JOB AID - COVID-19 TIME-OFF ENTRY (EXEMPT)

Smith College has created new Time-Off Request tags. These changes ensure that Smith can continue to pay employees and simultaneously provide data to help our HR team understand the impact of COVID-19 on employee pay and time-off banks.

There is a decision tree (flowchart) at the end of this Job Aid that can help you determine which Time-Off Request tags are applicable to you.

If you cannot determine which tag to use, please go ahead and submit your time-off request as usual and email covid19info@smith.edu with your question.
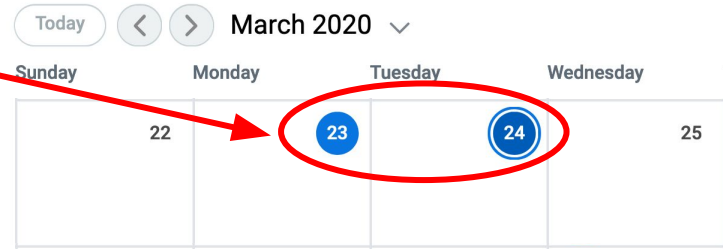
Time-Off Entry

1. From the Workday homepage, select the Time Off icon.

2. Select Time Off under Request.

3. Select the dates for which you are entering time off. Selected dates will have a blue circle.

4. Select # Days - Request Time Off in the lower left corner of the screen to continue.

Time Off

Request

Time Off

Today < > March 2020 ⌄

Sunday	Monday	Tuesday	Wednesday	
22	23	24	25	

2 Days - Request Time Off

SMITH COLLEGE

workday.

Time-Off Entry

5. Select the time-off Type drop down menu and choose the option (Personal, Vacation, Sick, Sick Family Member) that best applies to your situation.

   Please refer to the decision tree at the end of this Job Aid to help you determine which time off Type applies to your situation.

Request Time Off

Jackson Jackson   Actions

(empty)

| When | Monday, March 23, 2020 - Tuesday, March 24, 2020 |
| Type ★ | Search ☰ |

- ○ Bereavement Time Off (Exempt)
- ○ Day of Community Service (Exempt) Time Off
- ○ Jury Duty (Exempt)
- ○ Personal (Exempt) Time Off
- ○ Sick Family Member (Exempt)
- ○ Sick Time Off (Exempt)
- ○ Vacation (Exempt)

Daily Quantity ★

Unit of Time

Comment

Details

Time Off Reason

Comment

OK   Cancel

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workday.

Time-Off Entry

6. Enter the Daily Quantity of time off.

   You can enter time off in quarter-day, half-day, three-quarter day, and full-day increments. Enter partial time off as decimals.

Note: The Daily Quantity will apply to all selected days. If you want to take different amounts of time off per day (i.e. a full day off followed by a half-day off), submit each day as a separate Time Off Request.

Request Time Off

Jackson Jackson   [Actions]

Total: 2 Days

When	Monday, March 23, 2020 - Tuesday, March 24, 2020
Type *	✕ Sick Time Off (Exempt)
Daily Quantity *	1
Unit of Time	Day
Comment	

Details

Time Off Reason	✕ COVID19 - Paid Time Off
Comment	

[Submit]   [Cancel]

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workday.

Time-Off Entry

7. Select the drop-down menu for Time Off Reason under Details. Choose COVID19 - Paid Time Off, if appropriate to your situation (please see page 6 for more information).

8. Select Submit to send your request to your supervisor for approval.

Request Time Off

Jackson Jackson   [Actions]

Total: 2 Days

When	Monday, March 23, 2020 - Tuesday, March 24, 2020
Type *	✕ Sick Time Off (Exempt)
Daily Quantity *	1
Unit of Time	Day
Comment	

Details

Time Off Reason	✕ COVID19 - Paid Time Off
Comment	

[Submit]   [Cancel]

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workday.

Time-Off Entry

If you cannot determine which option to pick, please go ahead and submit your time-off request as usual and email covid19@smith.edu with your question.

Note that leaving Time Off Reason blank will not prevent you from requesting time-off. Workday allows users to edit submitted time-off requests, meaning you can add COVID-19 details tags after you've received help.

See our Job Aid: Modifying Time Off Requests (Exempt) if you need to make edits to your time off submissions.

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workday.

Decision Tree:
COVID-19 Time-Off Request

Is employee able to perform assigned work?

Yes

No, unable to perform assigned work due to *illness*.

No, unable to perform assigned work for *personal reasons*.

Employee does not need to submit any time-off requests.

Employee is sick and/or immunocompromised.

Employee is caring for someone who is sick.

Use your personal or vacation time-off with reason **COVID-19**

Use your sick time-off with reason **COVID-19**

Use your sick family member time-off with reason **COVID-19**