

Human Resource Management System

Workday Job Aid Leave



This Job Aid describes how employees, People Managers and Human Resource Business Partners can navigate the leave of absence functions within Workday.

- Employees
- People Managers
- Human Resources

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1. Leave Overview

This reference guide provides instruction on how to manage a leave of absence in Workday. These instructional materials do not review county policies and procedures. The criteria for a leave of absence may vary depending on the reason for the leave and any state or federal laws that define a leave of absence. These instructions are intended to show you Workday functionality, not to replace or supersede the direction of county Human Resources personnel. If you are unable to determine how to complete a specific function, you may find assistance by completing a search within Workday or using the Workday Assistant.

Within Workday an employee, manager, or payroll representative may initiate a leave of absence request. Once a leave of absence is initiated, an approval process is initiated within Workday. The employee is responsible for filling out and returning the leave of absence packet which was sent to them by their Payroll Representative. Once the packet is returned, the Payroll Representative continues the process within Workday to approve the leave of absence. If an employee requests a leave of absence but later decides to change it, their Payroll Representative must be notified. Payroll Representatives are responsible for handling all changes to leaves of absence for employees.

Leaves of absence are different from time off due to sick or vacation accruals. However, time off requests and Family Medical Leave Act (FMLA) requests can run at the same time and will require two separate entries in Workday. Requests for time off and FMLA need to be done separately from each other. For instructional information regarding time off, see [Job Aid SC-CM-TRN-014 Time Entry](#) and [Job Aid SC-CM-TRN-017 Time Off](#).



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2. Request Leave of Absence- Employees

The criteria for a leave of absence may vary depending on the reason for the leave and any state or federal laws that define a leave of absence. These instructions are intended to show you Workday functionality, not to replace or supersede the advice of your Payroll Representative.

1. From the Workday homepage, navigate to the **Absence** application.
2. Under the **Request** section, select **Request Absence**.
3. Choose the dates of your leave:
 - Click on the **Select Date Range** button at the top left of the Absence Calendar. Enter the **From** and **To** dates to identify the full range of your leave request. Enter the **Type** of leave request.

You may also select dates by the following:

 - Click and drag on the Absence Calendar to select the range of days (Workday indicates selected days with a dark blue circle on each selected day) then select the orange button at the bottom left of the screen [**Number of days requested**] – **Request Absence**. Select the **Type** of leave request.

Note: Use the **Select Date Range** when possible- this method is easiest to select the exact dates you wish to use in your leave of absence.

4. Different options appear for the **Type** of Leave requested. These options will include both time off and other absence types. Choose **Leave Options** and select the leave related to your specific leave circumstance.
 - **Leave Options** are used for leaves of absence- these are without pay (exceptions to this rule include military leave with pay, and extended sick half-pay)
 - Selections include Discretionary Leave, Extended Sick Half Pay, Extended Sick Without Pay, Family Leave Without Pay (FMLA), Intermittent FMLA, Military Leave Without Pay, Military Leave with Pay, and Parental Leave without Pay (Child Care).



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Note: If you wish to use accruals during your leave of absence, you must submit this (or a Payroll Representative must submit this on your behalf) within a separate time off business process. Please speak with your Payroll Representative regarding your leave, as depending on the type of leave, you may be required to use your accruals when you go out.

5. Click **Next**.
6. Verify your Request for a leave of absence is accurate: View the **From** date (beginning of the leave of absence), **To** date (last day of leave of absence), **Type** of leave, and the **Total** number of hours used during your leave.
7. Under **Details**, verify your **Last Day of Work**.
8. Select the **Reason** for your Leave of Absence. You may upload relevant documentation to this page by attaching the file in the gray box or browsing your computer for the file.
9. Click **Submit**.
10. After you submit your request, you will immediately receive a temporary notification from Workday that your task was submitted successfully.

Note: If you have submitted your Leave request in error, contact your Payroll Representative to cancel the "In Progress" process on your behalf. Also, see [Manage Leave of Absence – Employees](#).

11. You will receive a leave of absence packet from your Payroll Representative. Fill it out then return the document to your Payroll Representative directly.
12. Once your Leave of Absence request is approved, you will receive notification that your absence request has been successfully completed.

Note: If your request is denied, you will be notified via a message in your inbox. A new request must then be submitted. If your request is sent back, you will receive a message in your inbox to revise the request and resend it.

Note: To view your leave of absence requests:
Go to your Workday profile. On the left side, select Time Off. You are now viewing your Leave of Absence Requests and Time Off Requests. You will **not see the leave of absence request until it is approved by all relevant employees**.



