

QUESTIONS?

The screenshot shows the Slido Q&A interface for an event named "UBCOWW". The event dates are "Jan 25 - Feb 4, 2022" and the hashtag is "#ubcoww". The interface features a navigation bar at the top with "Q&A" and "Polls" options. A left sidebar contains "Live interaction", "Switch event", and "Dark mode" settings. A central input field is labeled "Ask the speaker" and contains the placeholder text "Type your question". A dark blue box in the center of the screen contains the text "Ask at slido.com using the code **UBCOWW**". Below the input field, there is a message: "There are no questions asked yet. Ask the first one!" accompanied by an icon of two people and a question mark.

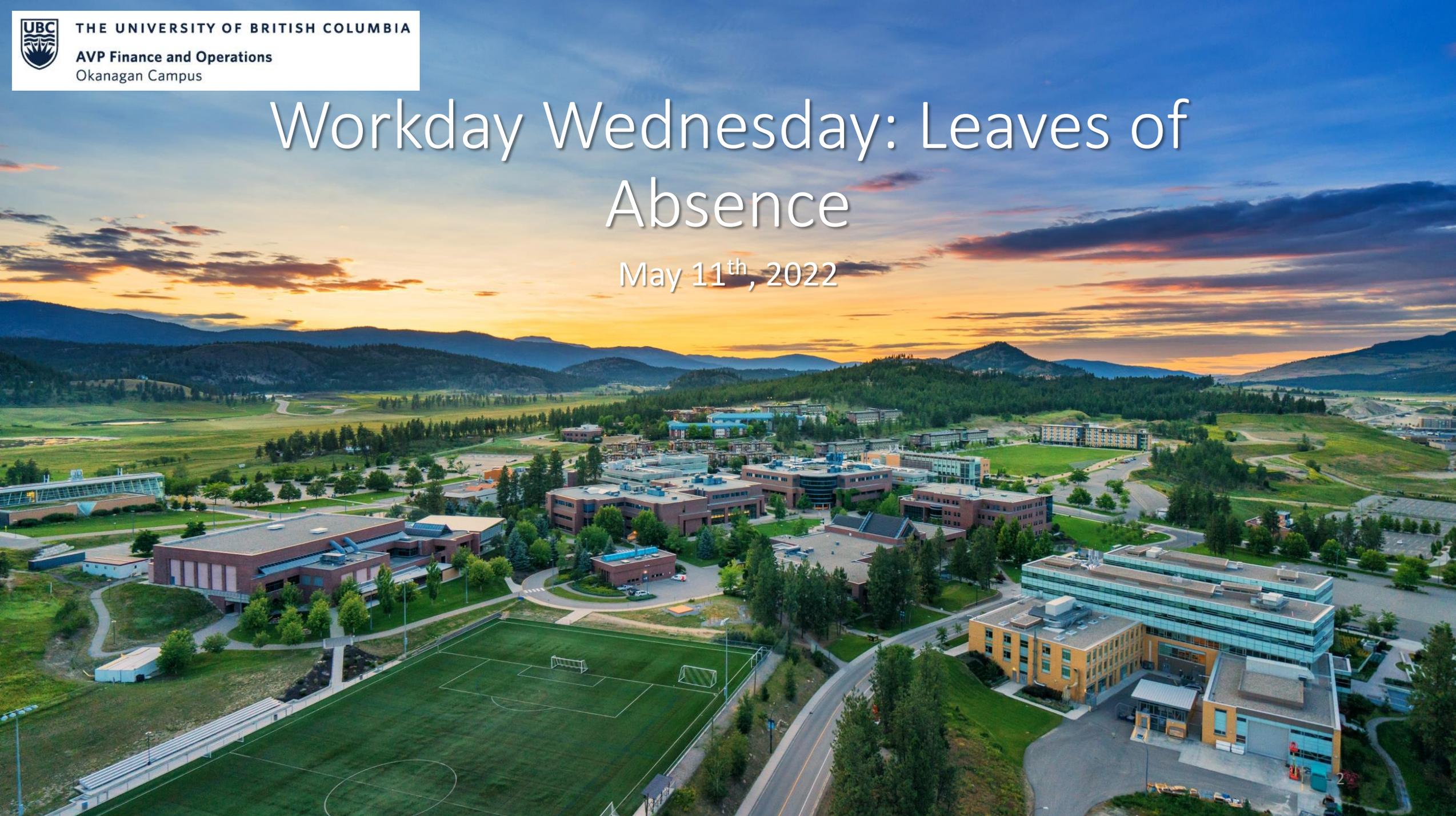


THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Leaves of Absence

May 11th, 2022



RESOURCES AVAILABLE

Place Worker on Full Leave of Absence

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=5d5867a31bae05909068c992604bcb54

