gets balances from Workday at the beginning of pay period.

- Kronos never gets future transactions.
  ➡ Future-dated approved time off is not reflected in
Kronos until that pay period.

Time Off and VandyWorks

- Time off requests that are entered and **approved** in VandyWorks will flow to Workday, but requests initiated in Workday will not flow back to VandyWorks to update schedules.

- VandyWorks users can still make edits in VandyWorks until the Friday before the pay period ends.

- If you need to make changes in Kronos (based on what has flowed from VW to WD to Kronos for that pay period) **edit** the information in Kronos – do not delete.

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Approving Time Off

Approving Time Off

- Managers need to approve time off in Workday for the current pay period.

➡ VandyWorks = Approved by Friday to make it into Kronos.

➡ Workday = Approved by Saturday at 11:45pm to make it into Kronos.

- Only **approved** time off flows into Kronos.

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Approving Time Off

Example Pay Period: Sept 24 – Oct 7 (non-exempt)

	OCTOBER 2023					End of Pay Period
SUN	**MON**	**TUE**	**WED**	**THU**	**FRI**	**SAT**
1	2	3	4	5	VandyWorks Approval Deadline — 6	Workday Approval Deadline / Kronos Historical Edits - EOD — 7
8	Kronos Current Period End - Noon — 9	10	11	12	13	14

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Approving Time Off

PAY PERIOD: SEPT 24 - OCT 7

FRIDAY, OCTOBER 6
Pam enters 8 hours of PTO in Workday

SUNDAY, OCTOBER 8 AT 12:00AM
New pay period begins in Workday

Pam's approved time off never makes it to her Kronos timecard

SATURDAY, OCTOBER 7
Approved time off in Workday (for the current pay period) flows to Kronos

SUNDAY, OCTOBER 8
Pam's manager approves her time off in Workday

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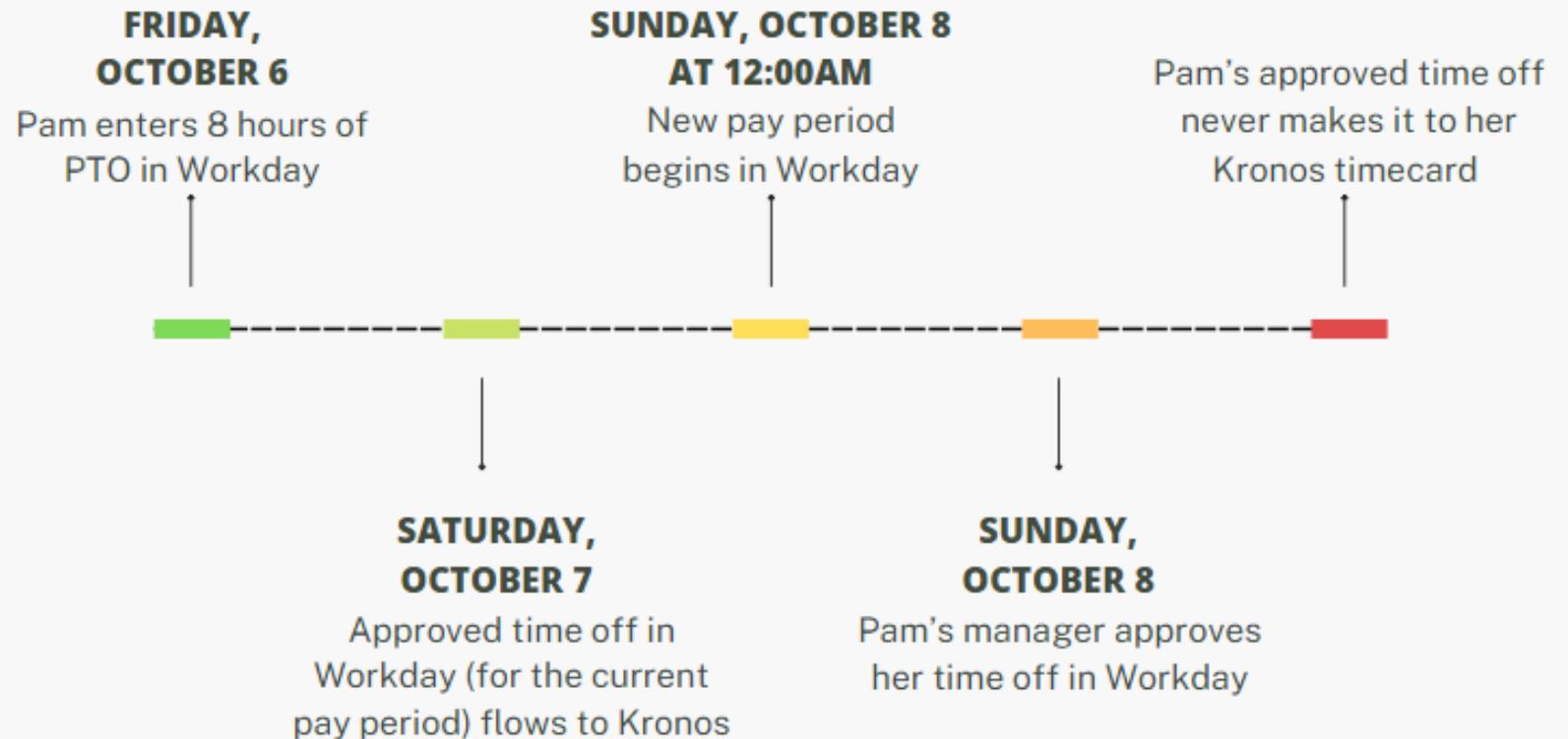
Making Changes

