



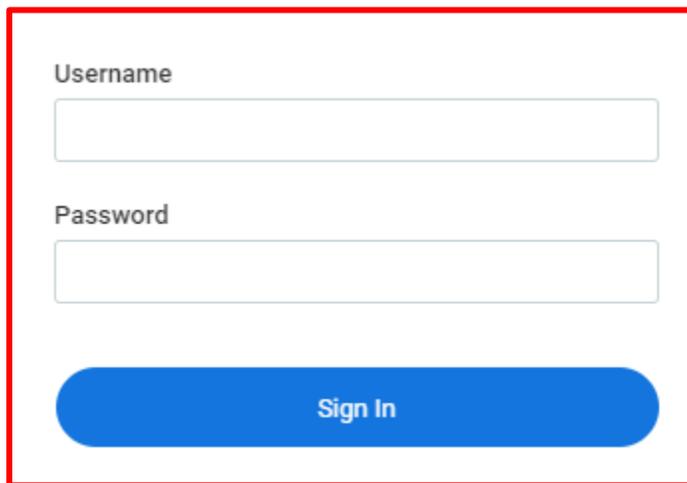
Workday: Entering Administrative Leave

1. Log into **Workday**

a. From:

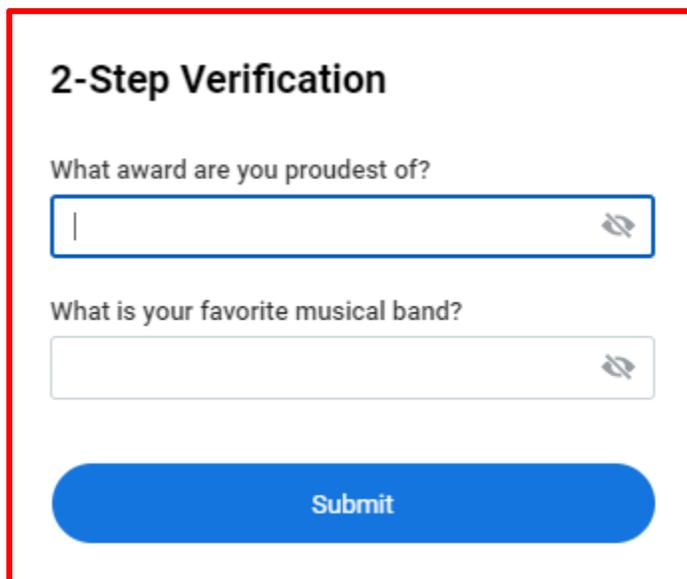
<https://wd5.myworkday.com/wday/authgwy/oregon/login.html?returnTo=%2foregon%2fd%2fhome.html>

b. Enter your User name and Password, then Click “Sign In”



A screenshot of the Workday login page, enclosed in a red border. It features two input fields: "Username" and "Password". Below the fields is a blue "Sign In" button.

2. Answer your security questions, then Click “Submit”



A screenshot of the Workday 2-Step Verification page, enclosed in a red border. The title is "2-Step Verification". It contains two security questions with corresponding input fields: "What award are you proudest of?" and "What is your favorite musical band?". Below the questions is a blue "Submit" button.

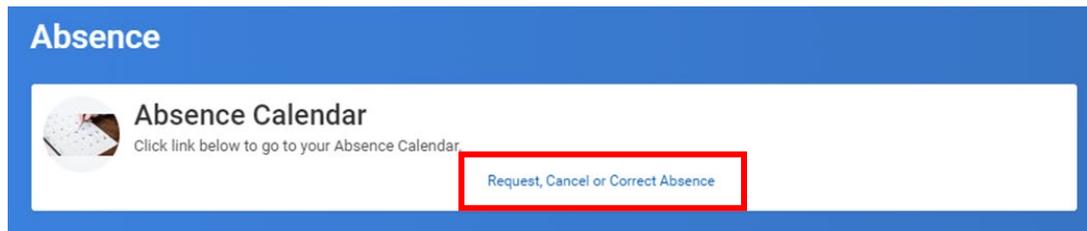


Workday: Entering Administrative Leave

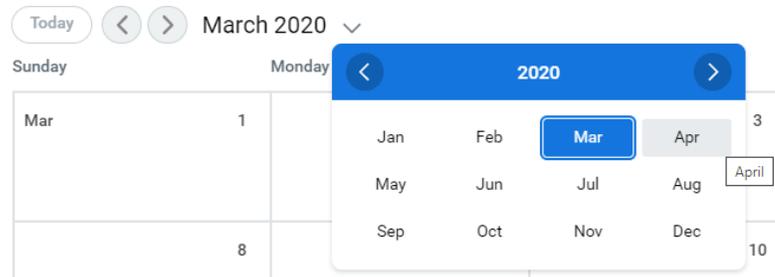
3. On the Home screen, Click the Absence worklet



