SOUTH TEXAS COLLEGE

Brighter workday

ABSENCE

Training Manual

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DECEMBER 1, 2024

SOUTH TEXAS COLLEGE

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INTRODUCTION

As of January 1, 2025, employees must submit all leave requests through the Workday Absence module. Workday Absence will allow you to view leave and entitlement balances, forecast your accruals, and request time away from work, such as vacation and sick-day. Policies, procedures, administrative regulations, eligibility, and accrual rates will remain the same.

ABSENCE CALENDAR

Employees will submit absence requests via an intuitive calendar and follow a defined path for approval. The Absence Calendar is where you can enter days off and see your time off balances. You can see the time already requested off on the calendar. You can also see if your request has been approved or not. If it had not yet been approved, it will show in gray. If the time has been approved, it will show with a green checkmark. Workday validates the information you enter and will show an error or an alert if something is potentially wrong.

EMPLOYEE

Employees can easily view balances and upcoming time and submit time-off requests. All entries are viewable in real-time. The absence tasks you will be able to perform will depend on your particular position at South Texas College.

SUPERVISORS/MANAGERS

Managers always have a clear view of their team's absence, history, upcoming leaves, and balances. Automatic reminders ensure requests are always addressed on time. As a manager, there will be times when you need to enter time for an employee.

LEAVES OF ABSENCE

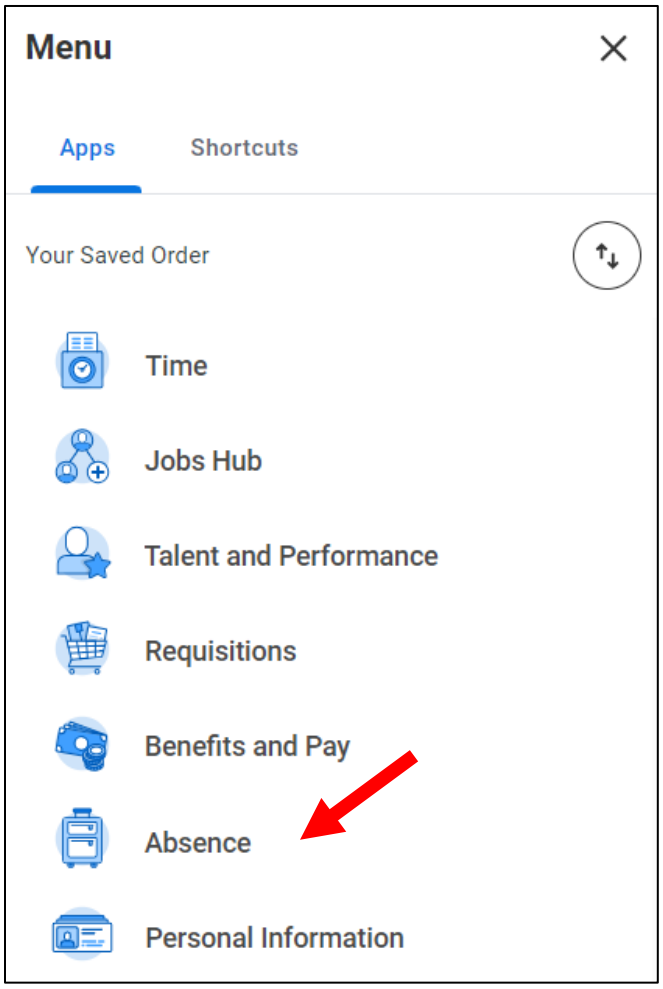
Long-term leaves are classified as Leaves of Absence in Workday and the employee's status in Workday profile will indicate "On Leave". These leaves can include family leave, medical leave, FMLA, active military leave and unpaid personal leave.

EMPLOYEE LEAVE

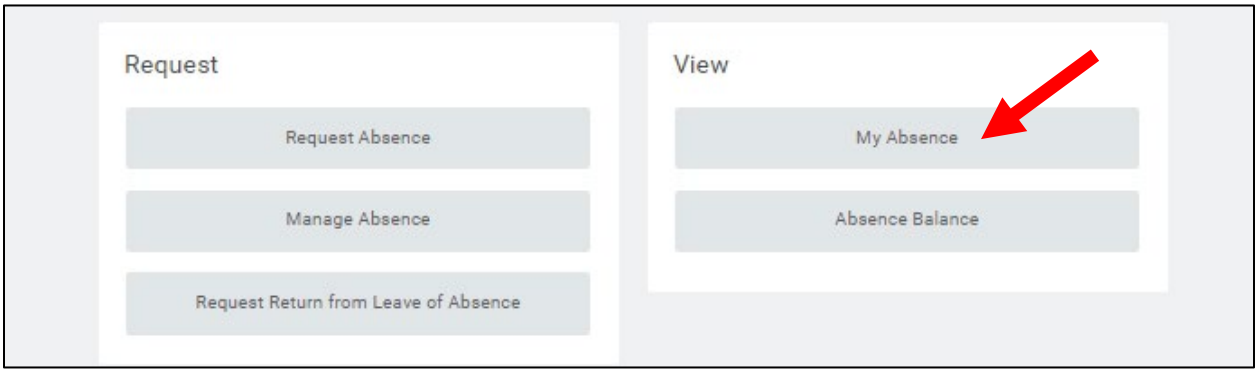
VIEW TIME OFF REQUESTS AND LEAVE BALANCES

1. Log into System
2. On your employee Dashboard, click on **MENU** on the upper left-hand corner.

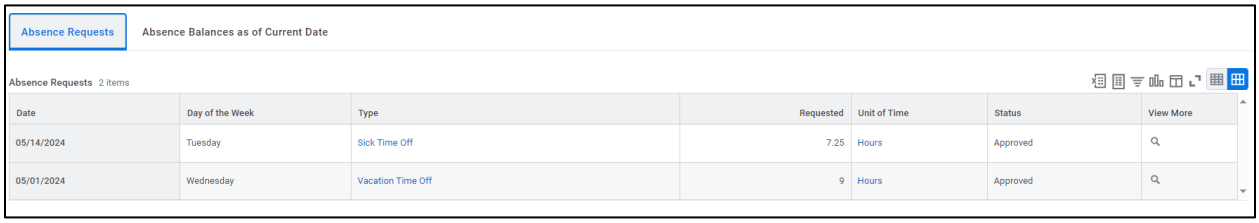
3. Select **ABSENCE**



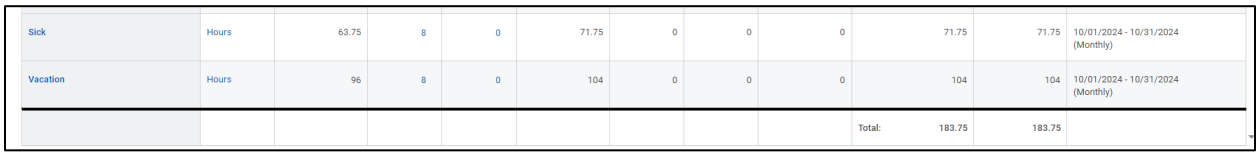
4. Under **View s**ection, select **My Absence**



5. A report of all submitted time-off request displays



6. Click the **Absence Balances as of Current Date** tab to see your current time-off balance as of today's date.



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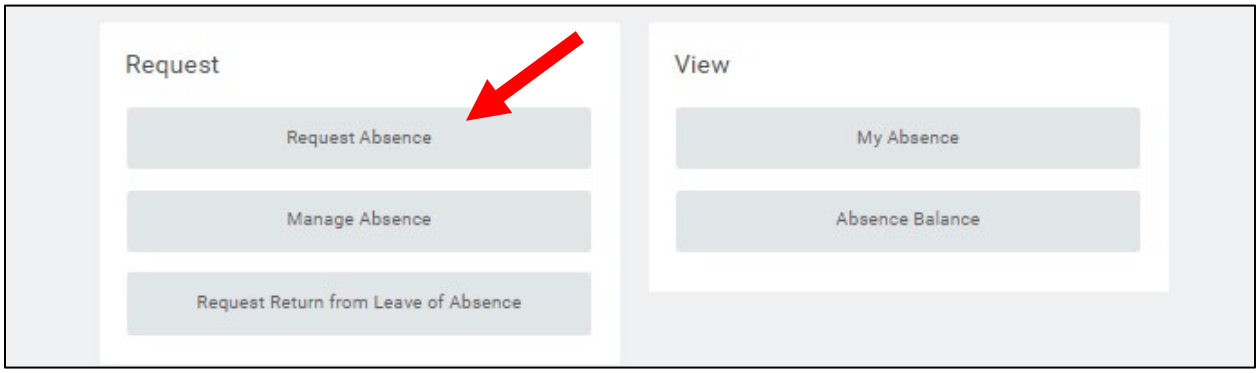
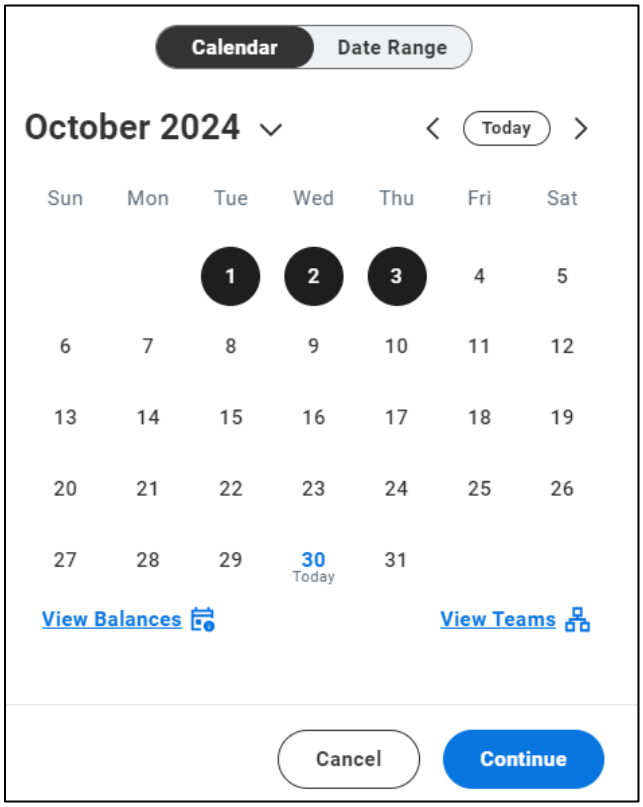
SUBMIT TIME-OFF AND LEAVE OF ABSENCE REQUESTS

From the Absence Application:

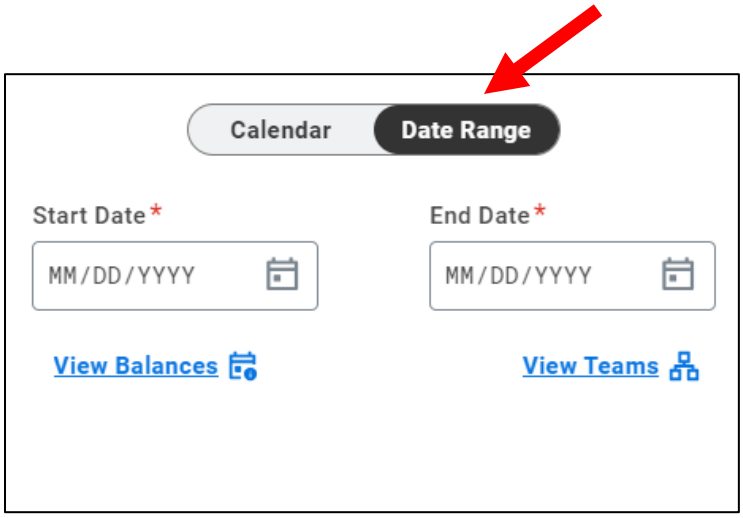
1. Under **Request** section, select **Request Absence**



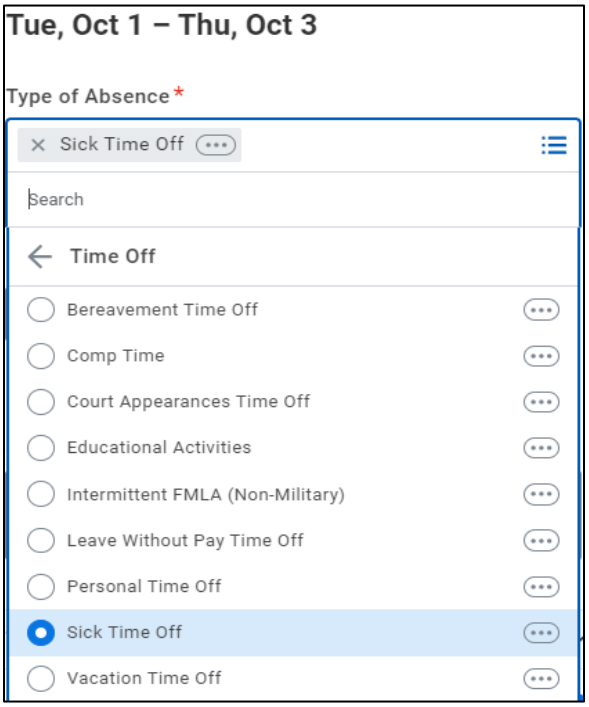
2. The calendar will appear.
3. Click the day you wish to take off or click and drag to select multiple days. Click a selected day to deselect it.



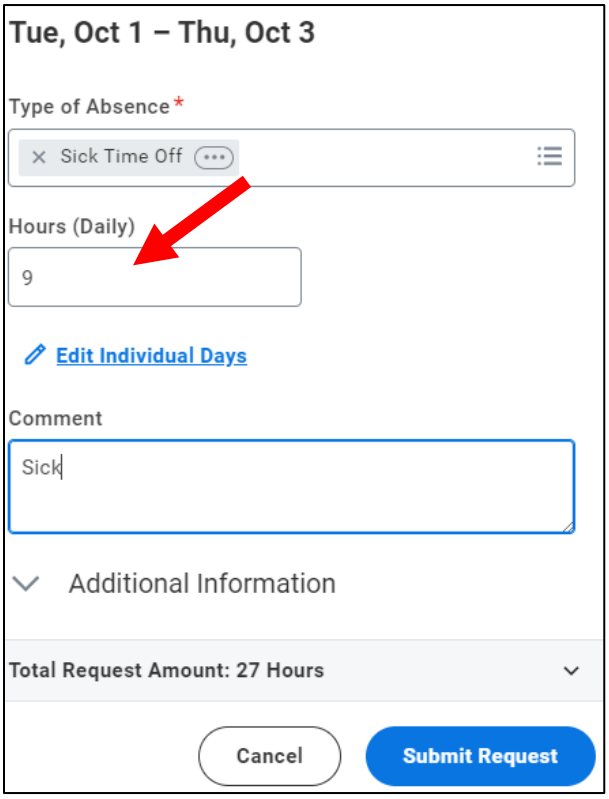
4. (Optional) To enter an extended date rage, click the **Date Range** button. This is useful when entering an absence request that might extend into a different month or over a long period.



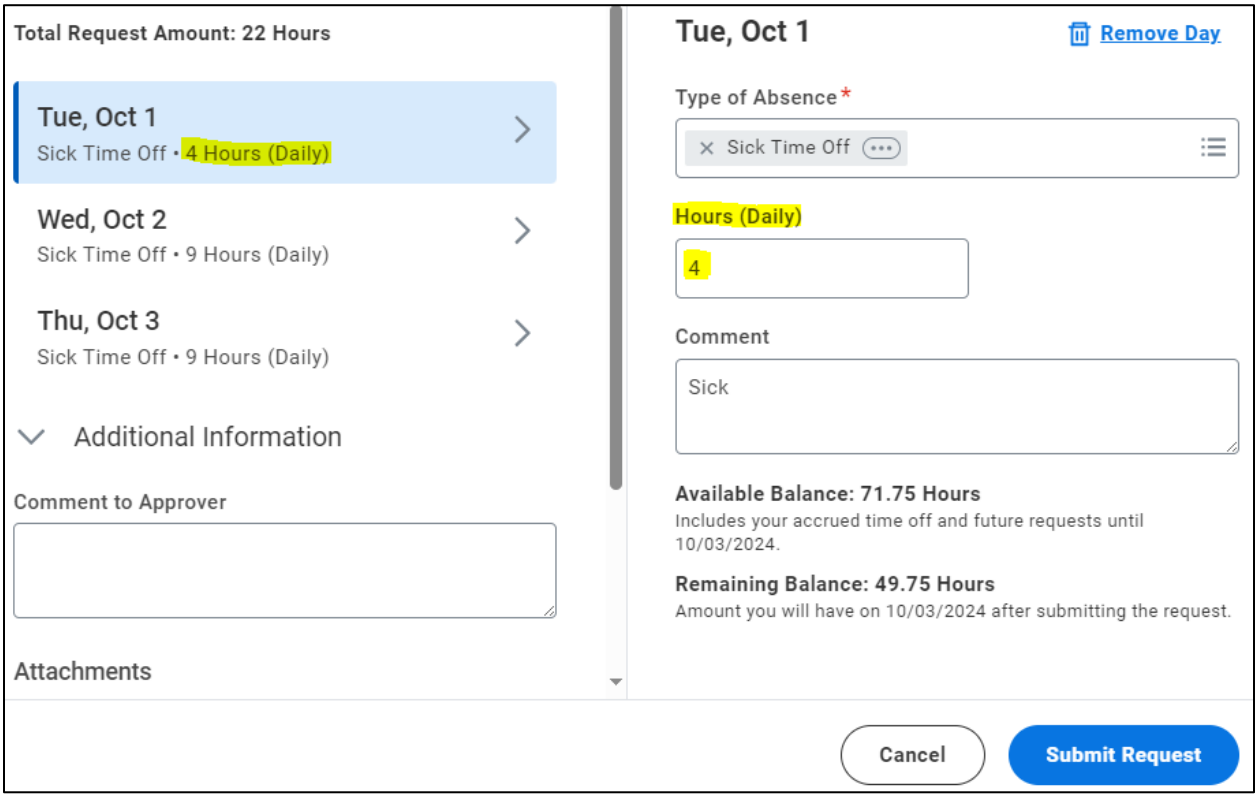
5. Click **Continue**. The dates you have requested display to help confirm your request.
6. Select the **Type** of absence requested. Your options will include time off, leaves and other absence types.
7. Select corresponding time off plan.



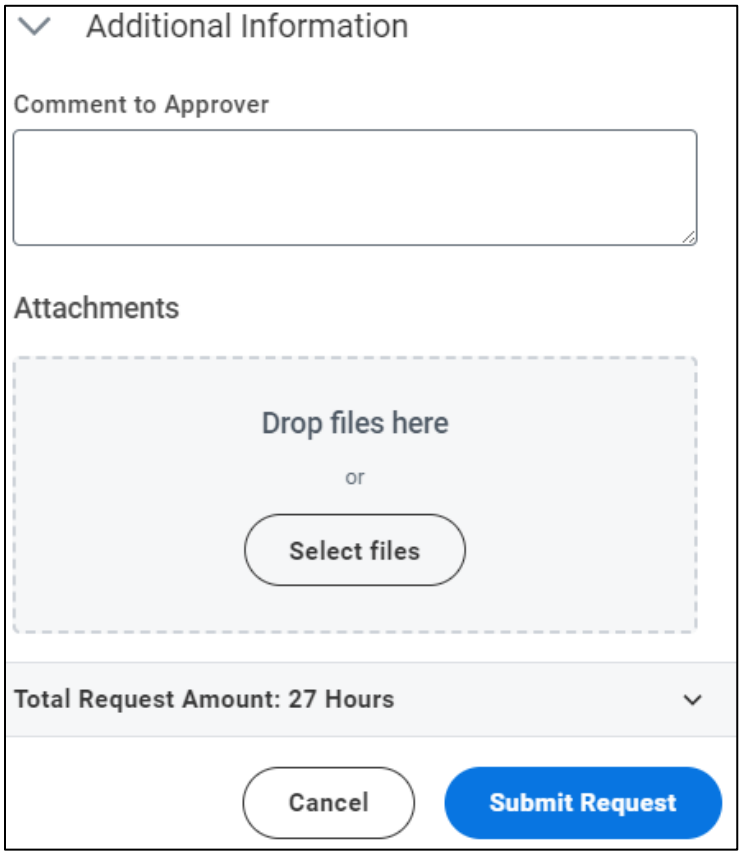
8. The **Hours (Daily)** may default to a set amount for your daily scheduled hours.



9. (Optional) To change the **Hours (Daily)** amount, click **Edit Individual Days**. Enter the desired amount and any needed comments per day. Click **Submit Request**.



