



workday®

VUMC
BUSINESS
EDUCATION

Workday Workshop:

Time Off For Employees

Duration: 30 minutes

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)



Workshop Agenda

Taking Time Off in Workday

Workday, Kronos, & VandyWorks

Approving Time Off

Making Changes

Time Off Scenarios

Taking Time Off in Workday

Taking Time Off in Workday

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Time Off (All Employees)

Benefit eligible employees should submit Time Off Requests in Workday. These requests will route to your manager for approval. Employees who use VandyWorks to submit PTO requests will continue to use the VandyWorks process. Follow the steps below to submit a time off request.

Time Off in Workday

From your Workday homepage:

1. Select **Menu**.
2. Select **Time Off and Leave**.
3. Select **Request Time Off**.
4. Select the requested date(s) and then select **Request Absence**.
5. Select request **Type** and then select **Next**.
6. Select **Edit Quantity**.
7. Enter **Quantity per Day** amount and then select **Done**.
8. Select **Submit**.

Note: Time off approved by your manager will display with a green indicator. Time off requests submitted but not approved will display with a gray indicator.

Note: See below for time off types.

Note: The **Quantity per Day** defaults to zero. For exempt staff enter your daily scheduled hours. For non-exempt staff, this number can be changed to meet your weekly Full-Time Equivalent (FTE) requirement.



The screenshot illustrates the 8-step process for submitting a time off request in Workday. Step 1 shows the 'MENU' icon. Step 2 shows 'Time Off and Leave' in the navigation menu. Step 3 shows the 'Request Time Off' button. Step 4 shows a calendar selection for July 2022. Step 5 shows the 'Request Absence' dialog box with options for 'Request Type' (e.g., Paid PTO, Unpaid PTO, Sick Time Off). Step 6 shows the 'Edit Quantity' dialog box. Step 7 shows the 'Quantity per Day' input field. Step 8 shows the 'Submit' button.

Time Off Types

Bereavement Time Off: Time off due to the death of an immediate family member.

FlexPTO-FT: Flex Paid time off .

Intermittent FMLA Time Off: Time off, in separate blocks of time, for a single qualifying reason.

Jury Duty: Time off for Jury Selection.

Paid Parental Time Off: Time off in connection with the birth or placement (for adoption or foster care) of a child.

Sick Time Off: Time off for personal illness.