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3. Approve/Deny Leave of Absence

1. Once a Leave of Absence Request has been submitted, the Payroll Representative must send the Leave Packet to the Employee.

- From the Workday Homepage, go to your inbox and select the Actions tab.
- Find the pending message **Send Leave Packet to Employee: Absence Request: [Name of Employee]**.
- Complete To Do **Send Leave Packet to Employee**. Write the date you physically sent the packet to the employee.
- Click **Submit**.
- You will receive a notification that you have completed this task. You can see the next action to be completed in the Request Leave of Absence business process by clicking the **View Details** hyperlink. You can close out this message or click **Review Documents** to begin the next step of reviewing the returned Leave of Absence Packet.

2. The Payroll Representative next reviews the completed employee leave packet documents.

- From the Workday Homepage, go to your inbox and select the Actions tab.
- Find the pending action message **Absence Request: [Employee Name]**.
- Review the completed employee leave packet, then upload the document by attaching the file in the gray box or browsing your computer for the file.
- Once the document has been successfully uploaded, click **Submit**. You may choose to write a comment related to the document for your records (the date the document was submitted back to you by the employee).
- You will receive a notification that you have completed this task. You can close out this message or click the **View Details** hyperlink to see the next step in the requested leave of absence business process.

Note: Once you upload the employee's leave packet, it will not be immediately visible. To view the employee's leave packet:

- Search for the employee's name in the search at the top of the screen.
- Select the employee's name. This will take you to the employee's Workday profile.
- From the menu on the left, select **Personal** (you may have to click the **More** link to bring up additional menu items).
- You will now see the employee's personal information. From the menu bar on the top of the screen, select **Documents**.
- You should now see the employee leave packet. Click the hyperlink of the document attachment to view this file.



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3. Labor Relations next reviews the leave of absence request.

- From the Workday Homepage, go to your inbox and select the Actions tab.
- Find the pending action message **Absence Request: [Employee Name]**.
- Review the employee's leave of absence request. The employee's last day of work, the first day of absence, estimated last day of absence, and type of leave are listed. You are also able to review the employee's various hour totals.
- The employee's leave packet will not be immediately visible. To view the employee's leave packet:
 - a. Search for the employee's name in the search at the top of the screen.
 - b. Select the employee's name. This will take you to the employee's Workday profile.
 - c. From the menu on the left, select **Personal** (you may have to click the **More** link to bring up additional menu items).
 - d. You will now see the employee's personal information. From the menu bar on the top of the screen, select **Documents**.
 - e. You should now see the employee leave packet. Click the hyperlink of the document attachment to view this file.
- If there are no issues with the employee's leave request, click **Approve** at the bottom of the page. If a problem is identified, you may click **Send Back** or **Deny**.

Note: Selecting **Send Back** sends the leave request back to the employee to revise. If **Send Back** is selected, you must write a comment on the reason regarding the request being sent back. This starts the process over to the employee.

Note: If you wish to deny the request, click the **More** button to the right of **Send Back** (has three dots). Then select **Deny**. Please be advised when **Deny** is selected, the entire leave of absence request business process is terminated, and the employee must then submit a new leave of absence request.

- If **Approve** was selected, you will receive a notification that you have completed this task. You can close out this message or click the **View Details** hyperlink to see the next step in the request leave of absence business process.



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4. Civil service next reviews the leave of absence request. The appropriate Personnel Analyst within Civil Service will review the leave of absence.
 - From the Workday Homepage, go to your inbox and select the Actions tab.
 - Find the pending action message **Absence Request: [Employee Name]**.
 - Review the employee's leave of absence request. The employee's last day of work, the first day of absence, estimated last day of absence, and type of leave are listed. You are also able to review the employee's various hour totals.
 - The employee's leave packet will not be immediately visible. To view the employee's leave packet:
 - a. Search for the employee's name in the search at the top of the screen.
 - b. Select the employee's name. This will take you to the employee's Workday profile.
 - c. From the menu on the left, select **Personal** (you may have to click the **More** link to bring up additional menu items).
 - d. You will now see the employee's personal information. From the menu bar on the top of the screen, select **Documents**.
 - e. You should now see the employee leave packet. Click the hyperlink of the document attachment to view this file.
 - If there are no issues with the employee's leave request, click **Approve** at the bottom of the page. If a problem is identified, you may click **Send Back** or **Deny**.

