Short and Long Term Paid Disability, enter

This job aid provides step by step instructions on how to enter short and long term disability payments in Workday. This task can be completed by an Absence Partner or HR Partner.

Step 1: Navigate to the employee’s profile page. Click on Personal.

Step 2: Click on the Additional Data tab.

Step 3: Scroll down to the Short & Long Term Disability Insurance section and click Edit.
Step 4: Click the plus icon to add a row (1). Use the menu prompt to select the **Disability Type** (2). Enter the **Start** (3) and **End Date** (4) of the period the payment is for. Click the **Standard Insurance** box if the insurance provider is The Standard Insurance (5), or enter **Other Insurance Provider** name (6). Enter a Comment (7). Click OK.

Each time the employee receives a payment, add another row to enter the new payment information.
Employees have view-only access to this information