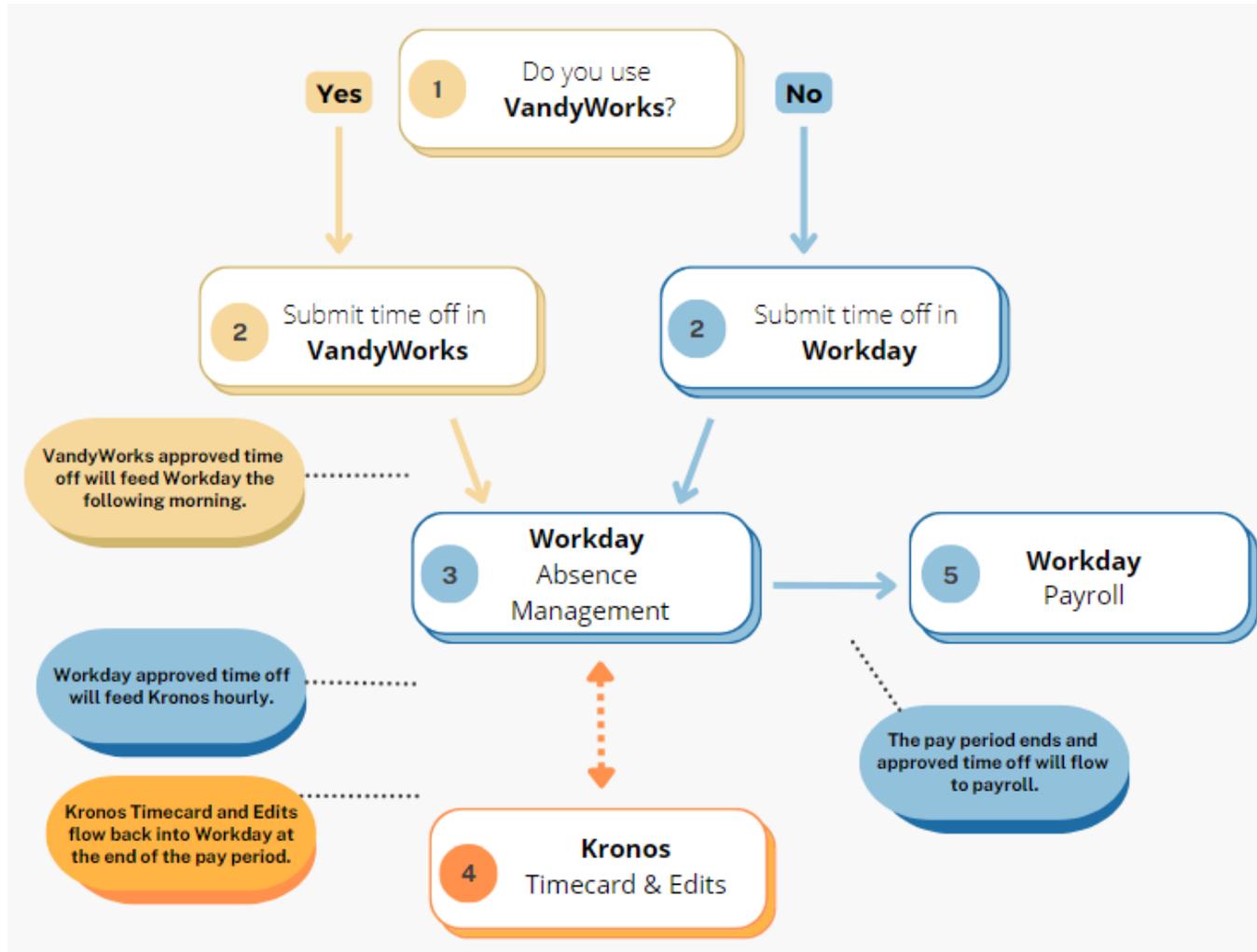
Time Off Reminders

- Time tracking occurs in Kronos.
- Accruals are visible in Workday & Kronos.
- Employees that currently use VandyWorks for PTO will continue to do so.
- Exempt staff will use Workday and no longer use Kronos to report PTO.
- Workday and VandyWorks will feed Kronos.
- Entries in Kronos on Payroll Monday will load as approved and will flow into and update 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...

