

# Time Off Tracking for Doerle and CA Exempts Moves to Workday Jan. 1



From the desk of Sandra Rosario-Angeles – Senior Manager, HRIS & Workday HR Solutions Lead

This message is being sent to data stewards for Doerle and USBL locations with associates in California

## Enter Doerle and CA Exempt Time Off Information in DSP

Most exempt associates in USBL began submitting time-off requests and absences (sick, vacation, and floating holiday) in Workday on October 29, 2018, when Workday went live and became our system of record. It is now time to transition all of our Doerle and California exempt associates in these groups to tracking their time off in Workday. Exempt associates in Phase 1 companies in California and exempt associates in Doerle will begin requesting and recording time off (sick, vacation and floating holiday) in Workday on **Jan. 1, 2020**.

We are asking data stewards to help by entering time off information for these associates in the DSP tool. This is a time-sensitive request that will have a direct impact on the transition of these associates' time off accruals into Workday.

**Please enter the following by Dec. 10, 2019 for the test system and update the same information after year-end by Jan. 10, 2020 for go-live:**

1. *Any time off accrual exceptions for exempt associates in California and Doerle*

Accrual exceptions mean an associate accrues vacation at a different rate than your standard (e.g., because they negotiated more vacation when hired).

2. *Any exempt CA or Doerle associate vacation, sick or floating holiday balances that should be carried over from 2019 to 2020, according to your company's policy*

For the Dec. 10 deadline, please provide the balances as of the date you enter them. For the Jan. 10 deadline, please provide the year-end balance.

Carryover balances for exempt associates in Doerle and California will be available in Workday on Jan. 27, 2020.

See the **DSP Job Aid** for data entry instructions. If you have questions or need help, please contact **Hari Nuthaki** or **Satyam Vellanki**.