10. Under **Additional Information**, attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select Files.**



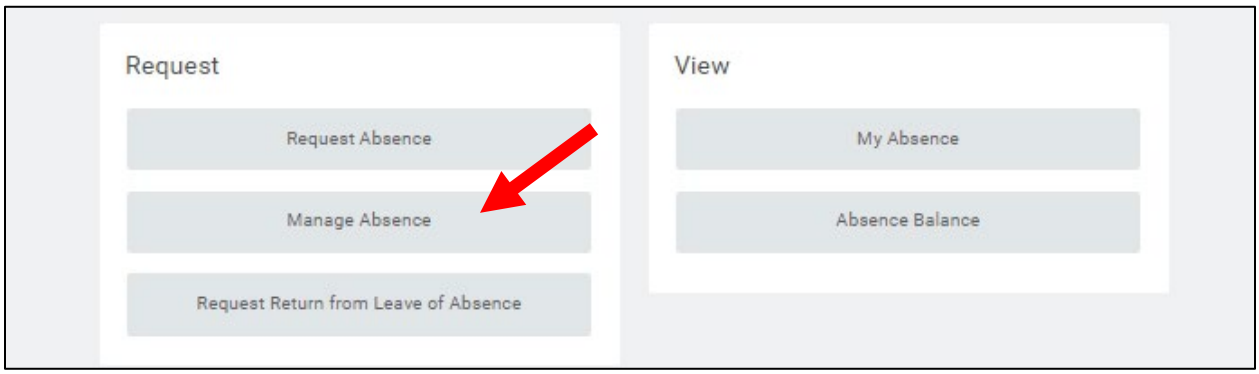
11. Click **Submit Request**. You can view the status of your request at any time by returning to the My Absence report.

CANCEL A SUBMITTED TIME-OFF REQUEST

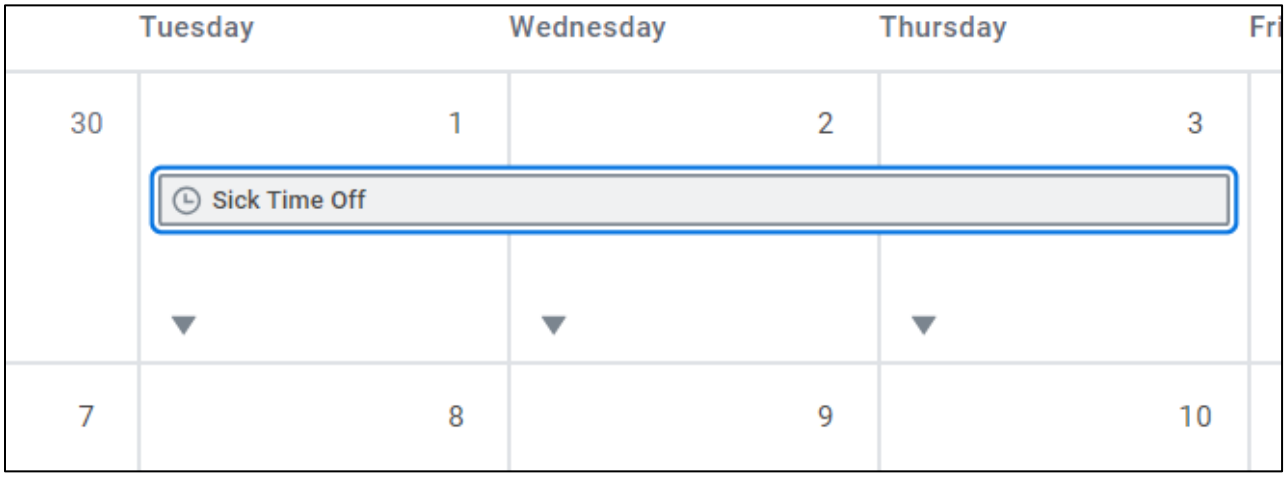
You can cancel submitted, but not yet approved, time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

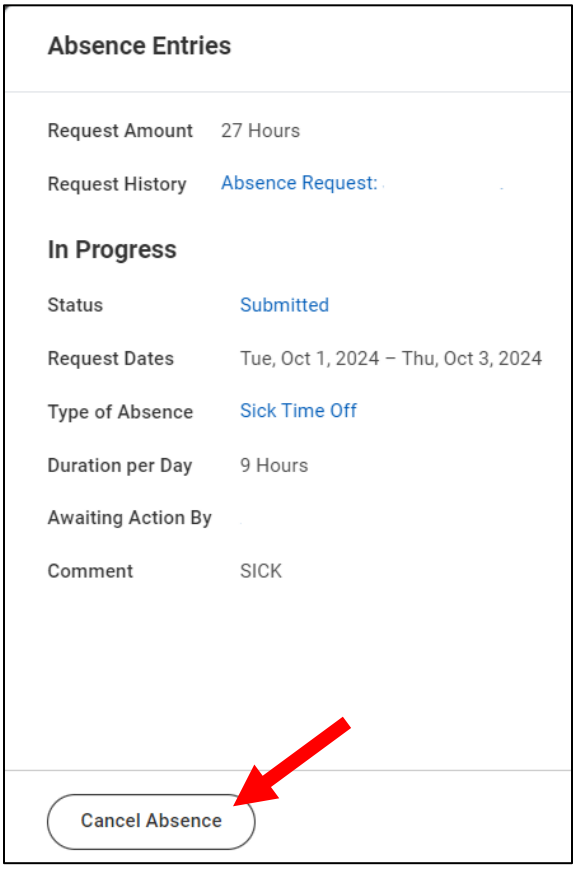
1. Click **Manage Absence** to access the absence calendar



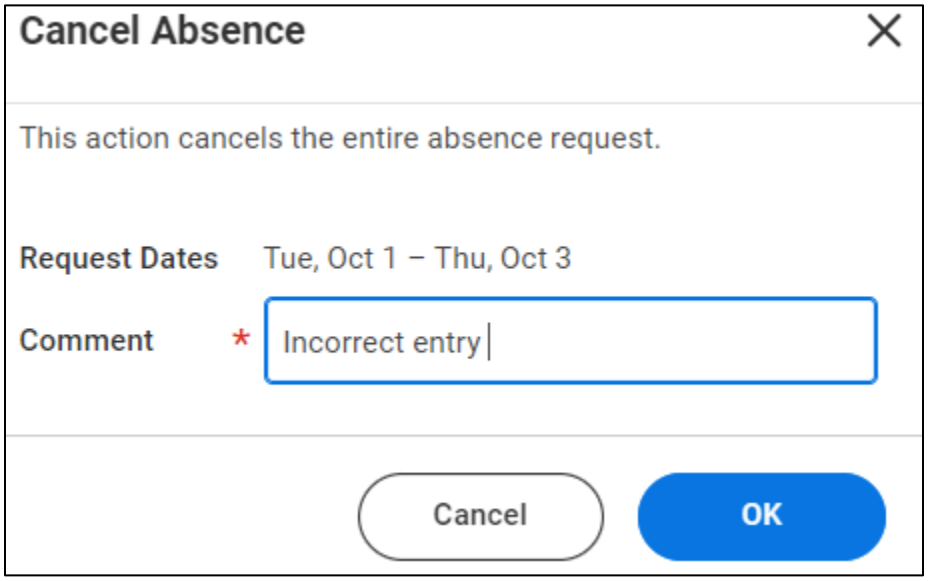
2. Click the time-off entry on the calendar



3. Click **Cancel Absence**



4. Enter a comment. Workday requires a comment for cancelations.
5. Click **OK**. The process does not require further approval.

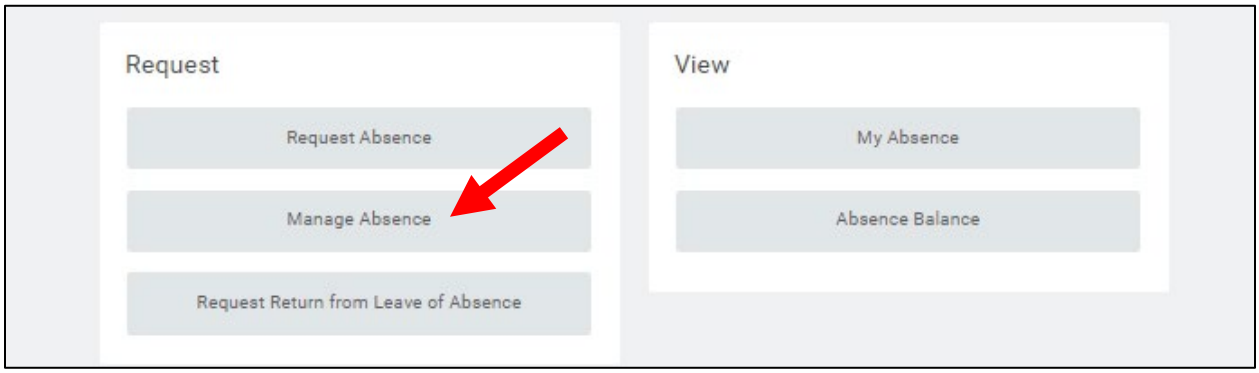


CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

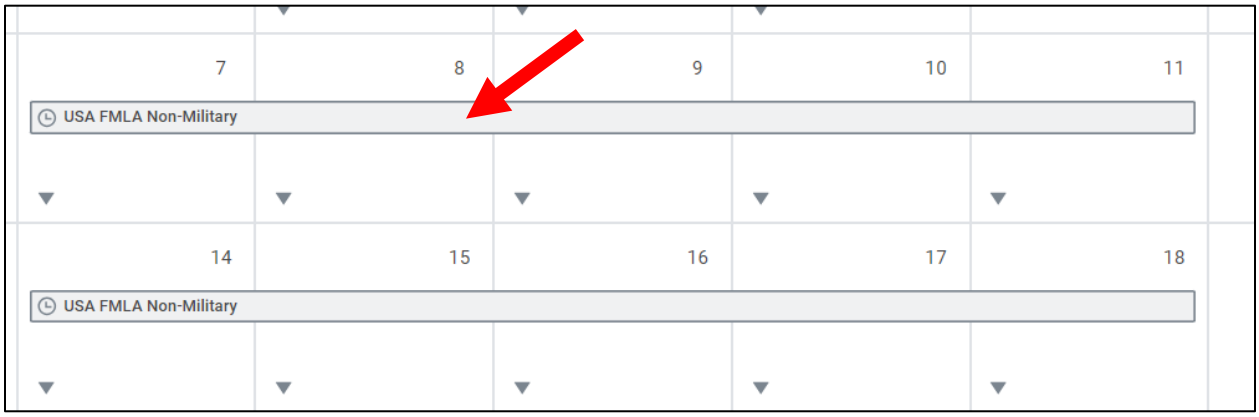
You can cancel submitted, but not yet approved, leave of absence requests. Once approved, you must correct the request to cancel it

From the Absence application:

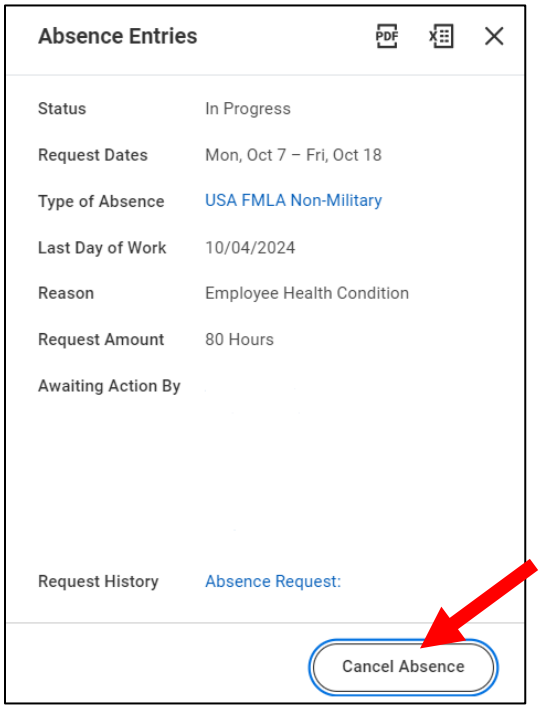
1. Click **Manage Absence** to open the absence calendar



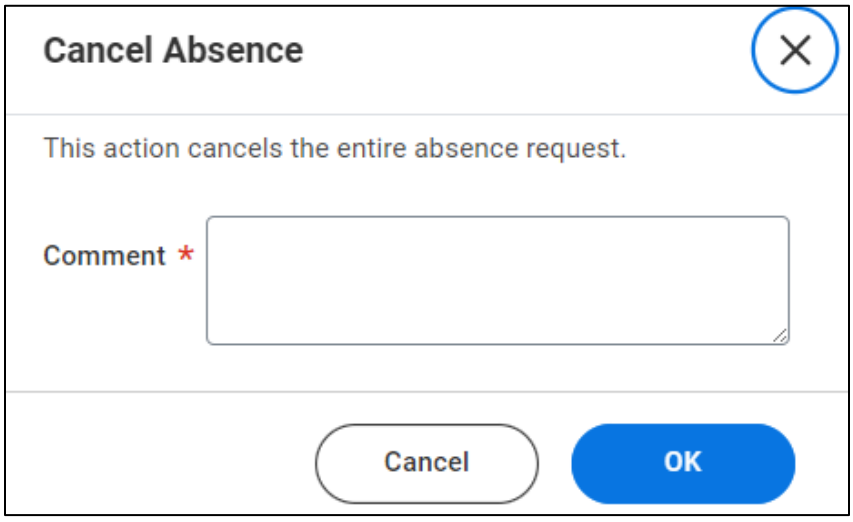
2. Click the leave of absence entry on the calendar



3. Click **Cancel Absence**



4. Enter a comment. Workday requires a comment for cancelations.

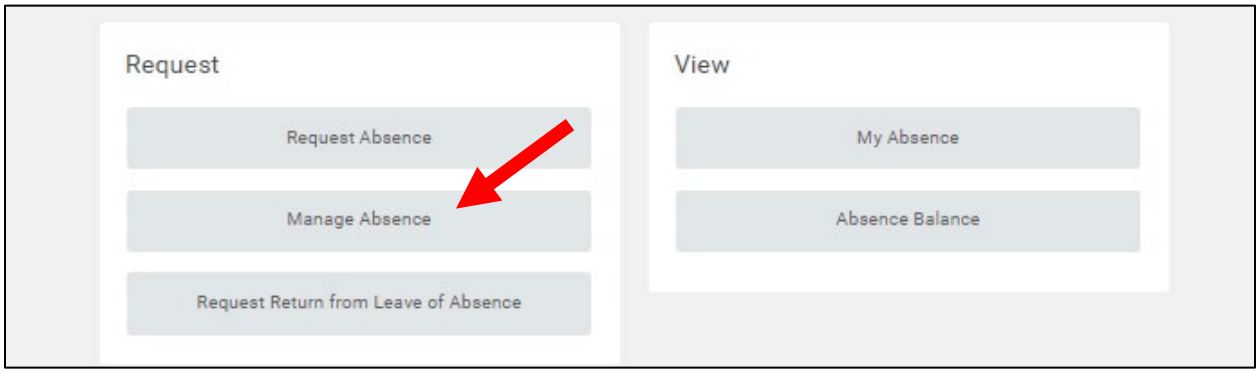


5. Click **OK**. The process does not require further approval.

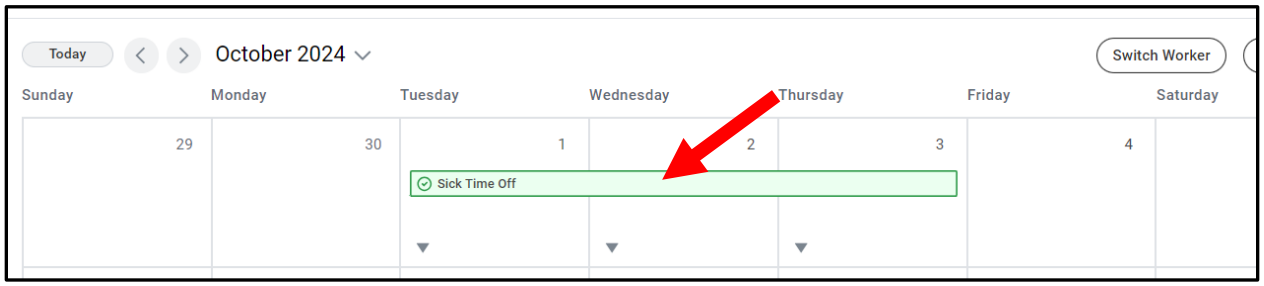
MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME-OFF REQUESTS

From the Absence application:

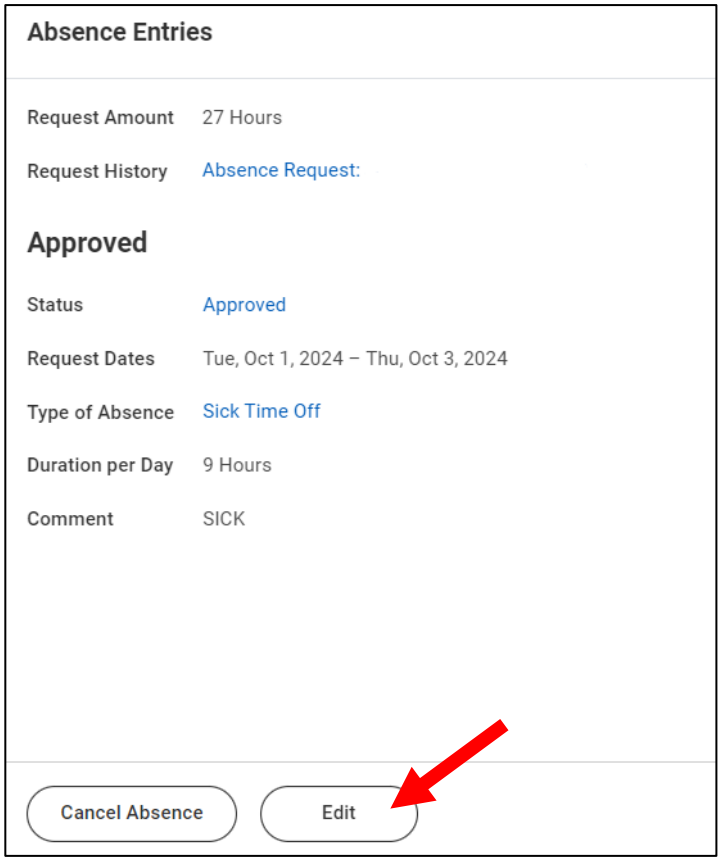
1. Click **Manage Absence** to access the calendar.



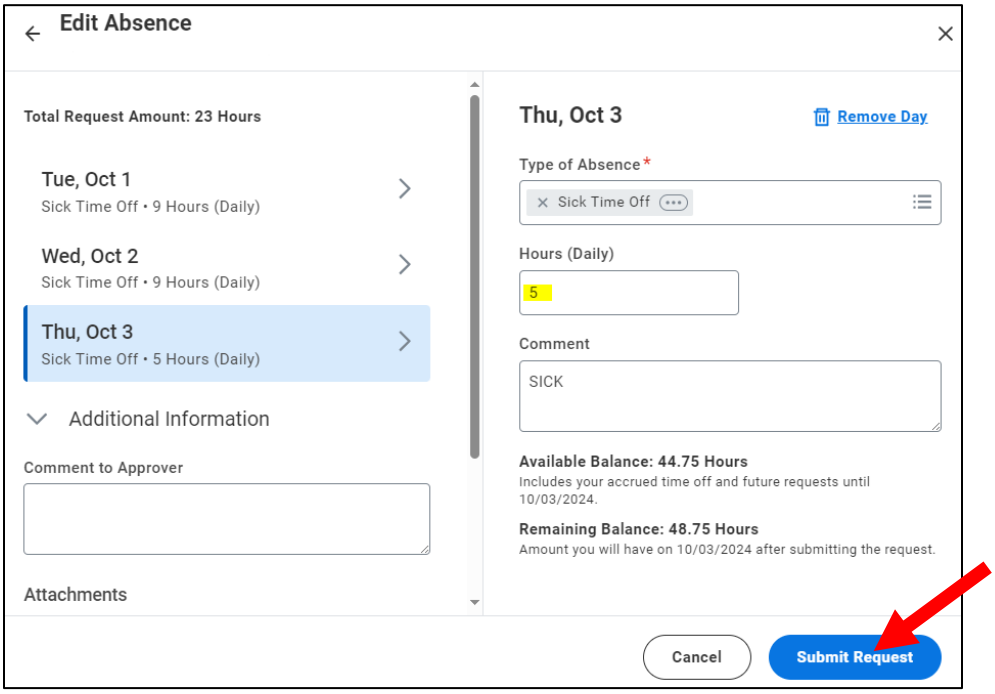
2. Click the time-off entry on the calendar.