Making Changes

- To correct time off in Workday, select an approved request from your time off calendar.

- If you are a **non-exempt/hourly** employee, you can only correct approved time off in the current or future pay periods in Workday. Notify your Timekeeper for any changes needed to prior periods.

- Timekeepers can make changes to timecards in Kronos before the end of the pay period.

- Timekeepers can make Historical Corrections in Kronos for pay periods that have already been paid in Workday (for the time that the employee was active).

- Pay attention to Payroll deadlines!

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Time Off Scenarios

Scenario #1
An employee called out today and I need to mark them absent.

VandyWorks

Book off the employee from the Assignment Sheet or Advanced Schedule View to the appropriate book off code (ABS, BRV, FMLA-ABS, etc) so that VandyWorks is an accurate reflection of the employee's schedule.

Workday

Workday will receive this Time Off from VandyWorks, update the employee's Time Off Balance in the Workday Absence Module and send to Kronos

Kronos

Kronos receives the Time Off from Workday and will load the time onto the employee's timecard. Employee and timekeeper will review and approve timecard prior to pay period close as they do today.

Scenario #2
An employee called out yesterday, but I forgot to book off in VandyWorks.

VandyWorks
Book off the employee from the Assignment Sheet or Advanced Schedule View to the appropriate book off code (ABS, BRV, FMLA-ABS, etc) so that VandyWorks is an accurate reflection of the employee's schedule.

Workday
As long as it is still within the current pay period, Workday will receive this Time Off from VandyWorks, update the employee's Time Off Balance in the Workday Absence Module, and send to Kronos. If it is not in the current pay period, the timekeeper will make a historical correction in Kronos.

Kronos
As long as it is still within the current pay period, Kronos receives the Time Off from Workday and will load that time onto the employee's timecard. Employee and timekeeper will review and approve timecard prior to pay period close as they do today.

Scenario #3
An employee had approved time off for today but decided to work.
I need to cancel the time off.

VandyWorks

Cancel the book off from the Advanced Schedule View. If the employee had a scheduled shift prior to Leave Request approval, canceling the book off will add the scheduled shift back to the employee's schedule. If the employee did not have a scheduled shift, an ad-hoc shift can be added so that VandyWorks is an accurate reflection of the employee's schedule.

Workday

Workday will receive this updated cancellation from VandyWorks and will adjust the employee's balance to reflect the cancellation of the Time Off. If the adjustment is made after the end of the pay period, historical corrections will need to be made directly into Kronos. Once entered into Kronos, the time will correct the Workday balance.

Kronos

Kronos will receive this update from Workday and will not add Time Off to the employee's timecard. Employee and timekeeper will review and approve timecard prior to pay period close as they do today.

Scenario #4

An employee was a No Call, No Show two weeks ago and we were reviewing with HR, so they were not yet booked off in VandyWorks.

VandyWorks

Book off the employee from the Assignment Sheet or Advanced Schedule View to the appropriate book off code (NO-SHW in this case) so that VandyWorks is an accurate reflection of the employee's schedule.

Workday

If the date in question is from a pay period that has already ended, Workday will not receive this update from VandyWorks and the timekeeper must enter a historical correction in Kronos.

Kronos

The Timekeeper will make a historical correction in Kronos.

Key Takeaways

Key Takeaways

Only submit time off in ONE system

- VandyWorks, Workday, or Kronos
- Workday is the source of truth for time off balances.

Know system approval deadlines

- **VandyWorks** - Approved by Friday to make it into Kronos.
- **Workday** - Approved by Saturday at 11:45pm to make it into Kronos

Do not leave unapproved time off in Workday

- Resubmit or cancel sent back requests

Know Payroll deadlines

- Payroll calendars for the full year are available on the HR website

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Resources

- [WDHR-201-Q1 Time Off for Individual Contributors](#)

- [WDHR-201-Q2 Time Off for Managers](#)

- [Team Absence Calendar—Multiple Supervisory Organizations](#)

- [Kronos Timekeepers - Historical Edits](#)

- [Payroll Processing Calendars](#)

For issues related to the time off process in Workday, please submit a **Workday Help Case**.

For issues related to Kronos, please contact your Timekeeper.
If you are a Timekeeper, you may email **kronos@vumc.org**.

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