



Follow the instructions in the following section when you place an employee on one of the leave types (time off types) below that are eligible for pay.

IMPORTANT: You need to follow both Step 1 and Step 2 to ensure the employee is paid.

- Academic SP Non-Exempt Leave
- County Extension Paid Leave
- Military Leave - Paid Military Training Leaves
- New York Paid Family Leave
- Paid Leave (Suspension / University Agreement)
- Parental Leave (Academic only)
- Short Term Disability
- Workers Compensation

Step 1: Place Employee on Leave

You will place the hourly/non-exempt employee on leave in Workday. Please refer to the guide on [leaves](#) to see the steps involved. The leave must be approved. Short Term disability and Workers compensation leaves have a waiting period. Make sure you request time off (For example, Vacation or HAP) on the employee's time off calendar based on employee's daily hours to cover the waiting period.

Step 2: Enter Employee Time Off on the Time Off Calendar

After the employee is placed on leave in Workday, the manager/pay rep needs to enter and reflect this in the employee's Time Off calendar. This step is **important** for the employee to get paid.

For example, if you placed the employee on Short Term Disability-Half pay with supplement and it is approved, the manager/pay rep needs to go to the Time Off calendar and follow the steps below:

1. Select the days on the calendar. Click the **Request time off** button.
2. In the **Time Off Type** field, select **Short Term Disability**. 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 employee's half time hours. For example, if the employee works 7.8 hours, enter 3.9 hours.
4. Click Submit.

If the employee is supplementing the remaining half of their time with Vacation or Health and Personal, 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 Health and Personal.
3. In the **Daily Quantity** field, enter the number of hours employee is supplementing. For example, if the employee works 7.8 hours and is supplementing half of their daily hours, enter 3.9 hours.
4. 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 days they are on leave and are supplementing.