



Workday Absence Management

Seamless, agile absence management for the changing world of work.

Absence is an important component of a worker’s experience. Employers need the tools to create and deploy the plans that fit with their business goals and compensation philosophies. Workday Absence Management provides a comprehensive view into a worker’s use of various absence plans, from vacation and sick-day plans to defined leaves of absence.

Workers submit absence requests via an intuitive calendar and follow a defined path for approval. Workers and managers can easily view absence balances and the request history through self-service. The worker’s balance is automatically calculated and shared with payroll.

Flexible for maximum control.

From adapting to changing legislation and organizational policies, to providing key absence analytics to local managers, Workday Absence Management is entirely configurable to meet your needs.

Automate time-consuming and error-prone processes such as validation approvals and calculations to ensure nothing is missed and everything is on time.

Easy for workers.

Workers can easily request time off and check PTO balances via an intuitive calendar experience, through Workday Assistant, or by sending a message via Slack.

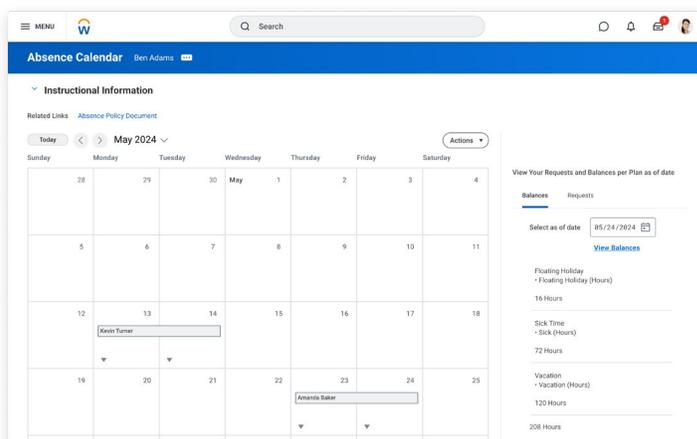
Key Capabilities

- Mobile self-service
- Global policy and leave plans library
- Manager and admin dashboards
- Automated approvals and reminders
- Seamless integration with Workday Human Capital Management, Workday Time Tracking, Workday Payroll, and Workday Scheduling
- Integrates with natural workspaces and third-party calendars

Key Features

Highly flexible and configurable:

- Accrual policies and limits
- Rules for carryover allowances
- Flexible calculation period schedules
- Approval process including auto-approval
- Desktop and mobile absence calendar experience
- Reporting and analytics
- Configurable validations and threshold limits
- Single system for absence management



Workers can easily view balances, request time off, and even view their teammates’ time off on a shared calendar.

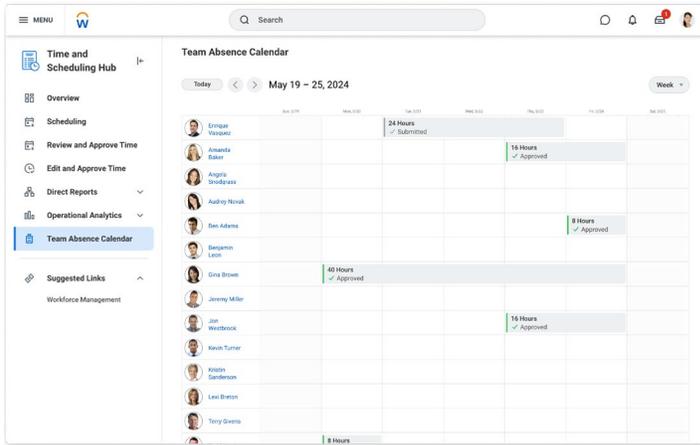
Administrator.

By taking advantage of its robust calculation engine and flexible business processes, Workday Absence Management enables customers to define and manage their accrued time-off and leave-of-absence plans to meet needs across any industry, geography, and worker type.

- Streamline the setup of complex absence plans using the same rules-based calculation engine used by payroll
- Use the absence administrator dashboard for centralized product documentation and product updates
- Access hundreds of time-off plans and leave types covering more than 200 countries
- Define approval paths for time-off and leave requests
- Load time-off requests for groups of workers
- Monitor time off and leave for workers
- Use alerts for administrators and managers
- Create retroactive leave of absence requests
- Validate time-off requests against holiday calendars, work schedules, minimum/maximum amounts, increments, unpaid allowed or not, and more
- Pass absence data to Workday Payroll or interface to third-party payroll vendor
- Track balances and determine those to show to employees through ESS or pay stub
- Load actual hours worked from external payroll system into Workday
- Quickly migrate Workday Absence Management configuration from tenant to tenant
- Automate the tracking of milestones, absence cases, or workers on a long-term leave of absence
- Transfer or pay out time-off balances when a worker's time-off plan eligibility changes
- Absence tiers—predefine priorities so that extended absence events pull from separate absence pools (floating holiday, vacation pay, and so on) without requiring workers to enter leave of absence requests for each pool
- Mass advance time-off requests and corrections to approval
- Automatically pay time-off balances at termination

Results

- 80% reduction in rogue absences (EMC Insurance)
- 50% improvement in leave of absence tracking (Goodwill, Industries of Middle Tennessee, Inc)
- Reduced time of leave reporting for legal audit from 3+ days to 1 hour
- Consumer and Internet Employer



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At the touch of a button we can run reports that provide clear information on areas of strategic focus, such as absence, so we can quickly identify trends.

Arriva

Manager.

Managers always have a clear view of their team’s absence, history, upcoming leaves, and balances. Automatic reminders ensure requests are always addressed on time.

- Access the manager dashboard
- Approve absence requests based on rules through self-service on a desktop or mobile device
- Enter absence requests for workers
- View a worker’s history of absence requests
- View worker’s leave balances
- View time off for direct reports in calendar view
- Access the absence management dashboard
- Delegate time-off request approvals
- Define absence thresholds
- See workers’ time off within third-party calendars

Worker.

Workers can easily view balances and upcoming time, and submit time-off requests. They can also view their teammates' time off on a shared calendar.

- Create and correct absence or time-off requests through self-service on a desktop or mobile device (including iPhone, iPad, Android, and additional web-enabled devices)
- Upload attachments when requesting time off on a mobile device
- Request time off for specific roles if worker has multiple roles
- View time-off balances through self-service
- View history of time-off or absence requests
- Realize a unified experience for entering time-off or leave of absence requests
- View peers' time off in a calendar view
- Request time off via natural workspaces, including Slack
- Enable workers to manage their time-off balances by selling unused time
- Integrate with third-party calendars
- Use custom labels for absence management
- Apply worktags for financial or reporting purposes

To learn more about Workday Absence Management, visit: workday.com/en-us/products/workforce-management/absence.html



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