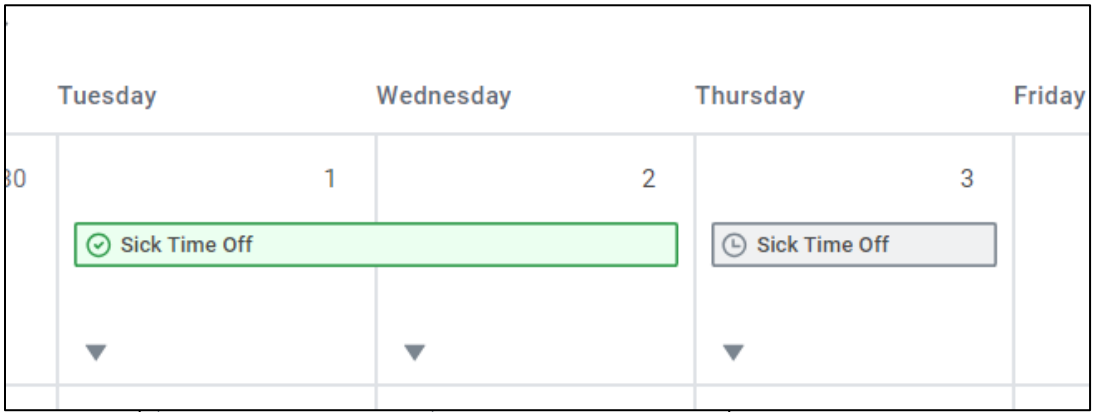
3. Click **Edit.**


Absence Entries
Request Amount
27 Hours
Request History
Absence Request:
Approved
Status
Approved
Request Dates
Tue, Oct 1, 2024 – Thu, Oct 3, 2024
Type of Absence
Sick Time Off
Duration per Day
9 Hours
Comment
SICK
Cancel Absence
Edit

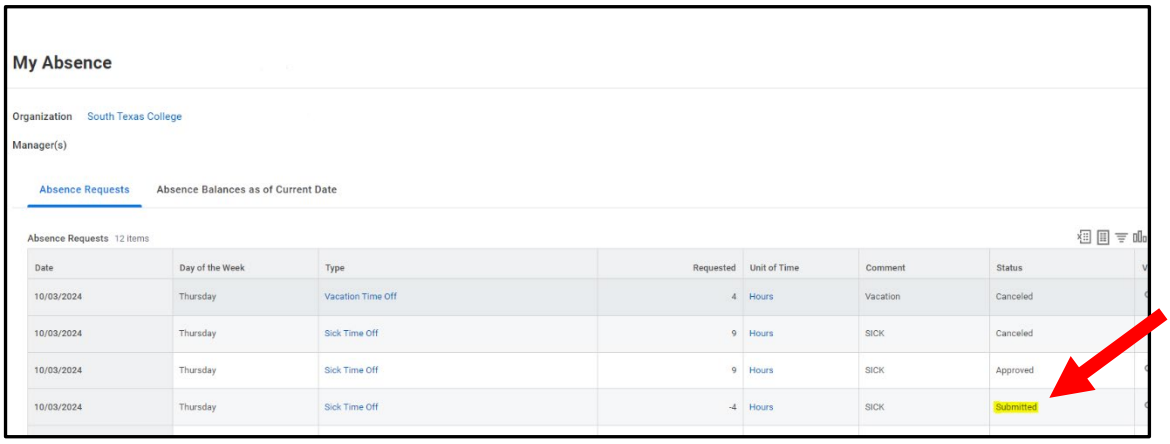
4. Select the field you want to correct: **Type of Absence, Hours (Daily),** or **Edit individual Days.**
5. After adjustment is made, click **Submit Request.**



6. Your request is now pending review from your supervisor.



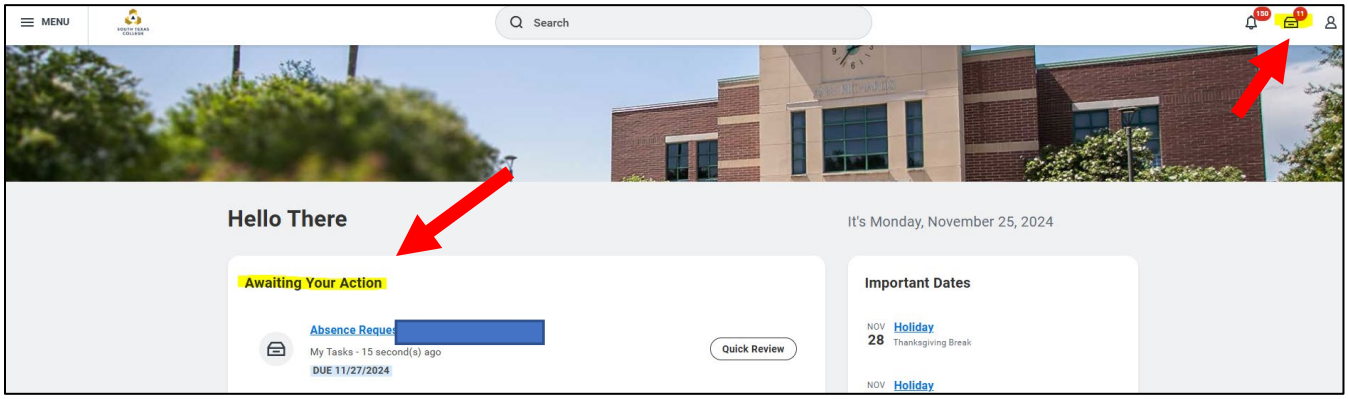
Note: You can view the status of your request at any time by returning to the **My Absence** report.



SUPERVISOR – MANAGE TEAM'S ABSENCES

APPROVE, DENY AND SEND BACK ABSENCE REQUESTS

1. Navigate to your Inbox. You are able to view your Inbox on your Employee Dashboard Homepage or by selecting the Inbox icon on the top right corner:



2. Click the **Absence Request** Inbox item.

3. You may verify an Employee's Current Time Off Balances by selecting **View Balances**.

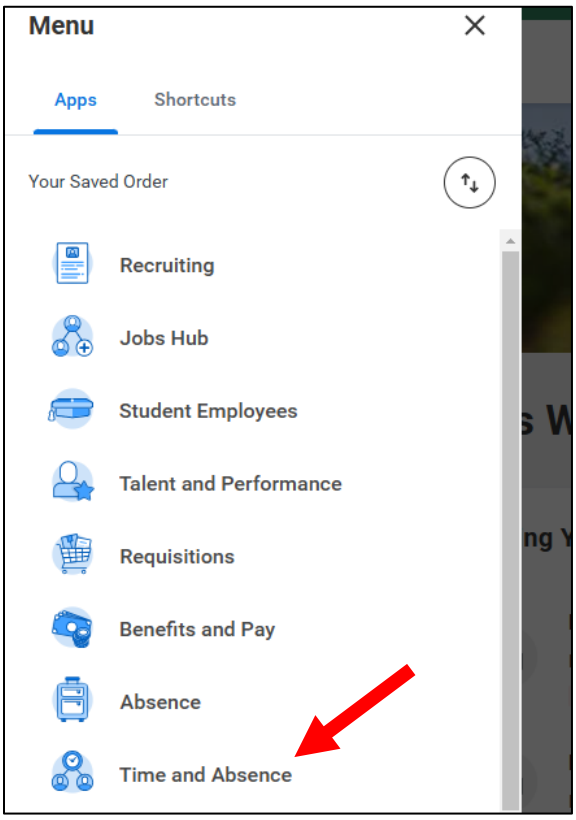
4. Click **Approve**, **Send Back**, or **Deny**.

5. Action has been completed and notification is sent to employee.

VIEW TEAM ABSENCES

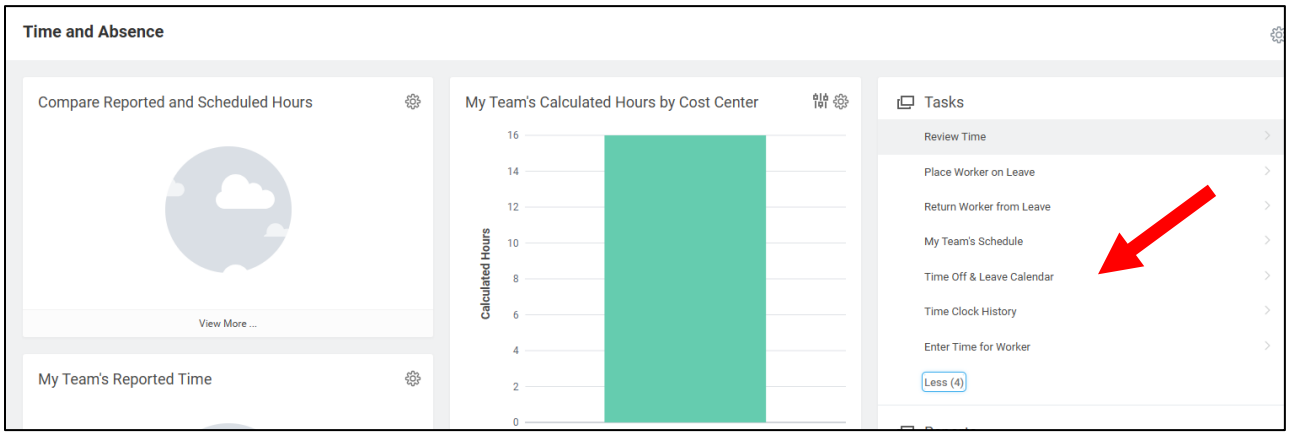
Managers can view all of their team members' absences at a glance on the unified absence calendar.

1. Navigate to the **Time and Absence** widget by selecting the **Menu** on the top left corner.



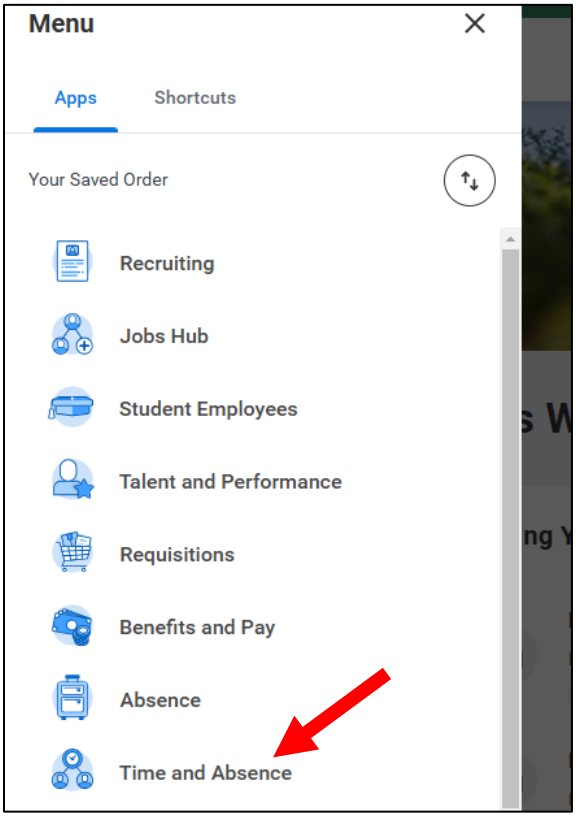
2. You will be directed to the Time and Absence dashboard. The dashboard gives managers quick access to several reports and tasks for managing team absences.