Note: Selecting **Send Back** sends the leave request back to the employee to revise. If **Send Back** is selected, you must write a comment on the reason regarding the request being sent back. This starts the process over to the employee.

Note: If you wish to deny the request, click the more button to the right of **Send Back** (has three dots). Then select **Deny**. Please be advised when **Deny** is selected, the entire leave of absence request business process is terminated, and the employee must then submit a new leave of absence request.

- If **Approve** was selected, you will receive a notification that you have completed this task. You can close out this message or click the **View Details** hyperlink to see the next step in the request leave of absence business process.



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5. Audit and Control/the Payroll Administrator serves as the third level of approval for the leave of absence request.

- From the Workday Homepage, go to your inbox and select the Actions tab.
- Find the pending action message **Absence Request: [Employee Name]**.
- Review the employee's leave of absence request. The employee's last day of work, the first day of absence, estimated last day of absence, and type of leave are listed. You are also able to review the employee's various hour totals.
- The employee's leave packet will not be immediately visible. To view the employee's leave packet:
 - f. Search for the employee's name in the search at the top of the screen.
 - g. Select the employee's name. This will take you to the employee's Workday profile.
 - h. From the menu on the left, select **Personal** (you may have to click the **More** link to bring up additional menu items).
 - i. You will now see the employee's personal information. From the menu bar on the top of the screen, select **Documents**.
 - j. You should now see the employee leave packet. Click the hyperlink of the document attachment to view this file.
- If there are no issues with the employee's leave request, click **Approve** at the bottom of the page. If a problem is identified, you may click **Send Back** or **Deny**.

Note: Selecting **Send Back** sends the leave request back to the employee to revise. If **Send Back** is selected, you must write a comment on the reason regarding the request being sent back. This starts the process over to the employee.

Note: If you wish to deny the request, click the more button to the right of **Send Back** (has three dots). Then select **Deny**. Please be advised when **Deny** is selected, the entire leave of absence request business process is terminated, and the employee must then submit a new leave of absence request.

- If **Approve** was selected, you will receive a notification that the event was approved. You can close out this message or click the **View Details** hyperlink to see the Benefit Partner's role in reviewing benefits within the Leave of Absence business process.



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6. The Benefits Partner next makes relevant changes to the employee's benefits based on the leave event.

Note: See [Job Aid SC-CM-TRN-026 Benefits](#) for additional information regarding Benefits functionality within Workday.

- From the Workday Homepage, go to your inbox and select the Actions tab.
- Find the pending action message **Benefit Change - Begin/Return from Leave of Absence : [Employee Name]**
- Complete the **To DO** which instructs you to review the employee's coverage end date and manually extend benefits if needed.
- Once the **To-Do** is completed, click **Submit**.
- You will receive a notification that the event was approved. You can close out this message or click the **View Details** hyperlink to see additional information regarding the leave of absence process.

Note: Depending on the type of leave requesting and duration of time, the Benefits Partner may be required to review COBRA eligibility.

7. When all required steps are completed in the Leave of Absence Request, the employee's Request Leave of Absence will be successfully completed.

Note: If an employee's request is approved for a current leave of absence that the employee is already on, the employee's name will appear in Workday for managers and Payroll Representatives as the following: [Employee Name] (On Leave).

8. When an employee is out on leave, they will not have access to Workday to enter accruals. Payroll Representatives may have to do this on an employee's behalf if the employee did not enter the accruals before their leave.



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4. Process Leave Business Flow (Overview for all audiences)

1. The Employee, Manager, or Payroll Representative submits a request for Leave of Absence.
2. The Payroll Representative receives a "To Do" step in their inbox to send a Leave Packet to the Employee.
3. The employee completes the leave packet and submits it back to the Payroll Representative.
4. The Payroll Representative reviews and approves the completed leave packet.
5. Labor Relations reviews and approves the Leave of Absence request.
6. Civil Service reviews and approves the Leave of Absence request.
7. Audit and Control/the Payroll Administrator reviews and approves the Leave of Absence request.
8. The Benefits Partner reviews and approves the Leave of Absence request (making relevant changes to benefit elections).
9. The HR Partner assigns roles to another worker if necessary (not required).
10. The HR Administrator manages business processes for the worker if necessary (not required).



