
SPS Workday

Leave and Leave Codes Overview for Timekeeping and Payroll Go-Live



SPS Workday Leave

Overview

- ✓ Phase II:
 - ✓ Workday TimeTracking and Absence
 - ✓ Automation of ETR/PTR Process
 - ✓ Gross Payroll Process



SPS Workday

Types of Leave

- ✓ Leave On Timesheet
- ✓ Leave Requests, Full Day
- ✓ Leave of Absence

- ✓ Leave for Contractual Employees



SPS Workday

Time Entry

- ✓ Employee
- ✓ Manager
- ✓ Timekeeper
- ✓ “Codes”



SPS Workday

Leave of Absence

- ✓ FMLA
- ✓ LWOP
- ✓ Military
- ✓ Discipline



SPS Workday

Timesheet

Total Hours	47	Categories	
Week	May 1	Time Entry Codes	>
		Time Off	>
Previous Week			

SPS Workday

Timesheet

Total Hours 47

Week May 1

Previous Week

Wed, 5/

← Time Entry Codes

- Exempts: Regular
- Bilingual Pay
- Asbestos Pay
- Holiday Adjustment
- State Emergency Release
- State Emergency Release Worked



SPS Workday

Timesheet

The screenshot displays the SPS Workday Timesheet interface. On the left, a summary panel shows 'Total Hours 47' and 'Week May 1'. Below this is a 'Previous Week' button and a date selector for 'Wed, 5/'. A '2 items' section contains a '+' button and a '-' button. The main area is a 'Time Off' menu with a back arrow and a search bar. The menu lists several options, each with a radio button:

- Accident Leave (Timesheet)
- Accident with Sick Pay (Timesheet)
- Annual Leave (Timesheet)
- Bereavement (Timesheet)
- Cash Overtime Compensatory Time (Timesheet)
- Cash Overtime

At the bottom of the menu, there is a search bar and a hamburger menu icon.



SPS Workday

Request Time Off

When Tuesday, May 24, 2016

Type *

Daily Quantity *

Unit of Time (empty)

Comment

 enter your comment

Attachments

Drop files here

or

Select files

6

13

20

27

SPS Workday

Leave Resources

- ✓ DBM Website, State Employees, Leave
- ✓ DBM Website, State Employees, Policies
- ✓ SPS Resources, Leave Codes Chart
- ✓ In Workday

