

Iowa Department of Human Services
Adding Paid Administrative Leave in Workday

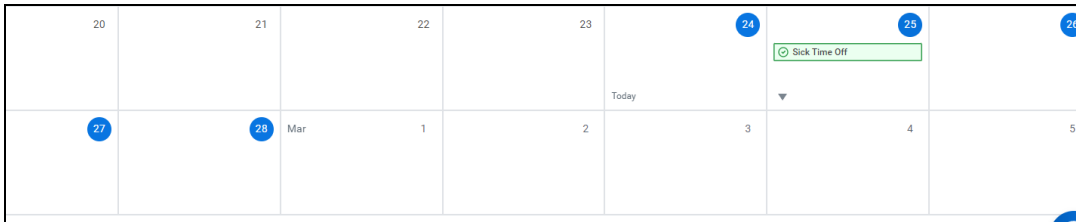
There are three main steps to adding Administrative Leave in Workday.

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)

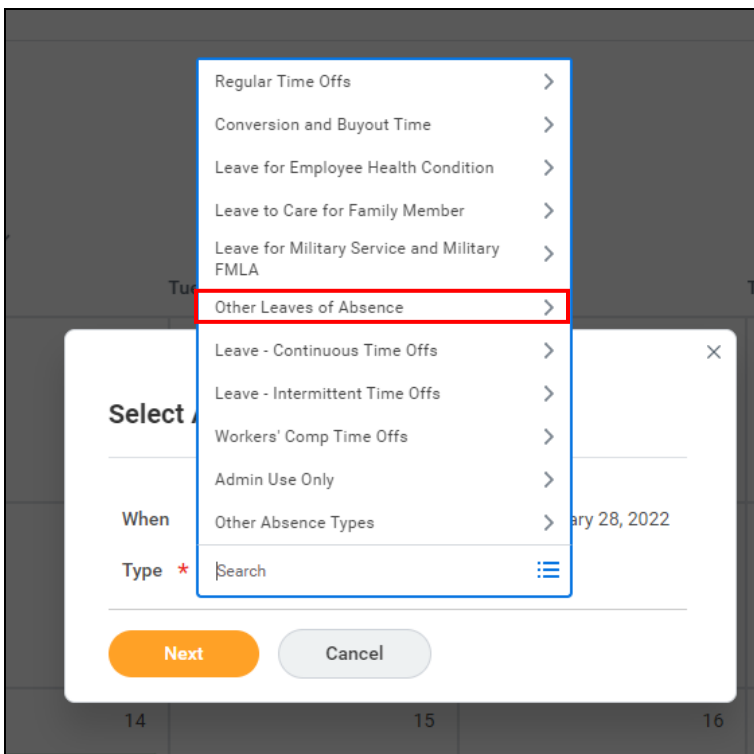
1. Adding Administrative Leave:

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

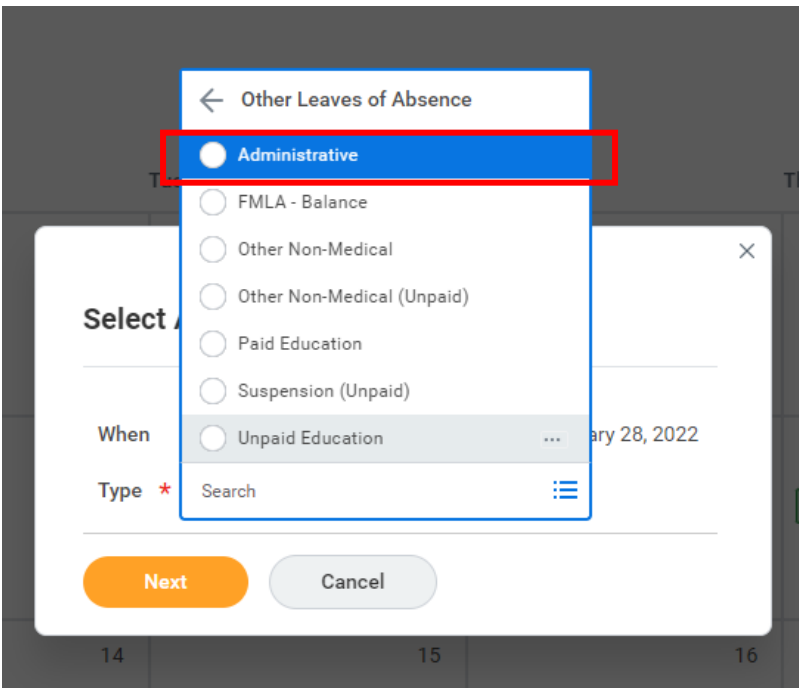
Select the date range of the employee's administrative leave (include days off):