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5. Manage Leave of Absence – Employees

1. Submitted time off requests can be canceled or modified only by the Payroll Representative. You must contact your Payroll Representative if you wish to cancel the leave of absence.
2. If you wish to view your leave of absence requests:
 - Go to your Workday profile. On the left side, select **Time Off**. You are now viewing your **Leave of Absence Requests** and **Time Off Requests**.
3. Employees may view leave of absence balances as of a certain date.
 - From the Workday Homepage, click the **Absence** application.
 - Click **Absence Balance** under the View section.
 - Enter the date you wish to view your Absence Balance.
 - Click **OK**.

Note: The report Balance As of Date display the values based on the date entered as well as the absences entered.



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6. (Payroll Reps, Bene Partners, Pay Partners) Overview + What You Have To Do

1. Payroll Representatives have the ability to place an employee on leave.

- From the Workday Homepage, go to the search and enter the name of the employee who is being placed on leave.
- Select the employee's name. You are now viewing the employee's Workday profile.
- Under the employee's name, click the **Actions** button.
- Select **Time and Leave > Enter Absence**.
- Choose the dates of the employee's leave:
 - a. Click on the **Select Date Range** button at the top left of the Absence Calendar. Enter the **From** and **To** dates to identify the full range of your leave request. Enter the **Type** of leave request.
You may also select dates by the following:
 - b. Click and drag on the Absence Calendar to select the range of days (Workday indicates selected days with a dark blue circle on each selected day) then select the orange button at the bottom left of the screen [**Number of days requested**] – **Request Absence**.
- Select the **Type** of leave request.

Note: Use the **Select Date Range** when possible- this method is easiest to select the exact dates you wish to use in your leave of absence.

- a. Different options appear for the **Type** of Leave requested. These options will include both time off and other absence types. Choose **Leave Options** and select the leave related to the employee's specific leave circumstance.
 - b. **Leave Options** are used for leaves of absence- these are without pay (exceptions to this rule include military leave with pay, and extended sick half pay). Selections include Discretionary Leave, Extended Sick Half Pay, Extended Sick Without Pay, Family Leave Without Pay (FMLA), Intermittent FMLA, Military Leave Without Pay, Military Leave with Pay, and Parental Leave without Pay (Child Care).
- Click **Next**.
 - Verify the leave of absence is accurate: View the **From** date (beginning of the leave of absence), **To** date (last day of leave of absence), **Type** of leave, and the **Total** number of hours used during the leave.
 - Under **Details**, verify the employee's **Last Day of Work**.
 - Select the **Reason** for the Leave of Absence. You may upload relevant documentation to this page by attaching the file in the gray box or browsing your computer for the file.
 - Click **Submit**.

Note: To perform this function on behalf of an employee, you can also do the following: search for the employee's name, click the related actions icon next to the employee's name (three yellow dots) and navigate to **Time and Leave > Enter Absence**.



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2. Managers have the ability to place an employee on leave:

- From the Workday Homepage, select the **Team Absence** application.
- From the Tasks, select **Enter Absence**.
- Enter the worker you wish to place on leave.
- Select **Ok**.
- Choose the dates of the employee's leave:
 - c. Click on the **Select Date Range** button at the top left of the Absence Calendar. Enter the **From** and **To** dates to identify the full range of your leave request. Enter the **Type** of leave request.

You may also select dates by the following:
 - d. Click and drag on the Absence Calendar to select the range of days (Workday indicates selected days with a dark blue circle on each selected day) then select the orange button at the bottom left of the screen [**Number of days requested**] – **Request Absence**.
- Select the **Type** of leave request.

Note: Use the **Select Date Range** when possible- this method is easiest to select the exact dates you wish to use in your leave of absence.

- a. Different options appear for the **Type** of Leave requested. These options will include both time off and other absence types. Choose **Leave Options** and select the leave related to the employee's specific leave circumstance.
 - b. **Leave Options** are used for leaves of absence- these are without pay (exceptions to this rule include military leave with pay, and extended sick half pay). Selections include Discretionary Leave, Extended Sick Half Pay, Extended Sick Without Pay, Family Leave Without Pay (FMLA), Intermittent FMLA, Military Leave Without Pay, Military Leave with Pay, and Parental Leave without Pay (Child Care).
- Click **Next**.
 - Verify the leave of absence is accurate: View the **From** date (beginning of the leave of absence), **To** date (last day of leave of absence), **Type** of leave, and the **Total** number of hours used during the leave.
 - Under **Details**, verify the employee's **Last Day of Work**.
 - Select the **Reason** for the Leave of Absence. You may upload relevant documentation to this page by attaching the file in the gray box or browsing your computer for the file.
 - Click **Submit**.

