

Recording Time-Off in **WORKDAY**



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

In October 2018, Workday became our system of record for associate data. Beginning January 1, 2020, Workday will also become the system you use to request time off and record absences from work, including sick days, vacation and floating holidays. There are several dates we will ask you to be aware of to ensure your time-off balances transition over to Workday correctly.

Until Dec. 31, 2019	Enter absence requests/usage for time taken or requested through the end of 2019 in your legacy system or through your normal local process. Be sure all of your 2019 instances of time off are recorded by this date.
Beginning Jan. 1, 2020	<ul style="list-style-type: none">• Enter any time off taken but not recorded in legacy systems prior to year-end in Workday.• Enter any absence or time off requests for Jan. 1 onwards in Workday.• Stop using legacy systems, processes for exempt time off requests and reporting.
Late January	Time off accruals from 2019 will be visible to California and Doerle exempt associates in Workday.

Once you begin using Workday for time off recording, your time off requests will automatically be routed to your manager for approval. It's your responsibility to keep your time off records up to date. This is especially important during this transition period while your balances are moved to Workday. If you have any questions about your time off balance or this process of moving to Workday, contact your HR Business Partner.

This message is being sent to California-based USBL and Doerle salaried associates.