Place Worker on Partial Medical or Disability Leave

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=e9acece61b75451027278556cc4bcbb9

Return Worker From Leave

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=4769c7b31bceb410ba8f539f034bcb93&table=kb_knowledge

Benefit Change: Go on Leave

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=c6e460371b2e45909068c992604bcb17&table=kb_knowledge

Benefit Change: Return from Leave

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=57a32faf1b2e05909068c992604bcb62&table=kb_knowledge

AGENDA

- 1 | Place Worker on Full Leave of Absence
- 2 | Place Worker on Partial Medical/Disability Leave
- 3 | Gradual Return to Work
- 4 | Return Worker from Leave
- 5 | Q+A



**PLACE WORKER ON FULL
LEAVE OF ABSENCE**

PLACE WORKER ON FULL LEAVE OF ABSENCE

1

Navigate to the employee's profile in Workday and click 'Place Worker on Leave' under the 'Time and Leave' section.

The screenshot displays the Workday interface for Riley Research, Research Manager. The 'Actions' menu is open, showing various options. The 'Time and Leave' section is circled in red, and the 'Place Worker On Leave' option is also circled in red. The 'Location' is set to Brock Hall (BRCK).

Riley Research
Research Manager

Location: Brock Hall (BRCK)

Actions

Actions

Frequently Used

- Start Proxy
- View Worker History by...
- Place Worker On Leave
- Transfer, Promote or C...
- Return Worker From Le...

Benefits

Compensation

Job Change

Manage Work

Organization

Payment

Payroll

Personal Data

Procurement

Recruiting

Talent

Time and Leave

Enter Time

Enter Time for Worker

Review Time by Week for Worker

Submit Time

View Time Calendar

Enter Absence

Correct Absence

View Time Off

Overtime Requests

View Schedule for Worker

Add Time Clock Event

View Time Clock History

View Time Off Balance

View Time Off Results by Period

View Calculated and Override Balances

View Carryover Balances

Place Worker On Leave

Return Worker From Leave

View Leave Results

Adjust Calculated Time

Maintain Accrual and Time Off Adjustments/Overrides

Maintain Accrual and Time Off Limit Overrides

Maintain Time Off Plan Carryover Overrides

Maintain Time Off Plan Override Balances

Assign Work Schedule

Schedule History for Worker

PLACE WORKER ON FULL LEAVE OF ABSENCE

2

Enter the Leave of Absence Details for the employee and submit.

- Select the date of your employee's first day of absence, last day of work, and estimated last day of absence
- **It is critical to have the correct Last Date for Which Paid, given its impact on an employee's pay.**
- For long-term leaves, employees will receive the **Benefit Change: Go on Leave** task in their Workday inbox

← Place Worker on Leave
Trevor Twitter Actions

Please refer to [HR Leave for Personal Matters](#) for more information on absence policies.

Last Day of Work 28 / 02 / 2020

First Day of Absence * 02 / 03 / 2020

Estimated Last Day of Absence * 30 / 04 / 2020

Type * × Parental Leave ...

Position * × AAPS Salaried - Educational Programming, Level A ...

Additional Fields

Last Date for Which Paid * 01 / 03 / 2020

▼ Leave Impact

Payroll Effect

Absence Accrual Effect

Benefit Effect

Tenure Effect

Click Submit

Submit Save for Later Cancel

Fill in the LOA details for the employee



**PLACE WORKER ON PARTIAL
MEDICAL/DISABILITY LEAVE**



PLACE WORKER ON PARTIAL MEDICAL OR DISABILITY LEAVE

The following business processes must be completed when a **salaried employee** goes on partial leave:

Place Worker on Full Leave of Absence



Change Job: FTE Changes (Partial Disability/Sick)

1 PUTTING EMPLOYEE ONTO MEDICAL LEAVE

Place Worker on Leave BP (initiated by Dept)
Leave Type = Partial Medical or Partial Disability

2 UPDATING EMPLOYEE'S FTE ('TO DO' ROUTES TO THE INITIATOR TO COMPLETE)

To Do: Update Worker's FTE

Job Change - FTE Leave Related (% EE is working)

Assign Costing Allocations (skip)

Update Vacation Balance (skip)

Submit 'To Do'

Note: For Hourly Employee's, the FTE 'To Do' can be skipped, as their hours worked will be entered through Time Tracking



PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

1

Navigate to the employee's profile in Workday and click 'Place Worker on Leave' under the 'Time and Leave' section.