Note: This kicks off the leave of absence business process: the Payroll Representative would next send the employee the leave packet to fill out. See [Process Leave Business Flow \(Overview for all audiences\)](#).

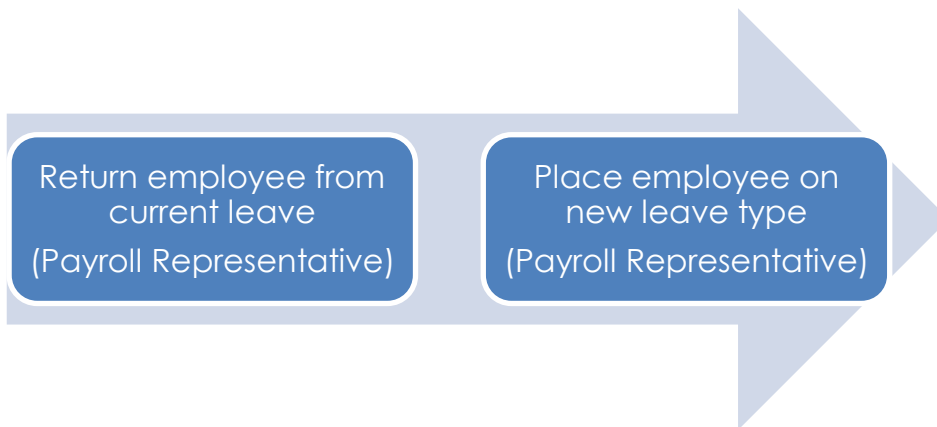


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3. Human Resource Personnel can manage the business processes for an employee currently on leave. This occurs if the employee on leave has open items in their inbox:
 - The Payroll Representative receives a Workday Inbox task to manage the open business process tasks for the employee going on leave.
 - Click the **Action** field to select a response to the open business process task.
 - After selecting an action for all open tasks, click **Submit**.
4. Employees with roles beyond "Employee as Self" who go out on a leave of absence may receive a task to delegate their inbox tasks to another employee for the duration of their leave.
 - The employee going out on leave will receive a task to delegate their Workday Inbox tasks to another employee during their leave. This step is initiated if the employee has Workday roles in the system above Employee as Self, and the leave date is in the future.
 - Select the **Request Delegation Task** in your inbox.
 - For the tasks, you wish to delegate, enter the **Begin Date** and **End Date**.
 - Select the employee (Delegate) and select the tasks you wish to delegate to this employee (**Start on My** Behalf).
 - Click **Submit**.
5. Transitioning to a Different Leave Type:



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- When an employee is transitioning from one leave type to another (e.g., extended sick half-pay → extended sick without pay), follow the Request Return from Leave steps to return the employee from the current leave. The last date of leave should be the date before the start date of the new leave type.
 - a. Only complete the **Actual Last Day of Leave** field. The **First Day Back at Work** field should be blank.
 - b. Place the employee on the new leave by following the Request Leave of Absence steps.
 - c. Both processes must get through the completion step on the same day. This is critical so the leaves can be processed through payroll correctly.

- 6. The Absence Administrator may need to extend a leave for an employee who is not returning when originally planned (depending on the scenario, a correction should be made to the original leave of absence, or a new leave of absence may be requested in Workday):
 - From the Workday Homepage, go to the search and enter the employee's name.
 - Select the employee's name. This will take you to the employee's Workday profile.
 - From the menu on the left, select **Time Off**.
 - You will see **Leave of Absence Requests** within a chart in the middle of the page.
 - Select the **Edit Absence** button at the top of the page.
 - Select the leave of absence event from the employee's absence calendar.
 - Under **Details**, the **Absence Event** is listed. Select the related actions button (three yellow dots) to the right of the absence event hyperlink and select **Business Process > Correct**.
 - Extend the employee's leave by modifying the information.
 - Enter a comment related to data change.
 - Click **Submit**.

- 7. Managers viewing leaves of absence :
 - Access the **Time Off and Leave**
 - a. From the Workday Home Page, select the **Team Absence** application.
 - b. Select the **Time Off and Leave Calendar**.
 - c. Use the arrows at the top of the page to view different months. This will display all time off and leave requests.
 - Access the **Leave Results for Worker** report- this provides detailed leave results for a worker as of a specified date, such as the total time taken for a leave event, the type of leave, and the status of the leave request process. The period of the leave information for each leave type taken within the period is included.
 - a. From the Workday Home Page, type **Leave Results for Worker** in the search.
 - b. Select the **Leave Results for Worker** report.
 - c. Enter the **Worker, As Of Date, and Leave Type**.
 - d. Click **Ok**.