3. To view a unified calendar with your team member's absence request, select **Time Off & Leave Calendar** on the right-hand side.



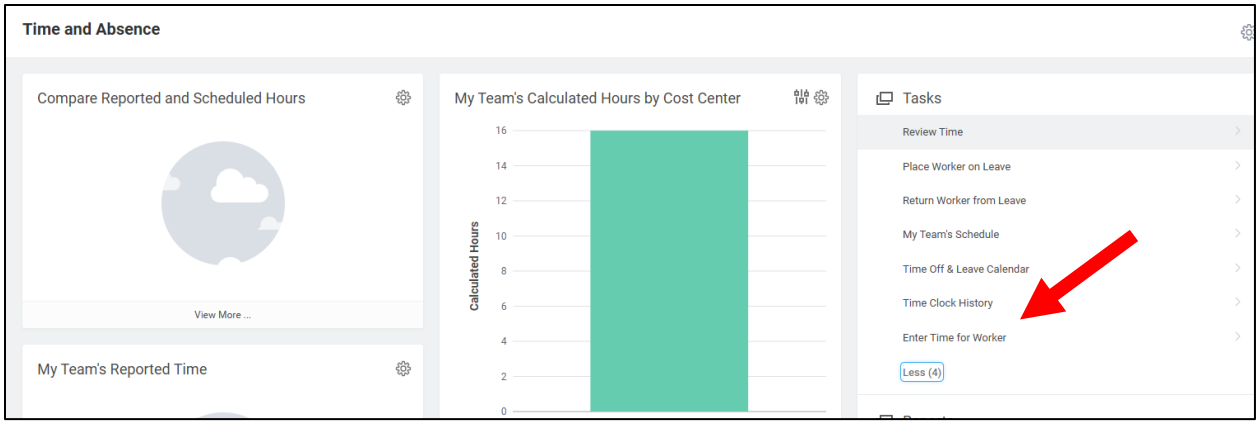
ENTER TEAM ABSENCES

1. Navigate to the **Time and Absence** widget by selecting the Menu on the top left corner.



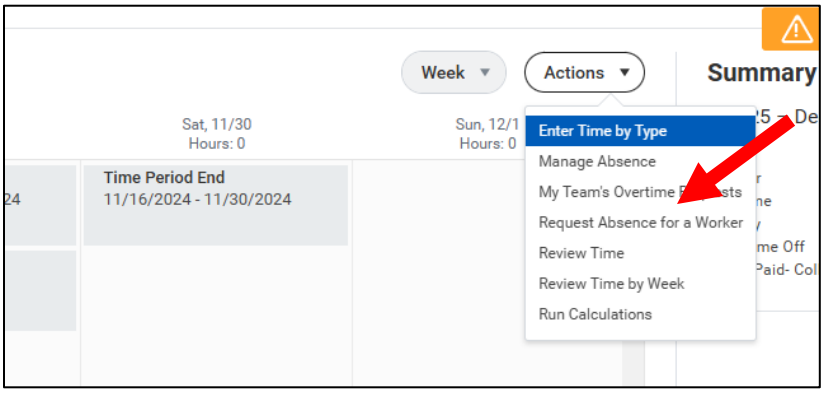
2. You will be directed to the Time and Absence dashboard.

3. Navigate to **Enter Time for Worker**.



4. Select the Worker you would like to enter time for.

5. Click the **Action** button in the top right corner and select **Request Absence for a Worker**.



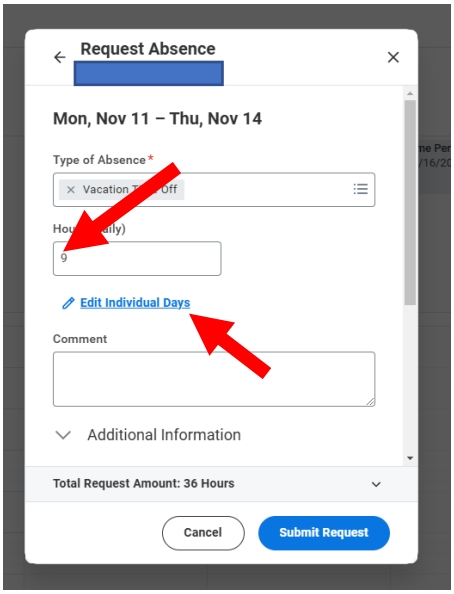
6. A calendar will pop up to select the days of the time off you are wanting to request. Click on one or more days for the employee's absence or click and drag to select multiple days. Click on a selected day to deselect it.

7. Click the **Select Date Range** button to enter an extended date range.

8. Click on **Continue**.

9. Select the **Type of Absence** for the time off request.

10. Hours requested will default to employee's work schedule. You are able to adjust the hours for the request as well as edit individual hours per day if multiple days were selected.

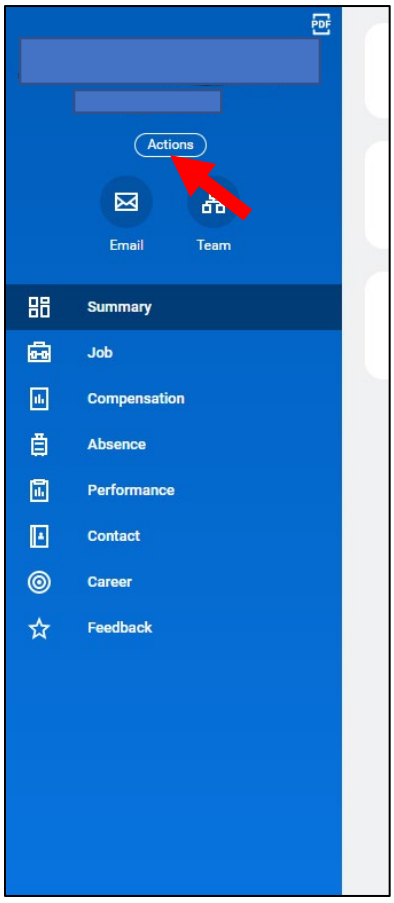


11. Select **Submit Request**.

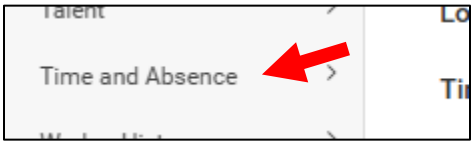
Absences may also be submitted by navigating directly to the employee's profile.

1. Enter Employee's name on top search bar.

2. Select the Actions button under their name on the left-hand side.



3. Select **Time and Absence** - > **Request Absence for Worker.**



4. A calendar will pop up to select the days of the time off you are wanting to request. Click on one or more days for the employee's absence or click and drag to select multiple days. Click on a selected day to deselect it.

5. Click the **Select Date Range** button to enter an extended date range.

6. Click on **Continue**.

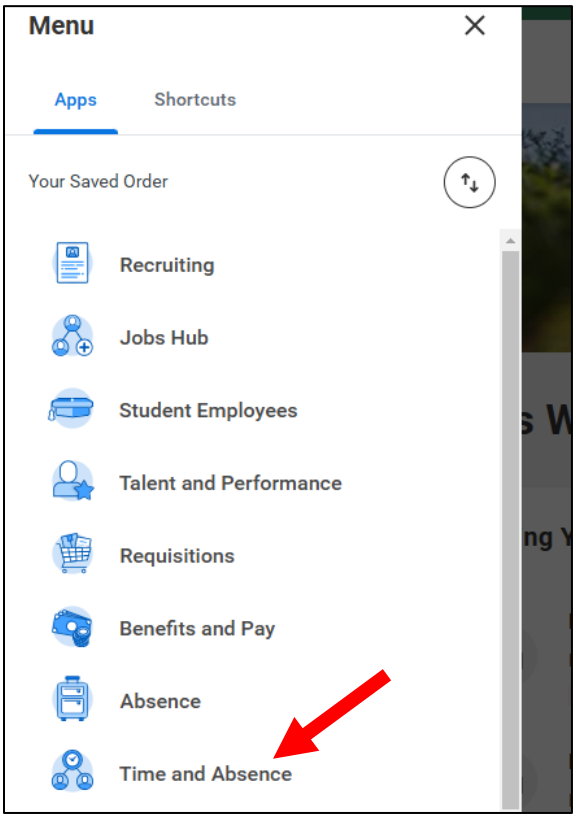
7. Select the **Type of Absence** for the time off request.

8. Hours requested will default to employee's work schedule. You are able to adjust the hours for the request as well as edit individual hours per day if multiple days were selected.

9. Select **Submit Request**.

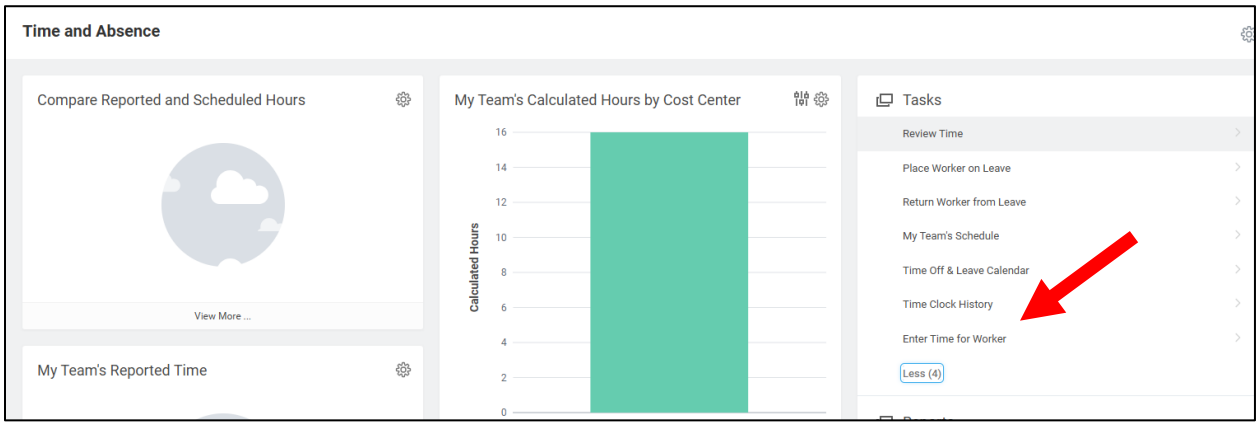
CORRECT TEAM ABSENCES

1. Navigate to the **Time and Absence** widget by selecting the Menu on the top left corner.



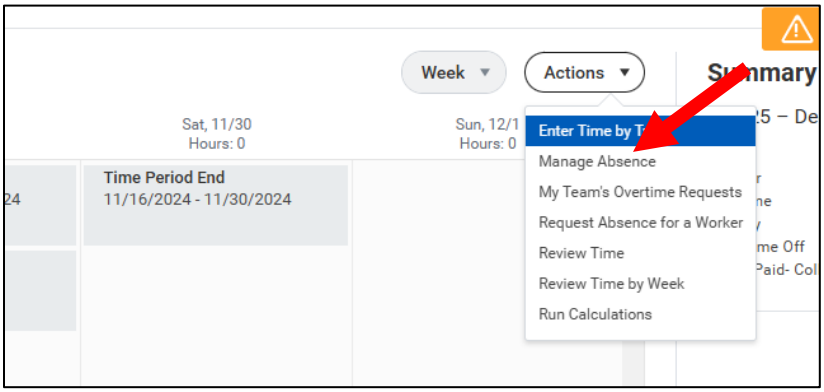
2. You will be directed to the Time and Absence dashboard.