- All medical documentation is collected and stored by WRAP. If the employee is working with the Return to Work or WRAP team, have the appropriate documentation ready to initiate the Sick/Disability Leave
- If employee is going on Partial Leave, have the FTE they will be temporarily working

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Riley Research
Research Manager

Location: Brock Hall (BRCK)

Actions

Actions

Frequently Used

Start Proxy

View Worker History by...

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Time and Leave

Enter Time

Enter Time for Worker

Review Time by Week for Worker

Submit Time

View Time Calendar

Enter Absence

Correct Absence

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Overtime Requests

View Schedule for Worker

Add Time Clock Event

View Time Clock History

View Time Off Balance

View Time Off Results by Period

View Calculated and Override Balances

View Carryover Balances

Place Worker On Leave

Return Worker From Leave

View Leave Results

Adjust Calculated Time

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Maintain Accrual and Time Off Limit Overrides

Maintain Time Off Plan Carryover Overrides

Maintain Time Off Plan Override Balances

Assign Work Schedule

Schedule History for Worker

PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

2

Enter the Leave of Absence Details for the employee and submit.

- Under Leave Type, select either **Partial Medical**, **Partial Disability** or **Gradual Return to Work**
- It is critical to have the correct Last Date for Which Paid, given its impact on an employee's pay.

The screenshot shows a web form for entering LOA details. A red rounded rectangle highlights the top section containing date and type fields. A blue callout bubble points to the 'Last Date for Which Paid' field with the text 'Fill in LOA details for the employee'. Another blue callout bubble points to the 'Submit' button with the text 'Click Submit'. The 'Submit' button is also highlighted with a red rounded rectangle.