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8. Payroll Representatives viewing leaves of absence :

- Access the **Workers on Leave** report- this provides a view of all workers on leave within selected organizations, by leave type and over a specified date range. Leave one of both dates blank to perform an open-ended search.
 - a. From the Workday Home Page, type **Workers on Leave** in the search.
 - b. Select the **Workers on Leave** report.
 - c. Enter the **Organizations**. If you wish, include a date range. If you wish, include workers returned from leave and pending events.
 - d. Click **Ok**.
 - e. The report displays the leave type, last day of work, estimated last day, total days, and units requested.
 - f. This report may help display employees who were due to return from their leave.



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7. Request Return from Leave of Absence – Employees

Employees may initiate a return from leave after their leave request has been completed.

1. From the Workday Homepage, navigate to the **Absence** application.
2. In the **Request** section, click **Request Return from Leave of Absence**.

Note: You may also go to your Workday profile, click **Actions** next to your name, hover over **Time and Leave** and select **Request Return from Leave of Absence**.

3. Enter a date in the **First Day Back at Work** field.
4. Enter a date in the **Actual Last Day of Absence** field.

Note: Provide any supporting documentation required.

5. Click **Submit**.

Note: Your request to return from a leave of absence will be reviewed by your Payroll Representative.

Once approved, you may receive a task in your inbox to manage delegations (if your tasks were delegated to another employee).

6. Access the delegation task from your Workday inbox. Select one of the following options:
 - Request New Delegations as entered below- if selected, modify the task(s) you wish to delegate
 - Stop Current Delegations- if selected, the currently delegated employee will no longer be able to process task(s) on your behalf.

7. Click **Submit**.

Note: If you do not see the above two options, click the Actions gear and click on **Skip This Task**.

8. Click **Done**.



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8. Request Return from Leave of Absence – HR

An employee will not automatically return from leave in Workday. Even though an **Estimated Last Day of Absence** is listed in the leave of absence request, the process of returning an employee from leave must be initiated by someone (an employee may come back early or perhaps later than their originally scheduled leave of absence within Workday).

1. The following roles (besides the employee) may initiate the returning of an employee back to work from a leave of absence: Absence Administrator, Absence Partner (Payroll Representative), HR Administrator, HR Partner, Manager.
 - From the Workday Homepage, select the **Team Absence** application.
 - Select the **Return Worker from Leave** task.
 - Enter the name of the employee you wish to return from leave. The employee's name should appear as [Employee Name](On Leave).
 - Click **Ok**.
 - Enter the employee's **Actual Last Day of Absence** and **First Day Back at Work**.
 - Click **Submit**.

Note: Another way to access the **Return Worker from Leave** task is to enter the name of the employee in the search on the top of the page, click on the employee's name to go to the employee's workday profile, click the **Actions** button directly below the employee's name, then select **Time and leave > Return Worker from Leave**.

2. Payroll Representatives next reviews any return to work documentation provided by the employee.
3. The Security Administrator will next be prompted to review the employee's user-based security group assignments if relevant:
 - From the Workday Homepage, go to your inbox and select the related message.
 - Review the employee's user-based security group assignments. If any user-based security group assignments were delegated to another employee, un-assign those.



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4. The Benefits Partner will next be prompted to review the employee's benefits upon return from leave if the leave affected employee benefits.

Note: See [Job Aid SC-CM-TRN-026 Benefits](#) for additional information regarding Benefits functionality within Workday.

- From the Workday Homepage, go to your inbox and select the Actions tab.
- Find the pending action message **Extend Benefits: Benefit Change – Begin/Return from Leave of Absence**.
- Complete the **To DO** which instructs you to review the employee's coverage end date and manually extend benefits if needed.
- Once the **To-Do** is completed, click **Submit**.
- You will receive a notification that the event was approved. You can close out this message or click the **View Details** hyperlink to see additional information regarding the leave of absence process.

5. The HR Administrator will next be prompted to review the employee's role-based security group assignments if relevant:

- From the Workday Homepage, go to your inbox and select the related message.
- Review the employee's role-based security group assignments. If any role-based security group assignments were delegated to another employee, un-assign those.

Note: If you search for the employee's name within Workday, it will no longer appear as the following: [Employee Name] (On Leave). It will now only display the employee's name.

Note: The employee returning from leave may receive a task to request a delegation change. This step is initiated if the employee has delegations in place.



