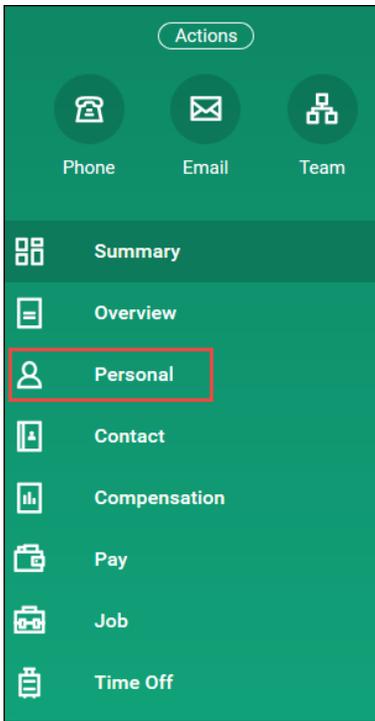


### Short and Long Term Paid Disability, enter

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.

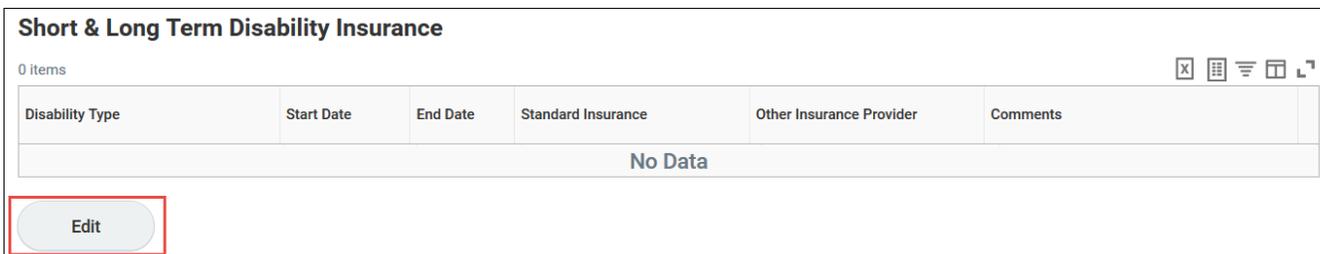
Step 1: Navigate to the employee's profile page. Click on **Personal**.



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.

Disability Type	Start Date	End Date	Standard Insurance	Other Insurance Provider	Comments
<input data-bbox="129 394 154 426" type="button" value="+"/> <input data-bbox="129 447 154 478" type="button" value="-"/> <div data-bbox="142 485 522 714"> <ul style="list-style-type: none"> <li><input type="radio"/> Short Term</li> <li><input type="radio"/> Short Term - Intermittent Leave</li> <li><input type="radio"/> Long Term</li> <li><input type="radio"/> Long Term - Intermittent Leave</li> </ul> <input data-bbox="154 678 203 699" type="text" value="search"/> </div>	<input data-bbox="186 447 414 478" type="text" value=""/>	<input data-bbox="673 447 787 478" type="text" value="MM / DD / YYYY"/>	<input data-bbox="860 447 885 478" type="checkbox"/>	<input data-bbox="930 447 1196 478" type="text" value=""/>	<input data-bbox="1213 447 1416 478" type="text" value=""/>



Each time the employee receives a payment, add another row to enter the new payment information.

Employees have view-only access to this information