Last Day of Work

First Day of Absence *

Estimated Last Day of Absence *

Type *

Position *

Additional Fields

Last Date for Which Paid *

▼ **Leave Impact**

Payroll Effect

Absence Accrual Effect

Benefit Effect

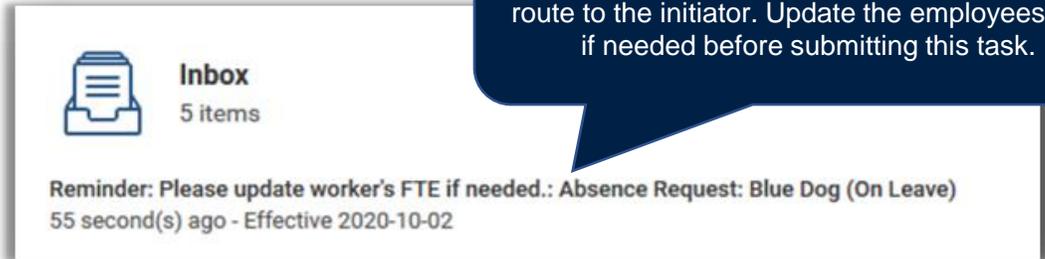
Tenure Effect

▶ **Supporting Documents**

PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

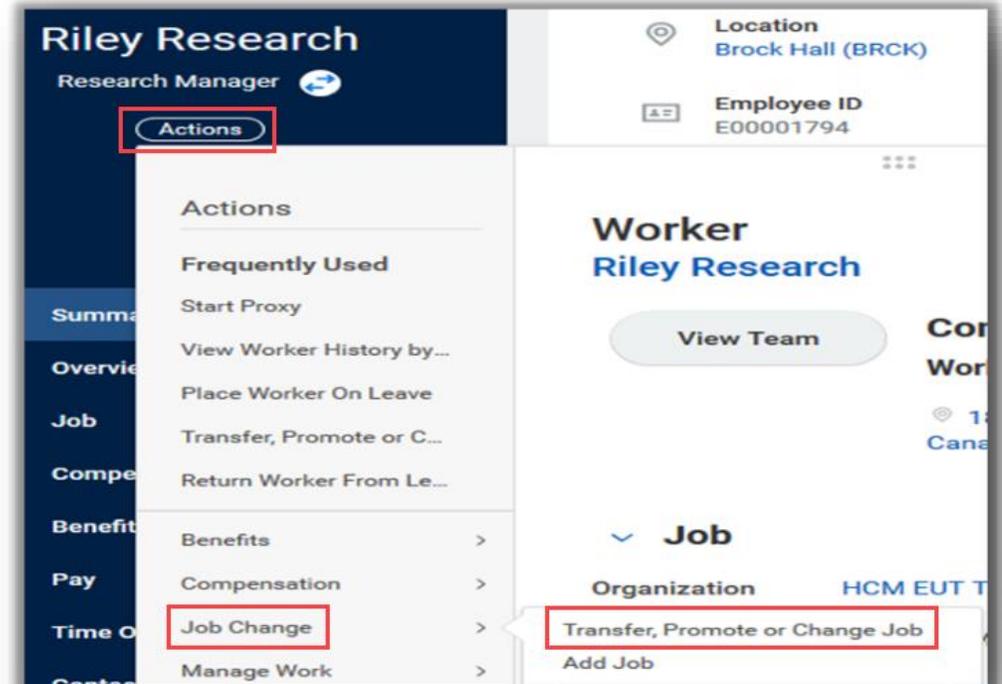
3

Update the employee's FTE



4

Initiate the Change Job BP



PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

5

Verify employee's job

Change Job

Worker * X Riley Research ...

Job * X P000001314 Research Manager - Riley Research (On Leave) ...

If the employee has multiple positions, verify the correct job is selected; the job selected will say (On Leave)

6

Enter Start Details of Job Change

- **When do you want this change to take effect?**
 - Enter the first day of FTE change
- **Why are you making this change?**
 - Select FTE Changes – Leave Related, then either Gradual Return to Work, Partial Disability Leave, or Partial Sick Leave

Start

Start Details

When do you want this change to take effect? * 2020-10-16

Why are you making this change? *
FTE Changes - Leave Related
Gradual Return to Work
Partial Disability Leave
Partial Sick Leave

Where will this person be located after this change? *
Brock Hall (BRCK)

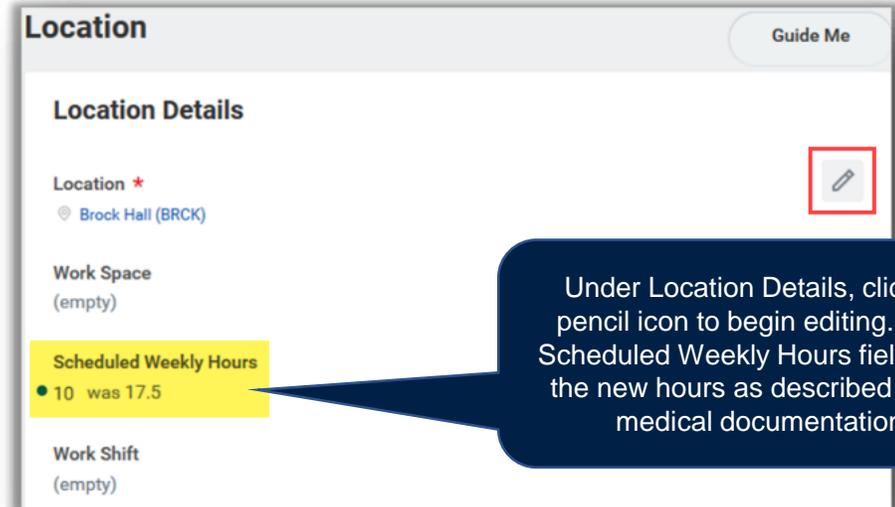
Do you want to use the next pay period?

PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

7

Update Scheduled Weekly Hours and Time Type and click submit.

- All other fields in the Change Job steps will remain the same; there are no other changes needed.



