

Hardship (donated) leave, requesting and donating

This job aid provides step by step instructions on how to Request Hardship Donations and how to Donate Leave using Workday. These are current paper processes that have been automated to meet LOAs and policy.

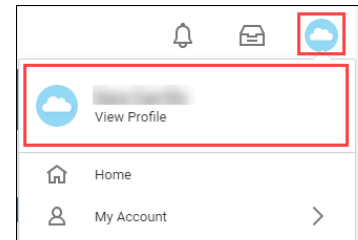


Requests for donated leave will route to HR Partners and Absence Partners to verify eligibility and for approval. Donations to another employee remain confidential and will route to a Payroll Partner to process as appropriate.

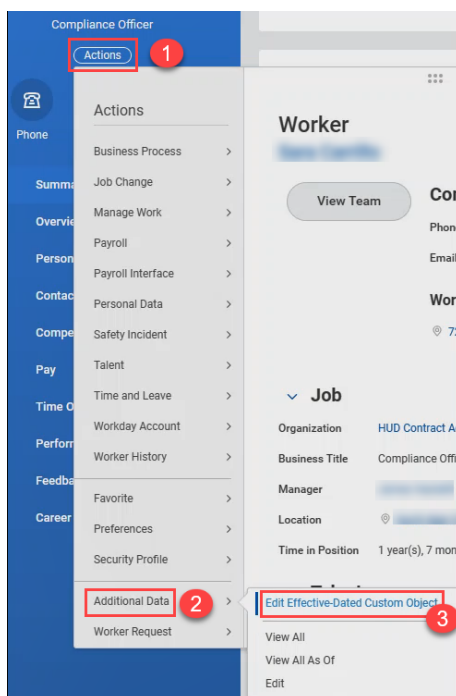
[*Click here for instructions to DONATE LEAVE](#)

Request Hardship Donations

Step 1: Click on the *cloud* icon or your *photo* in the upper right hand corner of the screen, and select **View Profile** from the menu options.

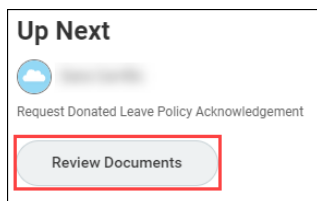


Step 2: Click on **Actions** (1), scroll down to hover over **Additional Data** (2), and select **Edit Effective-Dated Custom Object** (3).

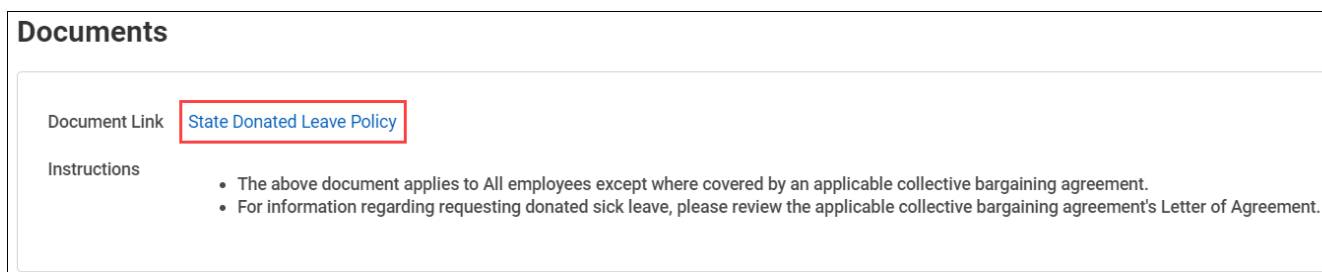


Step 3: Enter today's date for the **Effective Date** and click **OK**.

Step 4: *Up Next* displays you have another task. Click **Review Documents** to review the Donated Leave Policy.



Step 5: Click on the *document link* to review. Use the X on the document tab to close it. Click **Submit**.



Step 6: *Up Next* displays you have another task. Click **Edit Additional Data**. Read the *Instructions* and check the **Request Donated Leave** check box (1). Enter a **Start Date** (2) and an **End Date** (3) for the dates you are requesting donations. Note: An *End Date* is not required. Click on the menu prompt to select a **Donated Leave Reason** (4). Click **Submit** and **Done**.