3. Navigate to **Enter Time for Worker**.

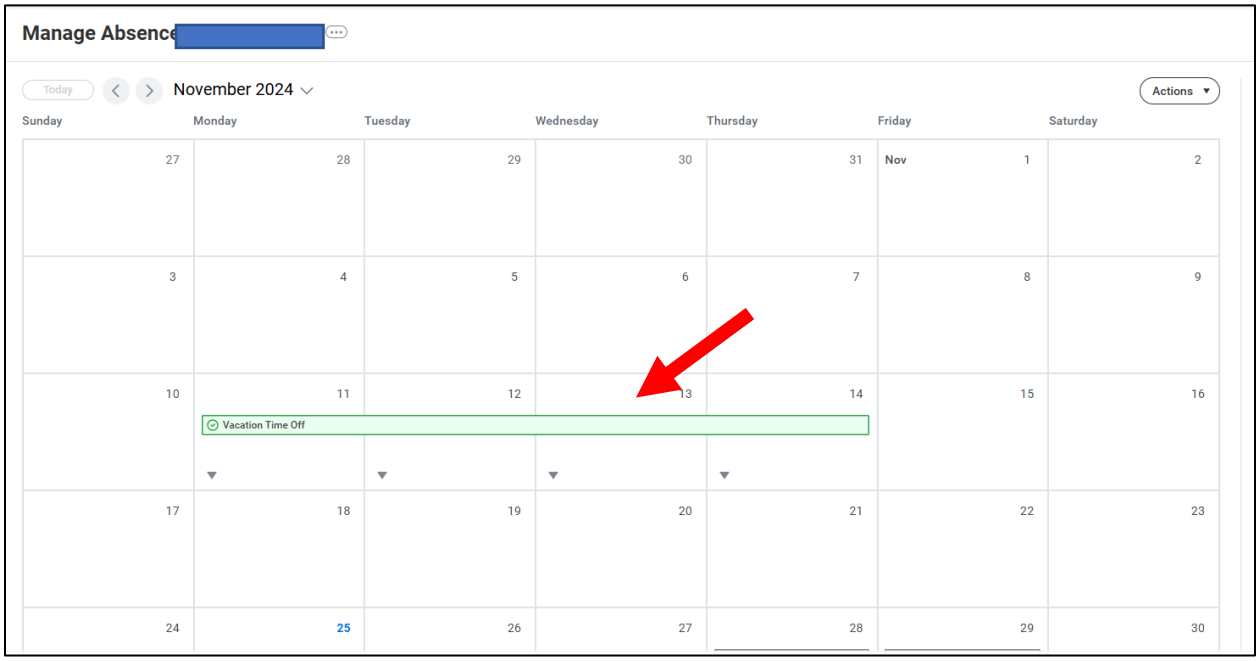


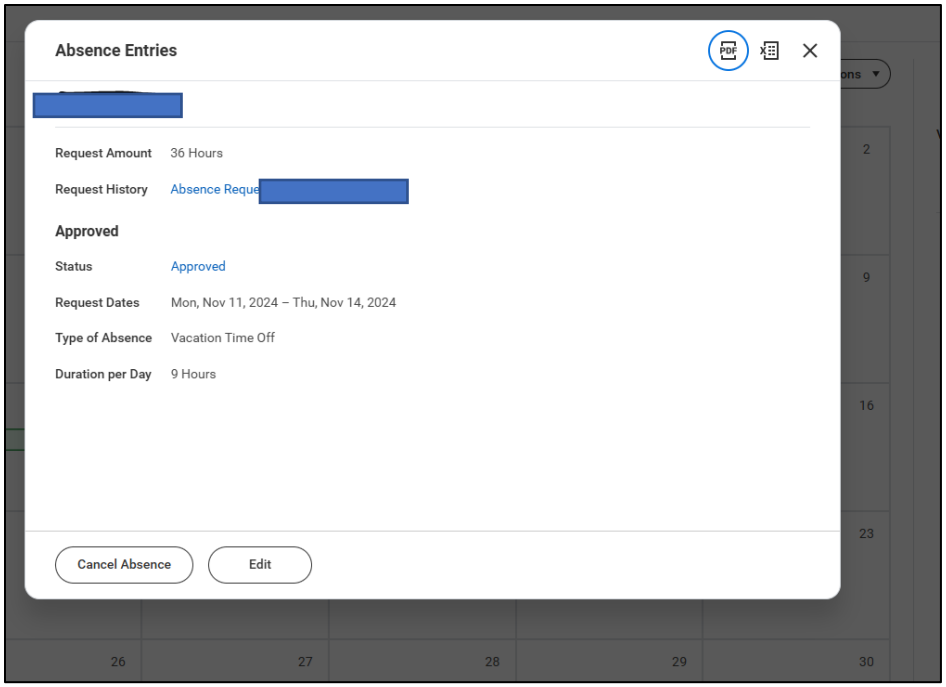
4. Select the Worker you would like to correct time off for.

5. Click the **Action** button in the top right corner and select **Manage Absence**.



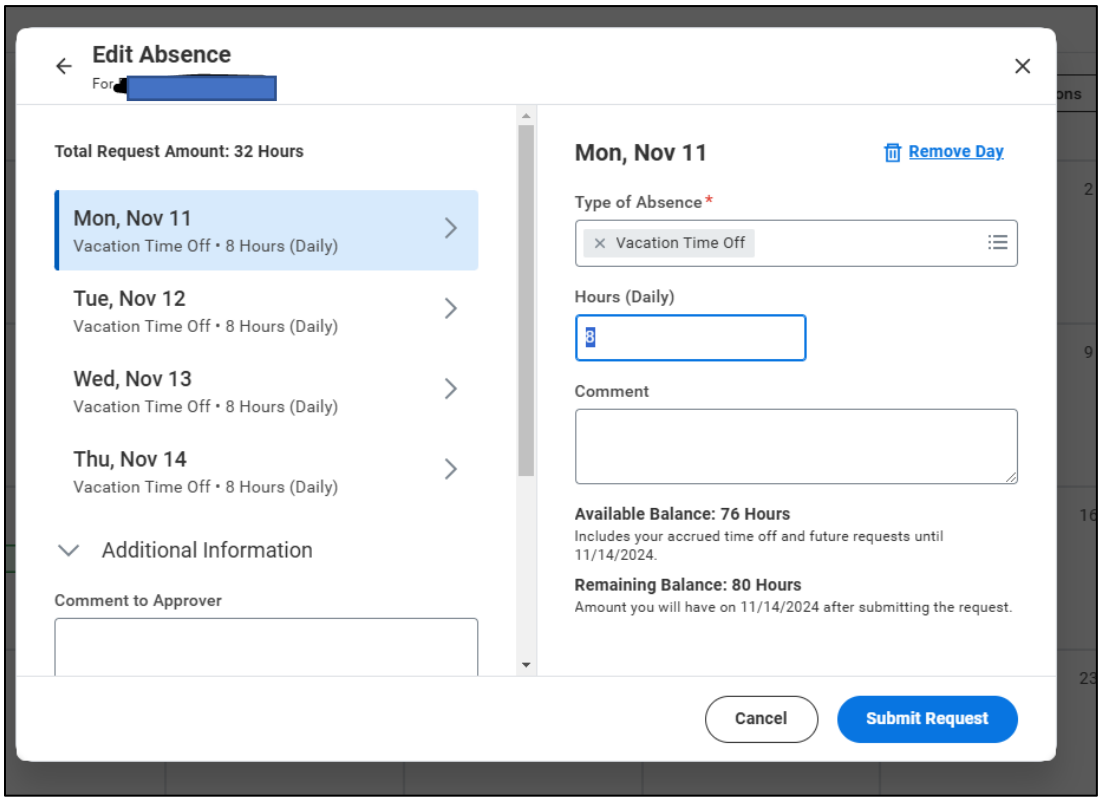
6. You will be direct to the employee's absence calendar. Select the Absence request on the calendar for the time off you would like to correct.