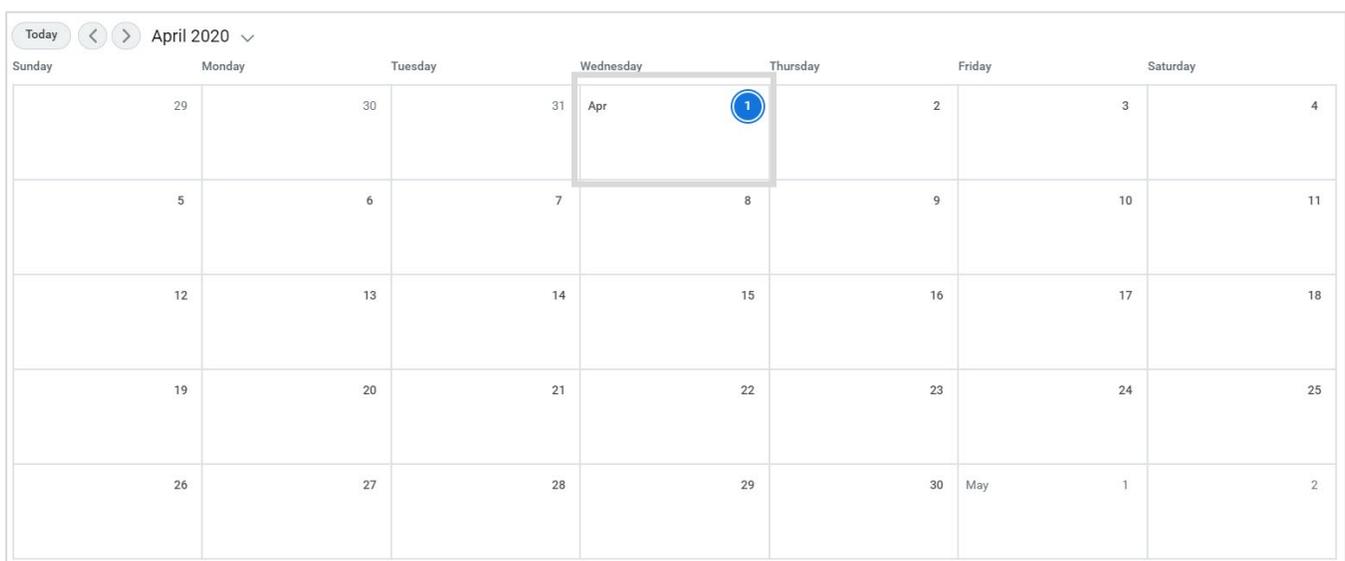
4. Click **Request, Cancel, or Correct Absence** from the Absence header at the top of the Workday screen.



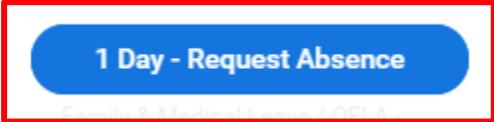
5. Click the down arrow next to the Month to select a different month.



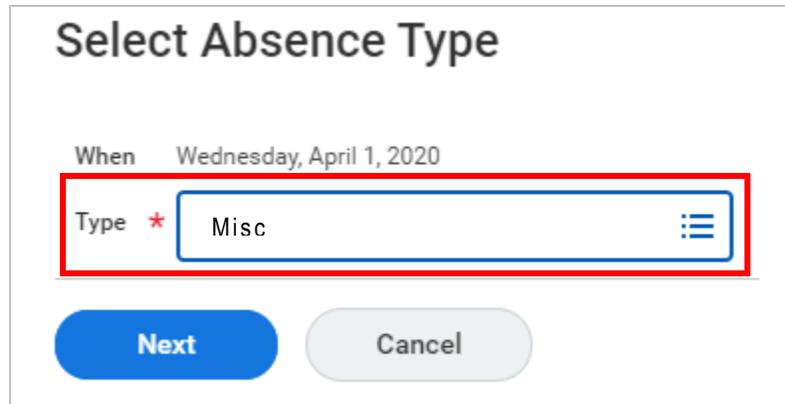
6. Click on the **Calendar Dates** to select the day(s) for the absence. A dark blue circle will appear on the date of the selected days. To de-select a day click again.