Instructions

- Select the reason for requesting Donated Leave.
- If a Start/Stop time is not identified, donated leave will be applied to the earliest appropriate leave without pay.

Request Donated Leave

Request Donated Leave **1**

Start Date **2**

End Date **3**

Donated Leave Reason **4**

- Long-Term Health Condition | Personal
- Long-Term Health Condition | Eligible Family Member
- Other

Search

If the request task is sent back to you for revision, you must first click **Submit** before you can edit it. Repeat Steps 4 through 6.

You can cancel a request if it has not yet been approved. Navigate to the task in your Inbox or Inbox Archive. Click on the gear icon and select **Cancel**.

View Employees Approved for Donated Leave

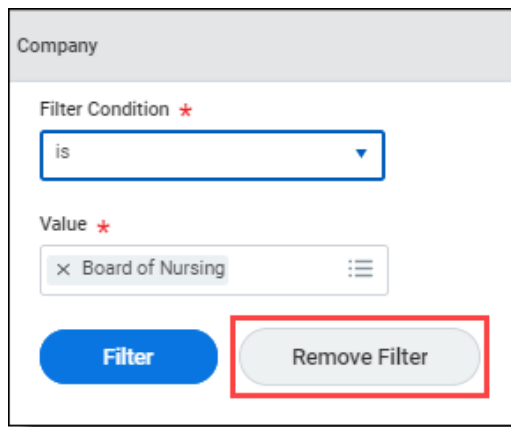
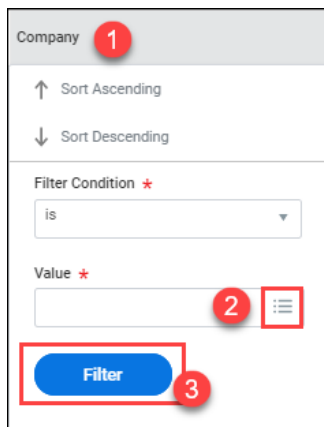
Step 1: Click on your **Absence** worklet.



Step 2: Click on **Employees Approved for Donated Leave** to see a list of all employees in the state approved for donated leave.

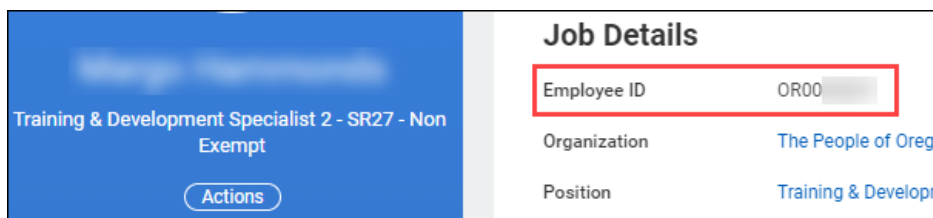


Step 3: You can filter the report by any of the column headers such as *Company* or *Employee Name*. Left click on the column header (1), click on the menu prompt to select your **Value** (2). You'll need to click off the filter anywhere in the document to populate your selection to the *Value* field. Click **Filter** (3). To remove the filter, click on the column header again and select **Remove Filter**.



Donate Leave to Others

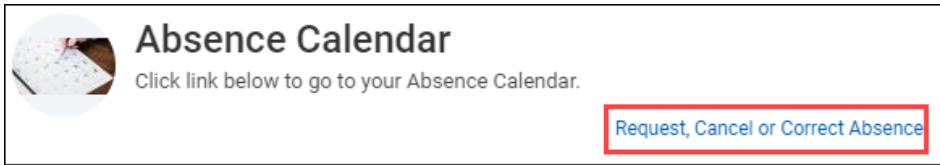
You will need to know the *Employee ID (OR#)* of the employee you wish to donate to. You can view their OR # from the *Employees Approved for Donated Leave* report, or you can enter a name in the Workday search bar and select them from the search results. Employee ID is located in the *Job Details* pane.



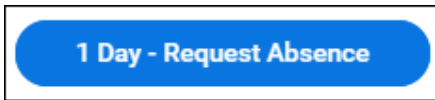
Step 1: Click on your **Absence** worklet.



