



## Wanda WorkSmart's Weekly Workday Tips & Tricks



**From the desk of Wanda WorkSmart, welcome to my Weekly Workday Tips & Tricks!**

Each week I'll highlight select Workday features or business processes, as well as general updates, to help you become more proficient in Workday. In this issue, we'll talk about:

- 1) Time off Requests vs Leaves of Absence
- 2) NEW Video Snippets

### Time Off vs Leaves of Absence

Several people have asked for clarification on absences. There are two different types of absence requests in Workday. **Time Off** is a short term time away from work where the expected return date is typically known in advance. A **Leave of Absence** is generally an extended time away from work where the return date is not always known. See chart below.

Time Off	Vs.	Leave of Absence
<b>Time Off:</b> short term time away from work		<b>Leave of Absence:</b> long term time away from work
The expected return date is typically known up front.		Return to work date is not always known. It may just be an estimate.
Request is based on each day employee is expected to be off work.		Request is based on a range of dates including the first day of leave and expected return date.
No Visible Status Change: Employee remains active.		Visible Status Change: Employee shows as "On Leave."
Typical Examples: Sick, Vacation, Jury Duty, Banked Holiday.		Typical Examples: FMLA, Medical, Workers' Compensation, Military Leave.
Employee does not need to be officially "returned" from a time off.		Employee must be officially "returned" from a Leave of Absence.

**Please also note:** When requesting Time Off for a few hours vs. a full day, you must first select the Absence Type (ex: Regular Time Off > Vacation) and then edit the quantity of hours being requested before entering the time (ex: 12:30-4:30pm).

See the following resources for more information:

- **Time Off:** [Request Time Off](#), [Correct Time Off](#), and [Absence Calendar Smart Guides](#)
- **Leave of Absence:** [Request Leave of Absence Smart Guide](#); [Initiating an FMLA Request](#) NEW video snippet. Contact the DAS Leave Administration Team with specific questions: [LOA@iowa.gov](mailto:LOA@iowa.gov)

## NEW VIDEO SNIPPETS

In addition to the video snippets referenced above, below is a list of new video snippets posted to the WorkSmart website under the Training - Employee tab by functional area. These short tutorials demonstrate various tasks step-by-step. Check them out!

[Enter/Edit/Submit Time](#)

[Enter/Edit/Submit Time with Work Reporting Codes](#)

[Sick Conversion](#)

[Workday Delegations](#)

[Workday Inbox](#)

[Workday Search](#)

[Workday Tools and Navigation](#)

[Payment Elections](#)

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