Location Guide Me

Location Details

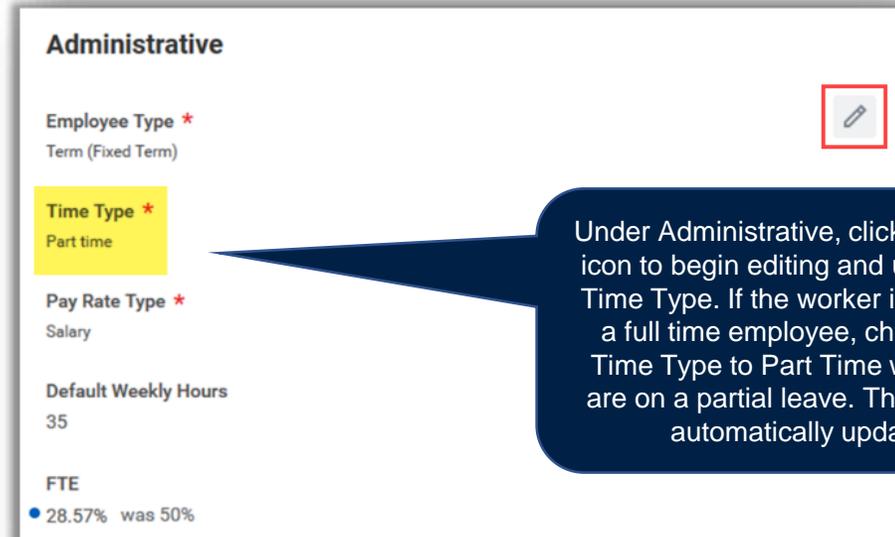
Location * 
📍 Brock Hall (BRCK)

Work Space
(empty)

Scheduled Weekly Hours
● 10 was 17.5

Work Shift
(empty)

Under Location Details, click the pencil icon to begin editing. In the Scheduled Weekly Hours field, enter the new hours as described on the medical documentation.



Administrative

Employee Type * 

Term (Fixed Term)

Time Type *
Part time

Pay Rate Type *
Salary

Default Weekly Hours
35

FTE
● 28.57% was 50%

Under Administrative, click the pencil icon to begin editing and update the Time Type. If the worker is currently a full time employee, change the Time Type to Part Time while they are on a partial leave. The FTE will automatically update.

PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

8

Assign Costing Allocations

- If the Costing Allocations:
 - **Do change** during this Partial Leave, update the Costing Allocations at this step
 - **Do not change**, skip this step by clicking the gear icon and select Skip this Task

Assign Costing Allocation for Change Job

1 minute(s) ago - Due 2020-10-15

Select worker and position. Make sure to click "Add", even if you are not changing the allocation.

Please include Total Monthly Salary or Hourly rate in the Comment box.

Event Details

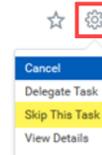
Event Costing Allocation for Data Change: Riley Research

Effective Date 2020-10-16

Include Existing Allocations

From 2020-10-16 To YYYY-MM-DD

Refresh Costing Allocation Data



Skip This Task

1 minute(s) ago - Due 2020-10-15

You have opted to Skip this Task. The Task will have a status of "Manually Skipped" in Process History. Please enter any optional reason for this action. Your reason comments will also be available in Process History.