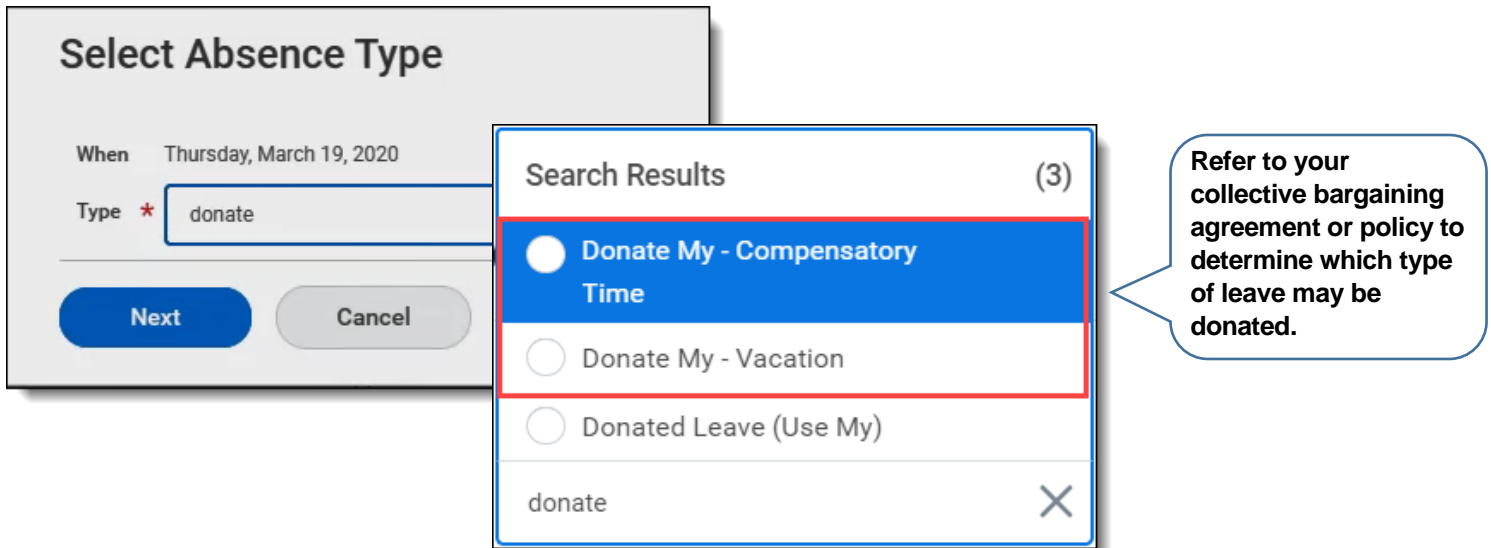
Step 2: Click on **Request, Cancel or Correct Absence**. This will bring up your Absence Calendar.



Step 3: Click on *today's date* in the calendar and then click **1 Day – Request Absence**. Note: This is the date you are making the donation; it does not reflect the number of hours you wish to donate.



Step 4: Type the word **donate** in the *Type* field and hit enter to return a list of leave type options to donate. Select the type of leave you wish to donate. Your Position will auto populate. Click **Next**.



Step 5: Click **Edit Quantity per Day**.



Step 6: Enter the *number of hours you wish to donate* in the **Update All Quantities** field (1). Enter the *Employee ID Number* for the employee you wish to donate to in the **Comments** field if you are donating to an individual. If you're donating to the Military Leave Program, the *Comments* field can be left blank (2). Note: When entering the employee ID, follow the *format* exactly as shown below; no extra characters or messages. Click **Done** (3).



The recipient's employee ID (OR number) must be entered in the *Comments* field to firmly identify who you are donating to. If the OR number is not entered, the task may be *Sent Back* to you to revise. The entry must be in the exact format as shown below.

Update All Quantities 1

1 item

Date	Quantity per Day	Comments
Fri, Mar 20, 2020	<input type="text" value="24"/>	<input type="text" value="or0123456"/>

Step 7: Click on menu prompt in the *Reason* field and select **Reason** for the donation.

Details for: Donate My - Vacation

Position *

Reason *

- Donated Military Leave Program
- Donate To Individual Employee (Must indicate OR number in the comments section within Edit Quantity per Day)

Search

Step 8: Enter an overall *Comment* if you would like and click **Submit**. The task will route to your Payroll Partner to process.