

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 holiday 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 organisational policies, to providing key absence analytics to local managers, Workday Absence Management is entirely configurable to meet your needs.

Automated to save you time

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

Compare your absence metrics

Use benchmarks to understand how well your organisation is doing and where it can improve. Compare important metrics such as accruals and time off with peers.

Easy for workers

Workers can easily request time off and check PTO balances via Workday Assistant or by sending a message via Slack.

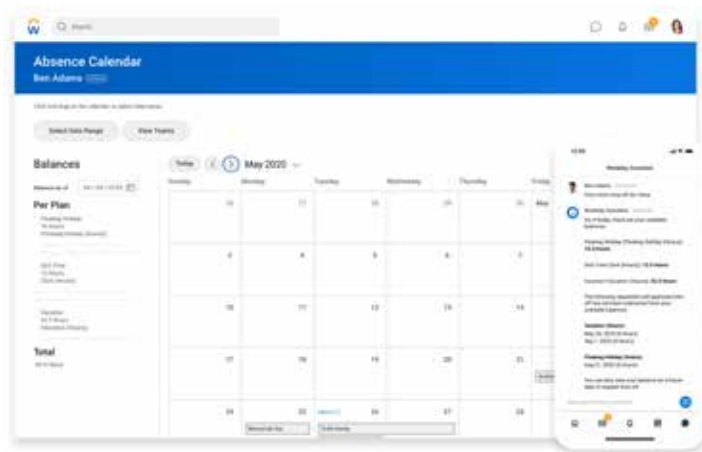
Key Capabilities

- Mobile self-service
- Industry benchmarking
- Global policy and leave plans library
- Manager dashboards
- Automated approvals and reminders
- Seamless integration with Workday Human Capital Management, Workday Time Tracking and Workday Payroll



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



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

Key Features

Highly flexible and configurable:

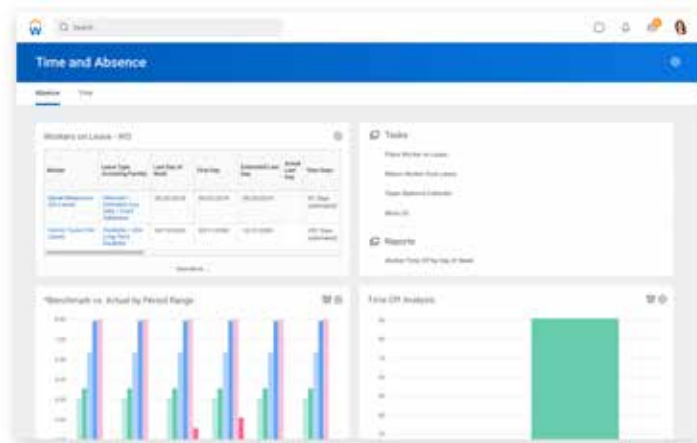
- Accrual policies and limits
- Rules for carryover allowances
- Flexible calculation period schedules
- Approval process including auto-approval

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
- 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 long-term leaves 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, holiday 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



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

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
- Realise 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

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