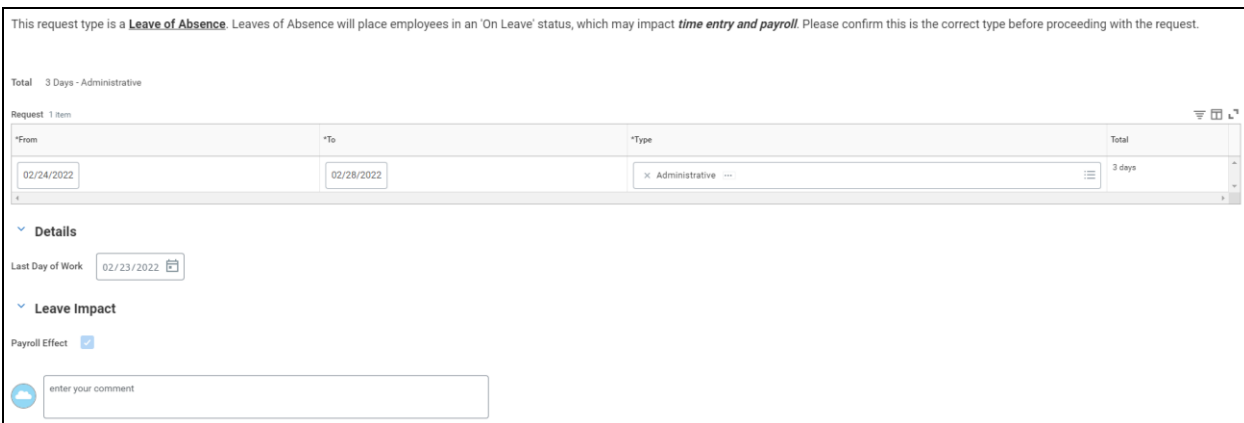
Click **Request Absence** and then select **Other Leaves of Absence**, then click **Next**.



Select **Administrative** and then click **Next**.



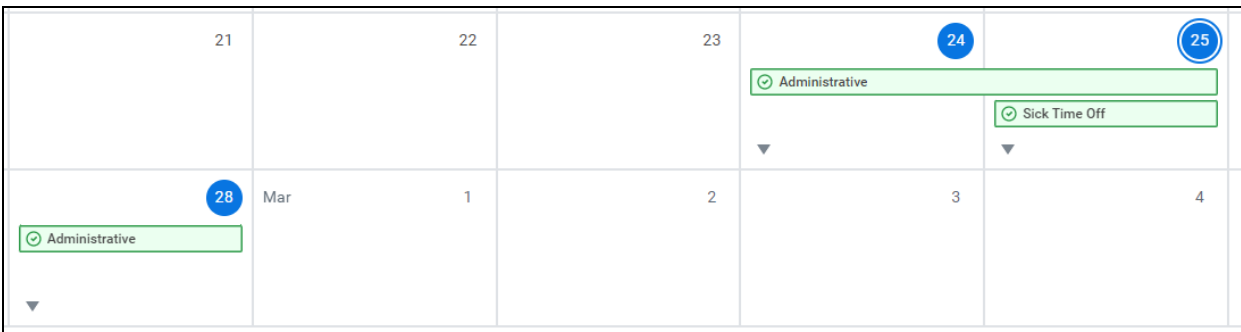
The Summary of Leave Entered will generate. Based on the employee's schedule, the system will generate the number of days of Administrative Leave based on the previously entered range of dates:



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

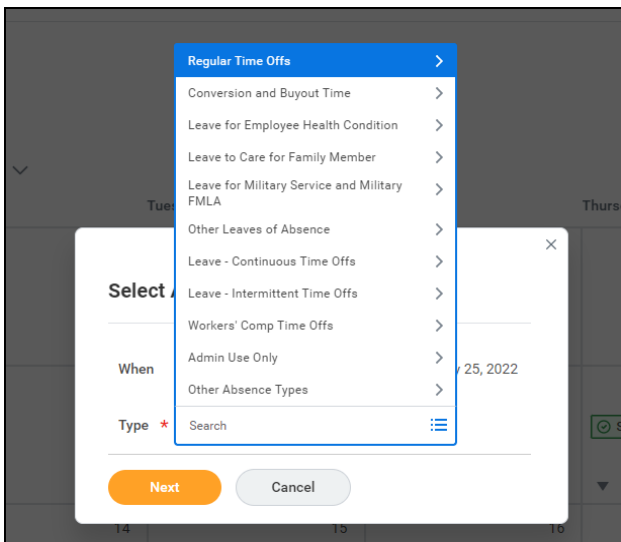
2. Add the paid portion of Administrative Leave:

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

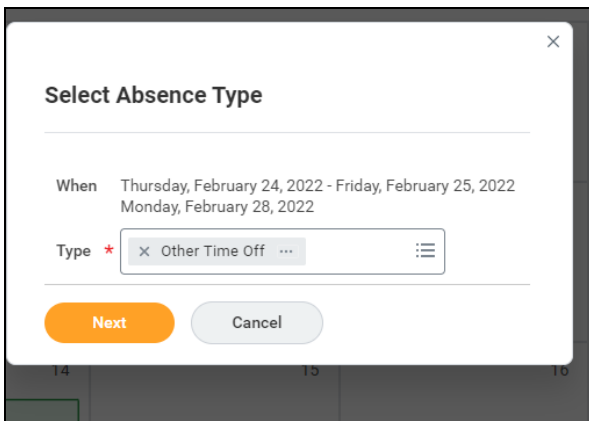


In this example, the employee had pre-approved sick leave so they will not need Other Paid time on the date of 2/25.

Select Regular Time Offs.



Select Other Time Off, then click Next.

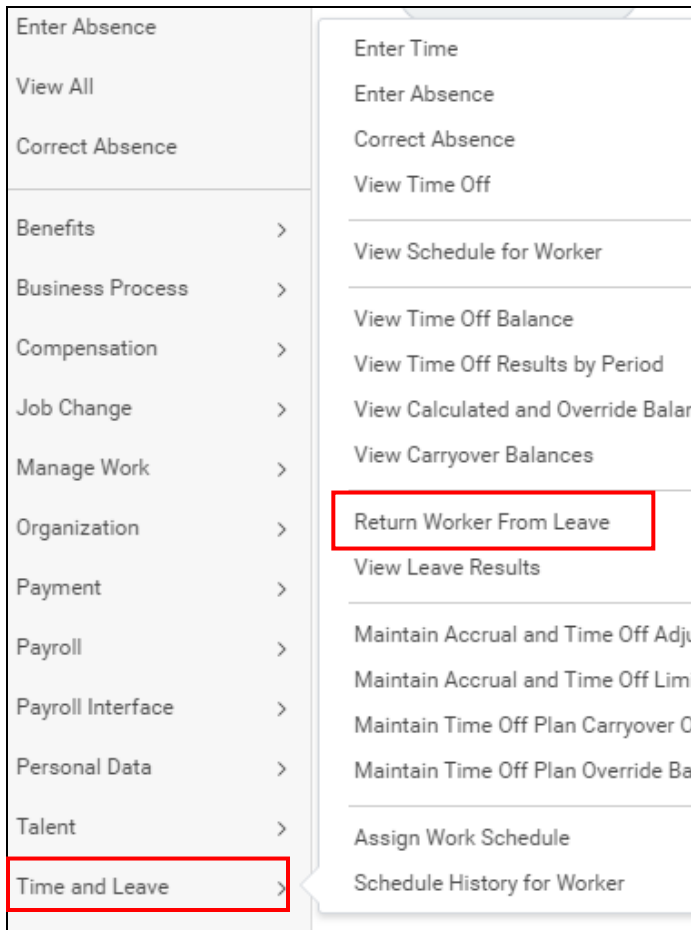


You should now see an Other Time Off entry on the calendar representing the paid portion of the Administrative Leave:

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

3. Returning the Worker from Administrative Leave:

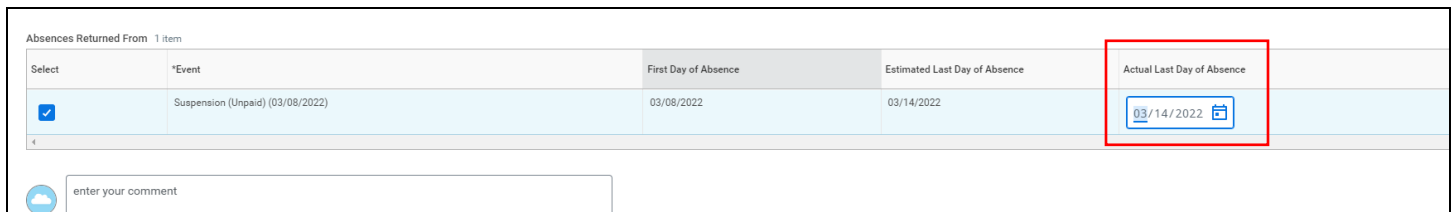
From the **Employee profile**, click on **Actions**, hover over **Time and Leave**, and then select **Return Worker From Leave**.



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



Enter **Actual** Last Day of Absence.



Click **Submit**.

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