7. Select **Edit**.

8. Complete adjustments for the absence you would like to correct.

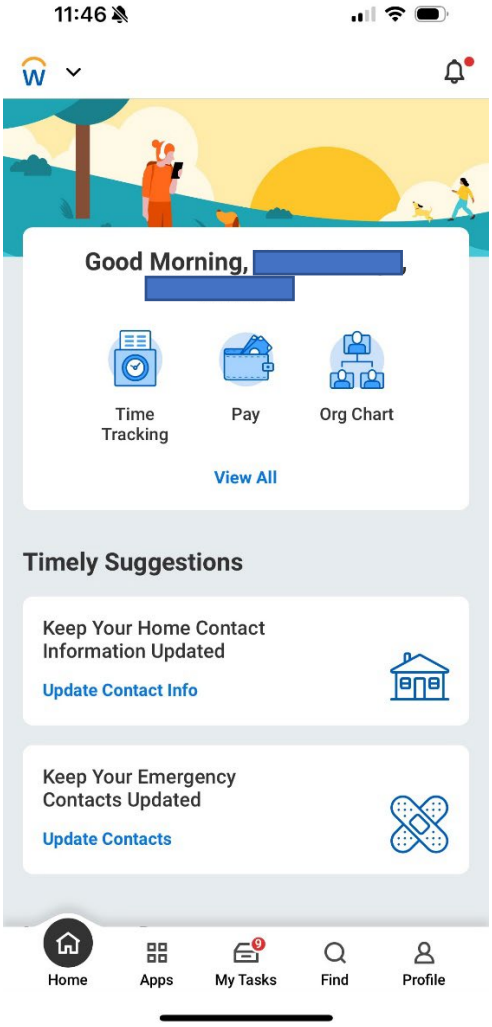


9. Select **Submit Request**.

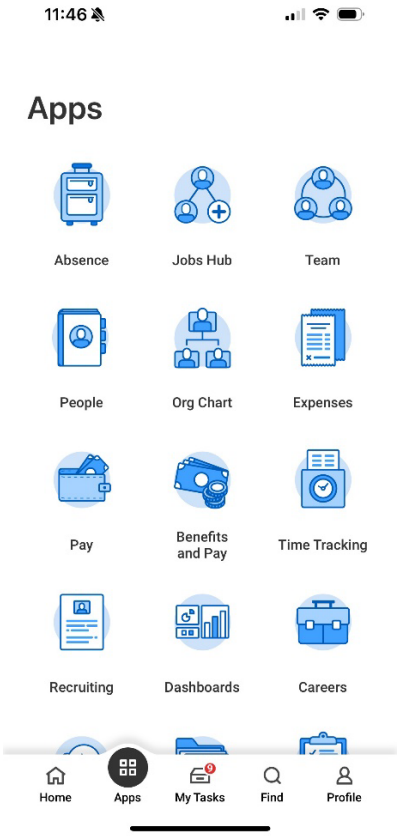
MOBILE APPLICATION

REQUEST AN ABSENCE

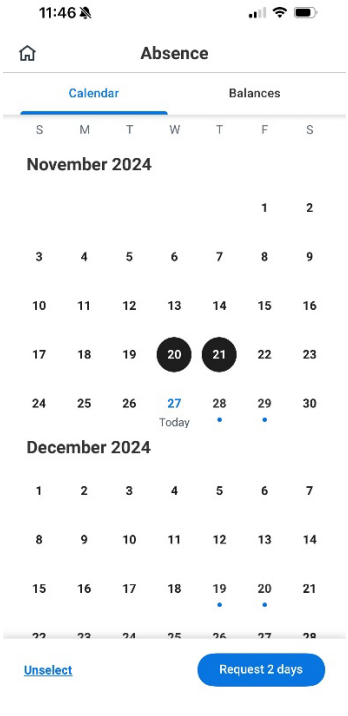
1. Open the Workday Mobile App.



2. Select the **APPS** icon located on the bottom of the homepage.

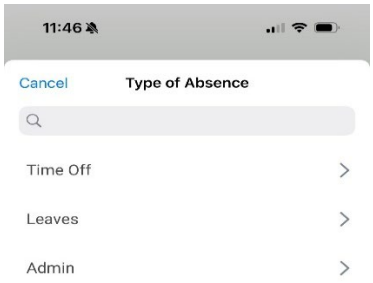


3. Select the ABSENCE icon.
4. You will be directed to the absence calendar.
5. Select the day(s) for the time off you would you like to request by pressing the date on the calendar.

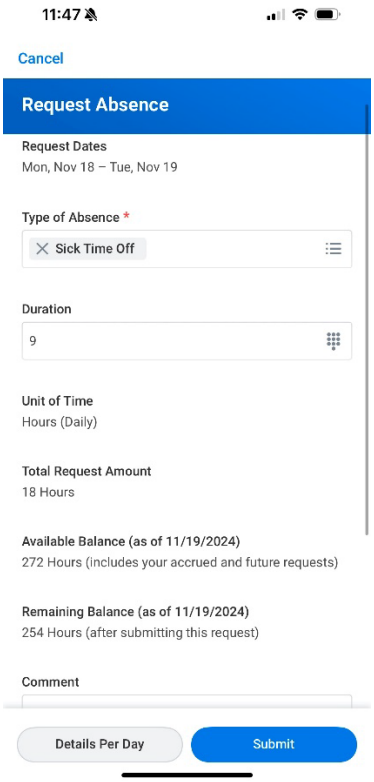


6. Select the Request button on the bottom right of the screen.

7. Select the Time Off type or Leave type you will be requesting.



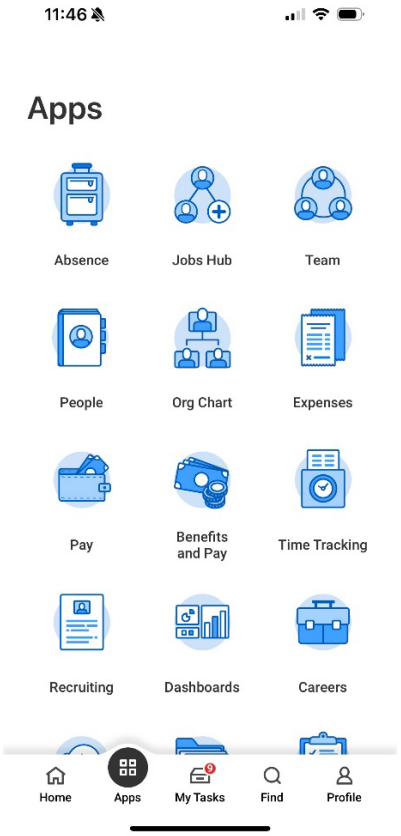
8. Select the number of hours for the time off request.



9. Select submit on bottom of screen. Your absence has been successfully submitted.

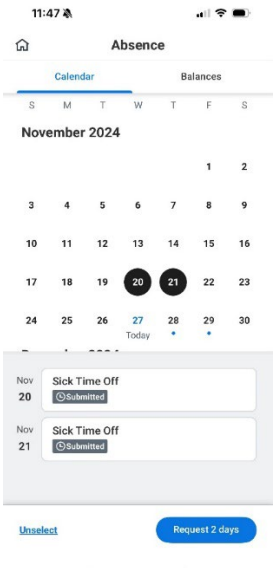
CANCELING ABSENCE REQUEST

1. Open Workday Mobile App.
2. Select the APPS icon located on the bottom of the page.

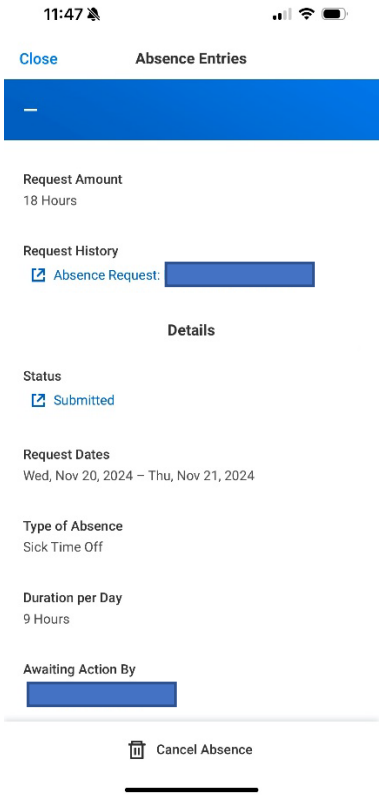


3. Select the Absence icon.

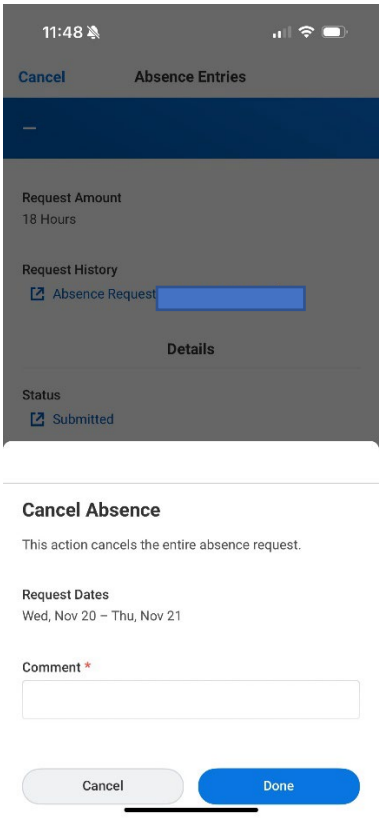
4. You will be directed to your Absence Calendar. Select the time off requests you would like to cancel.



5. Select cancel absence on bottom of screen.



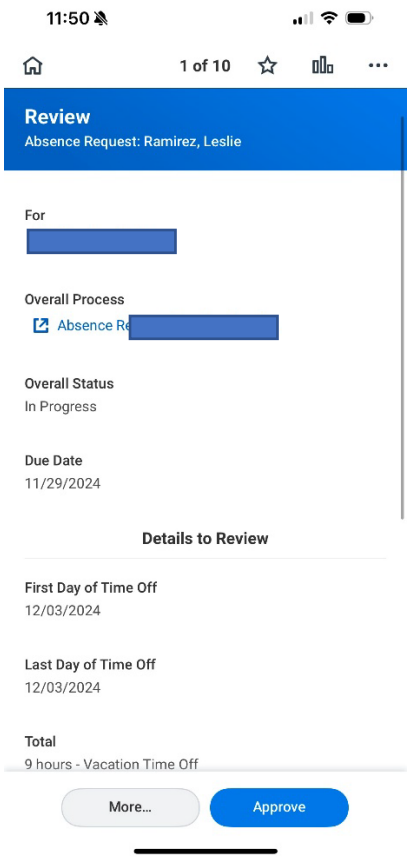
6. You will be prompted to enter a comment for the cancellation. Once entered select done.



7. Your request has been successfully canceled.

APPROVE/DENY/SEND BACK ABSENCE REQUEST FOR EMPLOYEE

1. Open Workday mobile app.
2. Select My Tasks located on the bottom center of the homepage.
3. Select the task for the Absence Request you would like to review.
4. Select Approve on bottom of screen or More to deny or send back.



5. You have successfully approved/denied/sent back absence.

KEY HIGHLIGHTS

With Workday, the term Leave will be replaced with **Absence**. There are two types of Absences:

- **Time Off:** short-term time away from work with a clear start date, end date, and quantity of hours.
- **Leave of Absence:** extended time away from work with a clear start date and an expected end date.

OVERVIEW

- Employees will use an Absence Calendar to request an absence.
- Managers will use Workday to approve absence requests.
- The Absence Calendar will let workers view their absences in one place and give managers/supervisors a consolidated view of their teams' absences.
- It is expected that **ALL** absences will be requested in Workday.

Increased Access & Mobile: Employees can access their absence balances and submit an absence request at any time from a computer or through the mobile app.

Forecasted/Retroactive Balances: Employees can designate a "balance as of" date to view forecasted or retroactive absence balances.

Streamlining Communication: Absence requests are automatically routed for processing. Once approved, absences are applied to the Absence Calendar and timesheets. Notifications are generated during the absence request process.

Empowering Managers: Managers have access to a consolidated calendar view of their teams' absences and can enter absences on behalf of their workers.

Time Calendar versus Absence Calendar: In Workday, there is a Time Calendar and an Absence Calendar. The Time Calendar is where you can enter hours worked and the Absence Calendar is where you can enter time for hours not worked. Sometimes they are connected – for example, you can see approved time off on the Time Calendar.