Business Process Costing Allocation for Data Change: Riley Research

Step Assign Costing Allocation

Due Date 2020-10-15

Skip Reason No Change

PLACE WORKER ON PARTIAL MEDICAL/DISABILITY LEAVE

9

Complete 'To Do' step in inbox



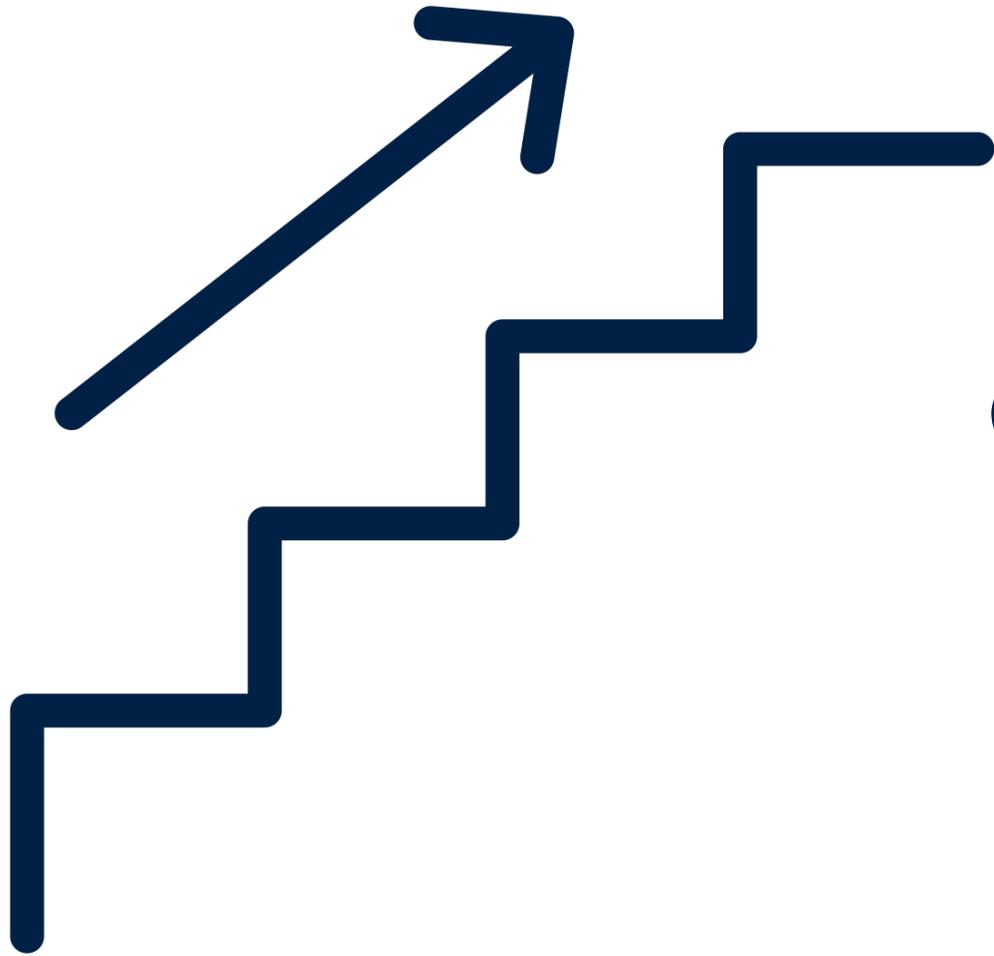
Inbox
5 items



Reminder: Please update worker's FTE if needed.: Absence Request: Blue Dog (On Leave)
55 second(s) ago - Effective 2020-10-02

Return to the inbox task and click Submit

Note: The employee must be returned from leave if/when their Partial Leave ends. This includes the Return from Leave BP and Change Job: FTE Change (Partial Disability/Sick) in order to return the employee to their ongoing FTE.



GRADUAL RETURN TO WORK

GRADUAL RETURN TO WORK

- When completing a gradual return to work, you will need to complete FTE changes for each week
- Once you are sent the full RTW plan, enter the whole plan consecutively, week by week, through FTE changes via the Change Job BP

The screenshot displays a user interface for managing an employee's record. The main header shows the employee's current position: "AAPS Salaried - Administration, Level A". A blue sidebar on the left contains navigation icons and labels for various sections: Summary, Overview, Job, Competency, Pay, Time Off, Contact, Personal, and Career. The "Actions" menu is open, with "Job Change" highlighted. A secondary dropdown menu is visible, listing options such as "Transfer, Promote or Change Job", "Add Job", "Launch Onboarding", "Report No Show", "Terminate Employee", and "Manage Probation Periods". A teal callout box with a white border points to the "Transfer, Promote or Change Job" option, containing the text: "Click Actions > Job Change > Transfer, Promote or Change Job". The background shows a "Worker" profile card with fields for Location (UBC Vancouver Campus), Manager, Employee ID, and Supervisory. To the right, a "Job Details" panel lists information such as Employee ID (E00000859), Organization, Title, and Employment Type (Ongoing).