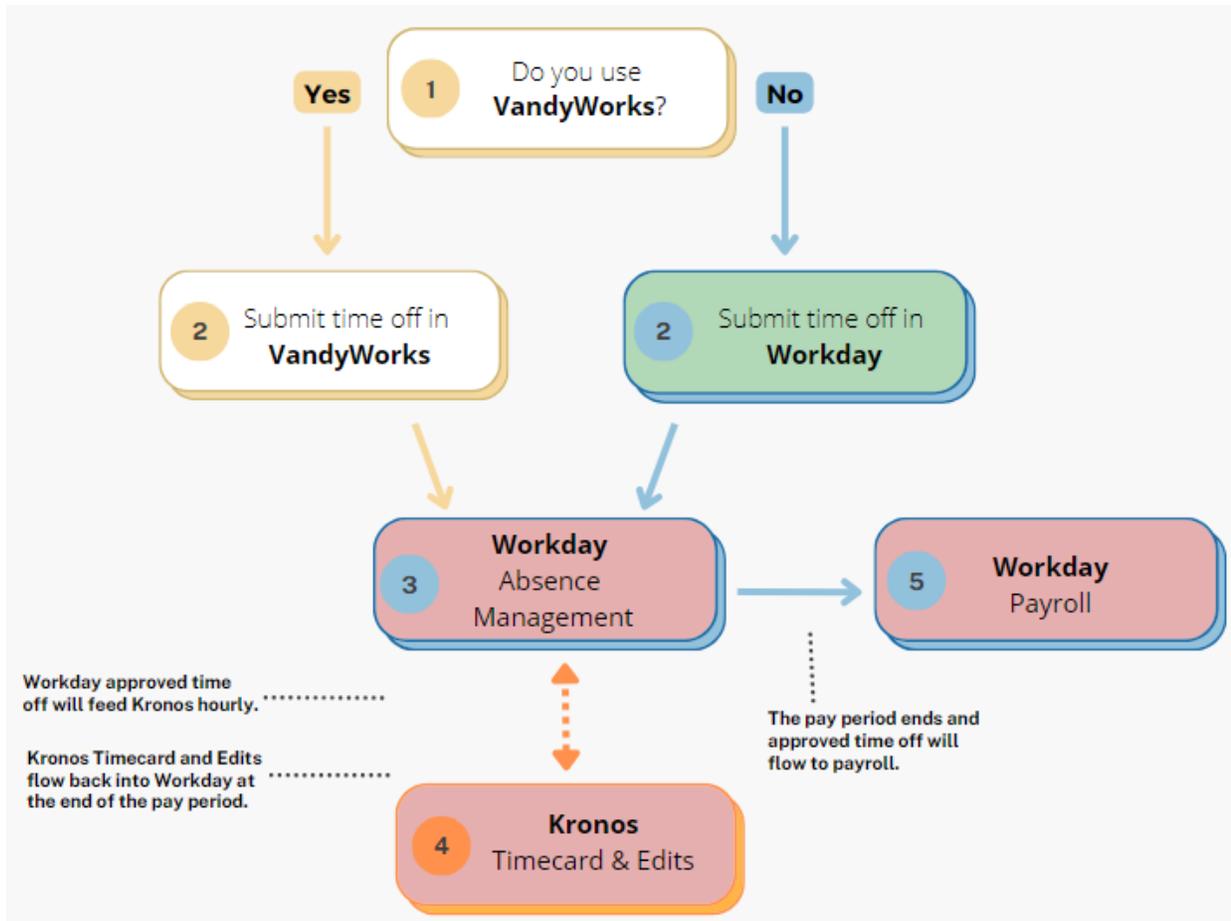


Workday, Kronos, & VandyWorks

- 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.



DEMO

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.

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.

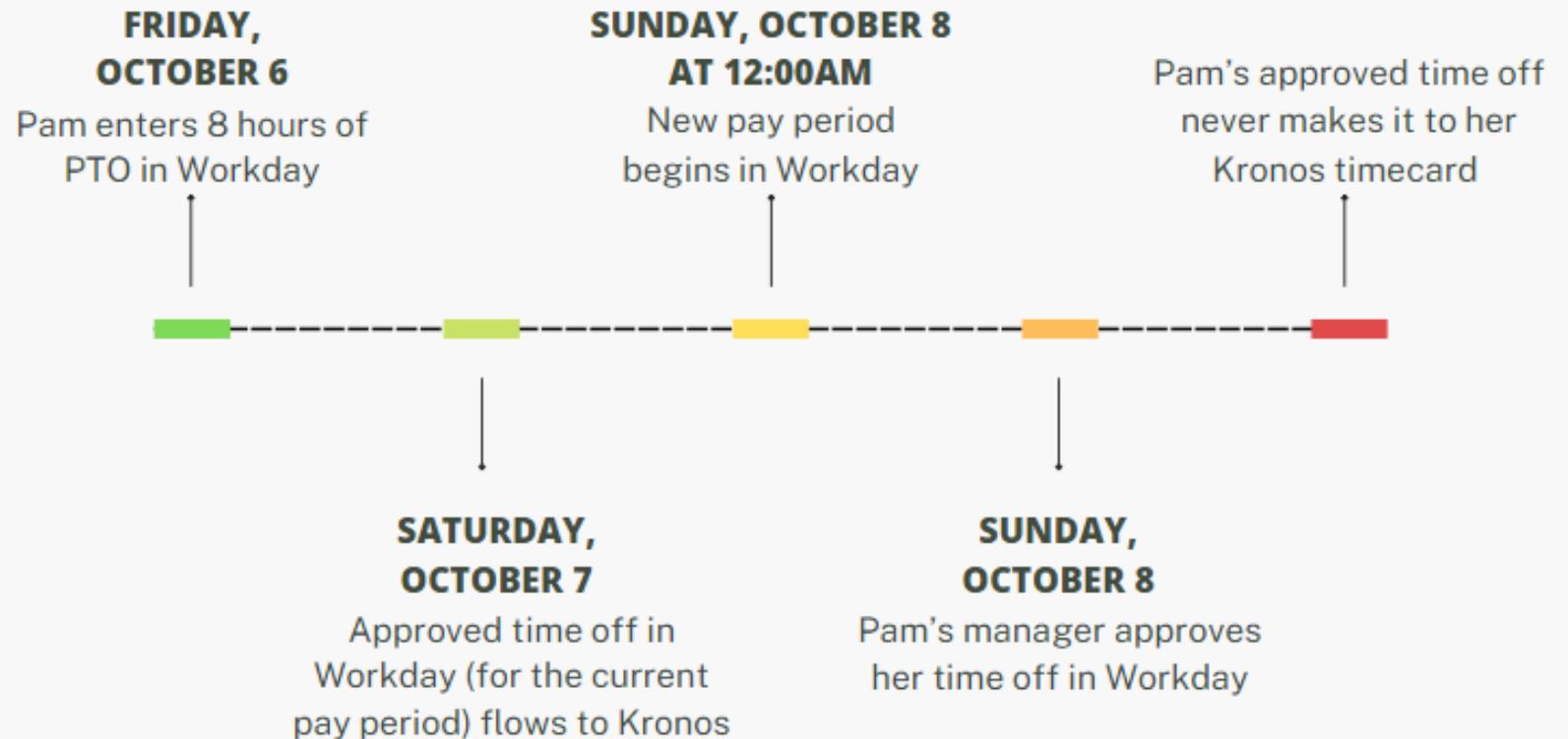
Approving Time Off

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

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

Approving Time Off

PAY PERIOD: SEPT 24 - OCT 7



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!

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

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.



Questions?