Cornell University

Follow the instructions in this reference guide when your local Human Resource personnel places a bi-weekly employee on one of the paid leaves.

(On Leave)

IMPORTANT: Make sure the employee is on leave by going to the employee's profile in Workday. The employee name will have the suffix **On Leave** as shown in the image.

The following are the leave types that are eligible for pay:

- Academic SP Non-Exempt Leave
- County Extension Paid Leave
- Military Leave - Paid Military Training Leaves
- New York Paid Family Leave(NYPFL)

- Paid Leave (Suspension / University Agreement)
- Parental Leave (Academic only)
- Short Term Disability
- Workers Compensation

Enter Employee Time Off on the Time Off Calendar

After the employee is placed on leave in Workday, the manager will enter the time off on the employee's Time Off calendar. This is *important* for the employee to be paid. As the manager, you need to complete the following two steps.

1. Enter the leave time off on the time off calendar
2. If the employee is supplementing with their Vacation or Health and Personal (HAP), enter the supplement time off.

For example, if an employee is on Short Term Disability- Half pay with supplement and it has been approved in the system, the manager will first enter the leave time off which in this example is **Short Term Disability** and then enter the supplement(Vacation or HAP) on the Workday Time Off calendar.

STEP1: Enter the leave time off:

1. Select the days on the calendar. Click the **Request time off** button.

2. In the **Time Off Type** field, select the leave type, for example, **Short Term Disability** or **NYPFL**. In the time off type options, you will see the leave type that you placed the employee on along with the other time off types.

3. In the **Daily Quantity** field, enter the hours the employee is on leave. For example, if the employee is on NYPFL, the daily quantity will default to 67% of their daily hours. You can change the **Daily Quantity** as required. Click **Submit**.

STEP 2: If the employee is supplementing the remaining part of their daily hours with Vacation or HAP, go back to the time off calendar and enter the time off following the instructions below:

1. Select the days on the calendar. Click **Request time off** button.

2. In the **Time Off Type** field, select time off type that the employee is supplementing with; for example Vacation or HAP.

3. In the **Daily Quantity** field, enter the number of hours employee is supplementing. For example, if the employee's regular daily hours are 7.8 hours and they are supplementing half of their daily hours, enter 3.9 hours. Click **Submit**.

Now when you go to the employee's timecard you will see the daily total hours on the timecard. This will ensure that the employee is paid for the daily hours they are on leave and are supplementing.