

## Consulting and External Employment Release Time Instructions for Entering Time Off in Workday

Workday is used to enter official release time as documented on a *System Faculty Consulting and External Professional Employment Application and Approval form* or *External Employment Application and Approval Form, AG-403*.

### ABSENCE PARTNER

#### Adding Consulting & External Employment Release Time

Pull up the employee in Workday

Go to:

Actions

Time and Leave

Maintain accrual and time off adjustments/overrides

Select the “+” button

In blank field under ‘select accrual/time off’ click on bars and choose ‘Absence accruals and time offs’

Then, select ‘Consulting – Grant (Adjustment Only)’

Under ‘units’ put number of hours

Under ‘period’ click on bars and select ‘eligible periods’

Select the current calendar year

Select the appropriate month

Enter a comment

Hit “OK”

These hours should then appear on the employee’s leave balance and they should be able to use them.

Eligible workers can request this time off from their Time Off Calendar. When they select from the 'Time Off Type' prompt on their Time Off Calendar, they will see the type called '4- External Employment and Consulting (Faculty)'. The time off request will route to their manager for approval.

### EMPLOYEE

#### TO REQUEST USE OF THESE HOURS, THE EMPLOYEE SUBMITS A TIME OFF REQUEST IN WORKDAY

##### From the Workday Home Page:

- Click the **Time Off** worklet
- In the worklet, Click **Time Off**  
The **Time Off Calendar** page will display
- Select the dates on the calendar for the time you will be taking off
- Click the Green Button (**Request Time Off**) on the bottom of the screen
- In the pop-up window that displays, complete the following fields:  
**Time Off Type:** *External Employment and Consulting (Faculty)*  
**Daily Quantity:** *# of hours*  
**Comments:** *Put the nature of work, such as ‘Per AG406, consulting for XYZ company’*
- Click **Submit**  
Your manager will receive an inbox task to approve your **Time Off Request**.