7. Click the blue **Request Absence** button at the bottom right of the Workday Absence Calendar window



8. Type **Misc** in the **Select Absence Type**, then Enter, to search for **Miscellaneous Paid Leave**



Select Absence Type

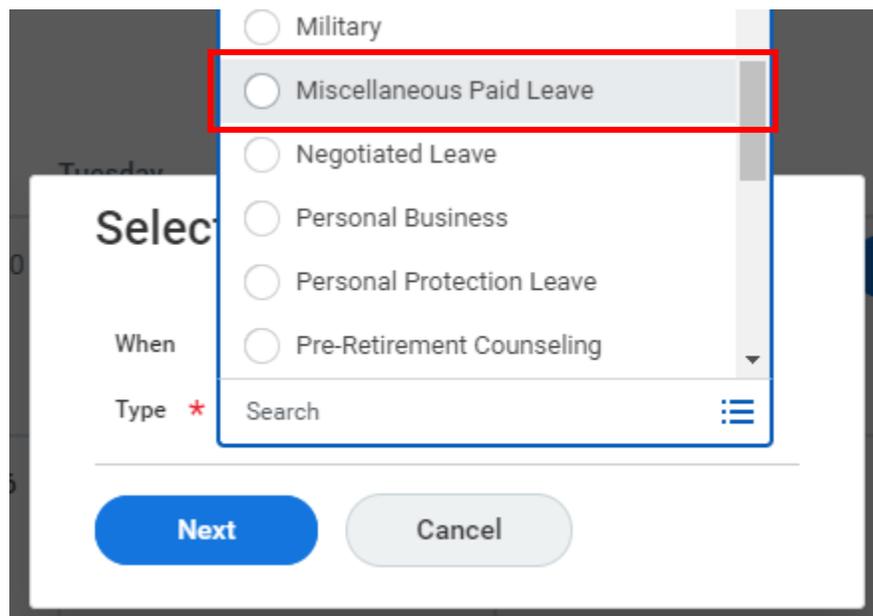
When Wednesday, April 1, 2020

Type * Misc

Next Cancel

OR

Locate and select **Miscellaneous Paid Leave** from the scroll bar window



Select Absence Type

When

Type * Search

- Military
- Miscellaneous Paid Leave
- Negotiated Leave
- Personal Business
- Personal Protection Leave
- Pre-Retirement Counseling

Next Cancel

9. Click **Next** when Miscellaneous Paid Leave is selected for Type and your position is auto entered into the position field

Select Absence Type

When Wednesday, April 1, 2020

Type *

Position *

Next Cancel

10. To change the number of hours of Leave: Click Edit Quantity per Day

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	04/01/2020	04/01/2020	<input type="text" value="Miscellaneous Paid Leave"/>	8 hours	8 hours	Edit Quantity per Day

- enter start and end time
- enter the number of hours in Quantity per Day ([remember to use 3-minute increments](#))
- enter a comment
- Click Done

1 item

Date	Start Time	End Time	Quantity per Day	Comments
Wed, Apr 1, 2020	<input type="text"/>	<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>

d Done Cancel

12. Click "Submit"

Submit

If this is FMLA/OFLA leave you **MUST** start from **Step 6** to enter a second request with the FMLA/OFLA designation **AFTER** submitting the Miscellaneous Paid Leave request.

1. Log into **Time System**
 - a. From the EDweb Home page
 - b. Click **Time System** from the Tools menu on the left pane



2. Select **Leave Request** from Employee Functions Menu



3. Select the **Month** and **Day** from the drop down boxes

The screenshot shows the leave request form. The 'Month' dropdown is set to 'January' and the 'Year' dropdown is set to '2019'. The 'Day(s)' dropdown is highlighted with a red box. Below these are columns for 'Leavetype', 'Hr', and 'Mi' for each day.

Month: January	Year: 2019	Day(s):										
Leavetype	Hr	Mi	Hr	Mi	Hr	Mi	Hr	Mi	Hr	Mi	Hr	Mi

4. Select **Other Paid Time** from the Leavetype drop down box

The screenshot shows the leave request form. The 'Month' dropdown is set to 'January' and the 'Year' dropdown is set to '2019'. The 'Leavetype' dropdown is highlighted with a red box. Below these are columns for 'Day(s)', 'Hr', and 'Mi' for each day.

Month: January	Year: 2019	Day(s):										
Leavetype	Hr	Mi	Hr	Mi	Hr	Mi	Hr	Mi	Hr	Mi	Hr	Mi

5. Enter the number of hours and Minutes in the **Hr** and **Mi** boxes ([3 minute increments](#))

Month: Year:

Day(s):												
Leavetype	Hr	Mi										

6. Read the statement and Click “Save” to save your leave request.
- You must enter the same information in Workday
 - Leave type in Workday is “Miscellaneous Paid Leave”

ATTENTION

By submitting your leave request, you are acknowledging that you have entered the same information into Workday for approval by your manager. You are responsible for ensuring that your leave request entries in TIME accurately match your leave request entries in Workday.

Save

Requesting Leave Donations

- If you have exhausted ALL accrued leave and are in leave without pay (LWOP) status due to a sick leave-related issue*, you may ask to be placed on the current month’s donated leave list. (SEIU Human Services Coalition Collective Bargaining Agreement, Article 56.1.C)
- To request leave donations, you need to (preferably in writing) let your supervisor, union steward, or Human Resources representative know that you would like to request leave donations.
- The manager and/or Human Resources representative will contact the Employment Department’s Payroll Office to have your name added to the current month’s donated leave list. A union steward will contact Human Resources or your supervisor to forward the employee’s request.

**A sick leave-related issue is defined by the SEIU Human Services Coalition Collective Bargaining Agreement in Article 56, Section 2, as: an employee’s own illness or injury, and/or a need to attend to the employee’s or the employee’s spouse’s immediate family, or the equivalent of each for domestic partners (parent, wife, husband, children, brother, sister, grandmother, grandfather, grandchild, or another member of the immediate household where the employee’s presence is required because of illness or death.*

Names remain on the donated leave list for only one calendar month at a time.