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.