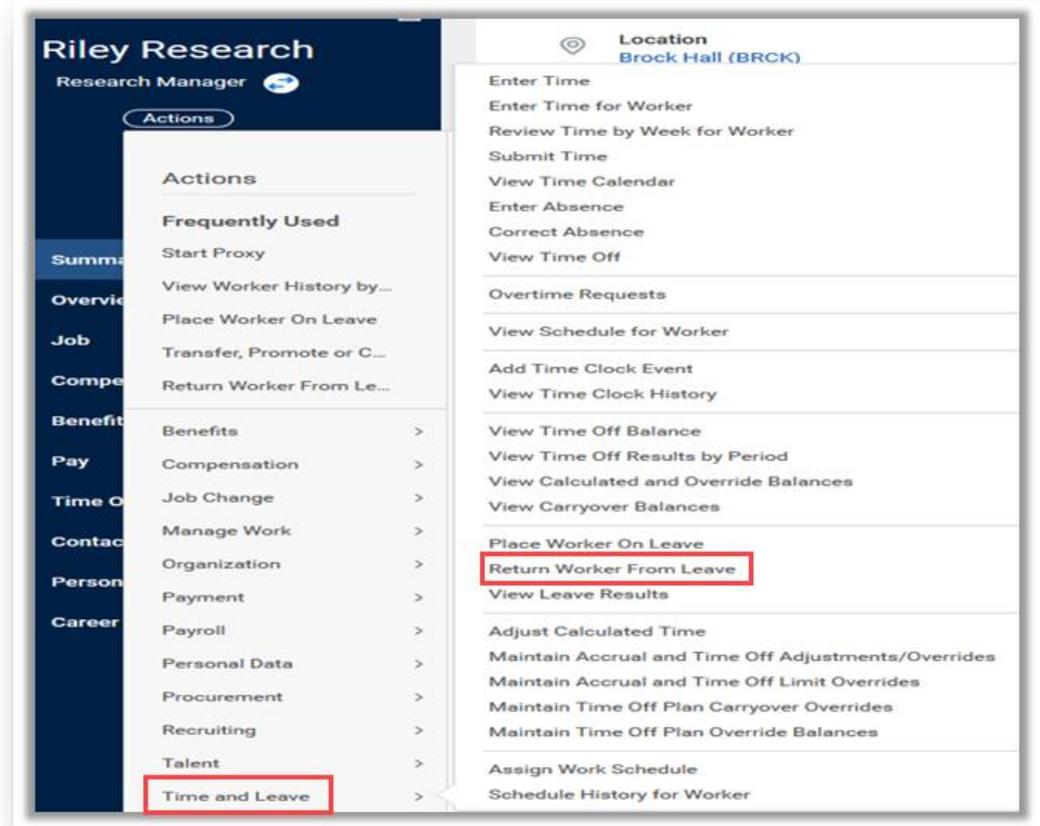


RETURN WORKER FROM LEAVE

RETURN WORKER FROM LEAVE

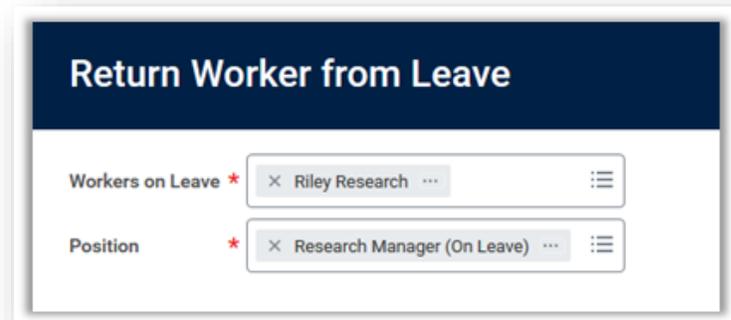
1

Navigate to employee profile and select 'Return Worker From Leave' under 'Actions'.



2

Ensure you are returning the employee to the correct position.



RETURN WORKER FROM LEAVE

3

Enter return details for the employee.

- Actual Last Day of Absence = day before first day back

The screenshot shows a mobile application interface for returning a worker from leave. The title is 'Return Worker from Leave (On Leave)'. The position is 'Training Specialist, HR (On Leave)'. The 'First Day Back at Work' is set to '29 / 01 / 2020'. A callout bubble points to this field with the text 'Fill in First Day Back at Work'. Below this is a table of absences returned from, with one item: 'Maternity/Parental Leave (6-Jan-2020)'. The 'Actual Last Day of Absence' is set to '28 / 01 / 2020', with a callout bubble pointing to it that says 'Fill in Actual Last Day of Absence'. There is a 'Supporting Documents' section with a comment field and a 'Click Submit' callout. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons, with a callout pointing to the 'Submit' button.

← Return Worker from Leave
(On Leave) Actions

Position Training Specialist, HR (On Leave)

First Day Back at Work 29 / 01 / 2020 📅 Fill in First Day Back at Work

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Maternity/Parental Leave (6-Jan-2020)	06/01/2020	31/01/2020	28 / 01 / 2020 📅 Fill in Actual Last Day of Absence

> Supporting Documents

enter your comment 📎 Click Submit

Submit Save for Later Cancel



Next Workday Wednesday: May 25th | 10:00 – 11:00am

Topic: Delegations

[Registration link](#)

