

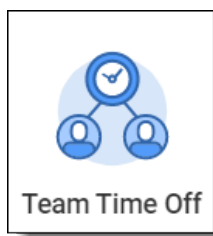
Time off prior to job change (retro) or Time off Override, enter

This job aid provides step by step instructions on how to enter retro time off for a worker who has had a job change or how to override eligibility rules. A Manager, HR Partner or Absence Partner can complete these tasks.



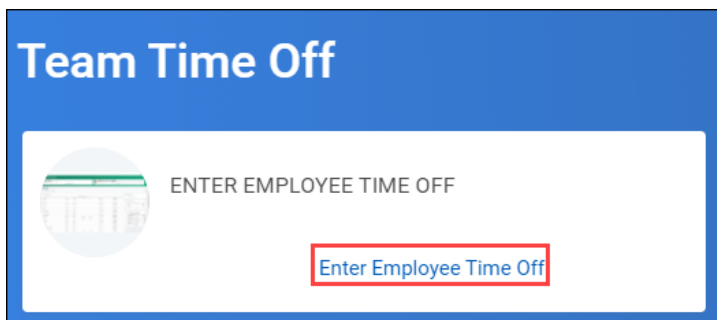
These time offs do not affect current leave balances. Balances will be updated by OSPA on the 15th of each month.

Step 1: Click on your **Team Time Off** worklet.

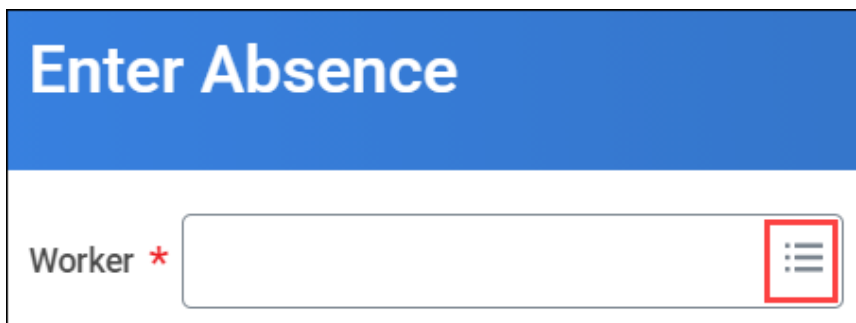


Team Time Off

Step 2: Click on **Enter Employee Time Off**.



Step 3: Type in the **Worker** name and hit enter, or click on the menu prompt to select the worker. Click **Ok**.



Step 4: Use the navigation arrow to select the month you want to enter the time off (1). Select the day(s) you wish to enter the time off for (2). Click on **Request Absence** at the bottom of the page (3).

A calendar interface for January 2021. A left navigation arrow is circled in red with a red '1' next to it. The calendar grid shows days from 27 to 9. The date '4' (Monday) is circled in blue with a red '2' next to it. A red '3' is positioned above the 'Request Absence' button in the next block.

A blue button with the text "1 Day - Request Absence" and a red circle containing the number "3" in the top right corner.

Step 5: On the *Select Absence Type* screen, type **retro** or **override** in the *Type* field and hit **Enter** to return a list of leave types to choose from.

The "Select Absence Type" screen shows the "When" field set to "Monday, January 4, 2021". The "Type" field has a red arrow pointing to it. Below the field are "Next" and "Cancel" buttons. A search results dropdown is open, showing a list of absence types with "Bereavement Leave | Retro or Override" selected. The search input at the bottom of the dropdown contains the text "retro".

Step 6: Select the *Retro or Override* leave Type. Click **Next**.

Select Absence Type

When Monday, January 4, 2021

Type *

Next Cancel

Step 7: The *Quantity per Day* will default to 8 hours, if you need to change the hours per day click **Edit Quantity per Day**.

	*From	*To	*Type	Quantity per Day	Total	
	01/04/2021	01/04/2021	Sick Leave Retro or Override	8 hours	8 hours	Edit Quantity per Day

Step 8: You can **Update All Quantities** or the **Quantity per Day** for an individual day. Click **Done**.

Edit Quantity per Day

8 hours - Sick Leave | Retro or Override
Total

Update All End Times

Update All Quantities


Update All Start Times

1 item

Date	Start Time	End Time	Quantity per Day	Comments
Mon, Jan 4, 2021	<input type="text"/>	<input type="text"/>	8	<input type="text"/>

Done Cancel

Step 9: Click on the menu prompt to select a **Reason** for the Retro or Override entry.




Details for: Sick Leave | Retro or Override

Reason * 

- Override Workday Eligibility Rules
- Retro - Prior to Position Change

Step 10: Enter a Comment and click **Submit**.



 Leave request not entered prior to position change.

HR Partner / Absence Partner can initiate a time off request to be routed to the Manager for approval. Employee receives a notification.

Time offs entered by a worker's Manager are automatically approved. Employee receives a notification.