# Iowa Department of Human Services Adding Paid Administrative Leave in Workday

There are three main steps to adding Administrative Leave in Workday.

- 1. Add Administrative Leave to Absence Calendar
- 2. Add Other Time Off (if the Administrative Leave is paid)
- 3. Return the Worker from Leave (crucial for the employee to be paid)

# 1. Adding Administrative Leave:

#### From the Employee profile, click on Actions, and then select Enter Absence.

Select the date range of the employee's administrative leave (include days off):



Click Request Absence and the select Other Leaves of Absence, then click Next.

	Regular Time Offs	>		
	Conversion and Buyout Time	>		
	Leave for Employee Health Condition	>		
	Leave to Care for Family Member	>		
, Tu	Leave for Military Service and Military FMLA	>		т
10	Other Leaves of Absence	>		
	Leave - Continuous Time Offs	>		×
Select	Leave - Intermittent Time Offs	>		
Select	Workers' Comp Time Offs	>		- 1
	Admin Use Only	>		
When	Other Absence Types	>	ary 28, 2022	
Туре ★	Search	≔		- 1
Nex	d Cancel			
14	15			16

Select Administrative and then click Next.



The Summary of Leave Entered will generate. Based on the employee's schedule, the system will generate the number of days of Administrative Leave based on the previously entered range of dates:

This request type is a Leave of Absence. Leaves of Abse	nce will place employees in an 'On Leave' status, which ma	ay impact <i>time entry and payroll</i> . Please confirm this is the correct type before proceedin	g with the request.
Total 3 Days - Administrative			
Request 1 item			≞ [] r,
*From	*To	*Type	Total
02/24/2022	02/28/2022	× Administrative …	3 days
4			>
✓ Details			
Last Day of Work 02/23/2022			
✓ Leave Impact			
Payroll Effect 🔽			
enter your comment			

The Type field will display Administrative – this designation tracks the leave. This does not pay the employee.

#### 2. Add the paid portion of Administrative Leave:

The days to be paid should be the days during the leave range where the employee was scheduled to work. Select Request Absence.

21	22	23	24 ⊘ Administrative	(25)
			▼	<ul><li>⊘ Sick Time Off</li><li>▼</li></ul>
28 ② Administrative	Mar 1	2	3	4
•				

In this example, the employee had pre-approved sick leave so they will not need Other Paid time on the date of 2/25.

#### Select Regular Time Offs.



Select Other Time Off, then click Next.

	Thursday, February 24, 2022 - Friday, February 25, 2022 Monday, February 28, 2022	
Type ★	$\times$ Other Time Off $\cdots$ :=	
Nex	Cancel	

You should now see an Other Time Off entry on the calendar representing the paid portion of the Administrative Leave:

20	21	22	23	24	25
				Administrative     Other Time Off	Sick Time Off
27	28 Administrative Other Time Off	Mar 1	2	3	4

### 3. Returning the Worker from Administrative Leave:

From the **Employee profile**, click on **Actions**, hover over **Time and Leave**, and then select **Return Worker From Leave**.

Enter Absence		Enter Time		
View All		Enter Absence		
Correct Absence		Correct Absence		
		View Time Off		
Benefits	>	View Schedule for Worker		
Business Process	>	View Time Off Balance		
Compensation	>	View Time Off Results by Period		
Job Change	>	View Calculated and Override Balar		
Manage Work	>	View Carryover Balances		
Organization	>	Return Worker From Leave		
Payment	>	View Leave Results		
Payroll	>	Maintain Accrual and Time Off Adju		
Payroll Interface	>	Maintain Accrual and Time Off Lim Maintain Time Off Plan Carryover O		
Personal Data	>	Maintain Time Off Plan Override Ba		
Talent	>	Assign Work Schedule		
Time and Leave	><	Schedule History for Worker		

Return Worker from Leave: the employee's name will generate. Click **OK**.

Return Worker from Leave	
Workers on Leave *	
OK Cancel	

# Enter Actual Last Day of Absence.

Absences Returned From 1	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
0000	LTVIN			
	Suspension (Unpaid) (03/08/2022)	03/08/2022	03/14/2022	03/14/2022 🖬
4				
enter your comme	ent			

## Click Submit.

The Leave Team will approve the Return to Work Request for Administrative Leave.