

## 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*.

### 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**.

**NOTE:** *Your Time Off Balance Sheet will not show the balance/usage of this type of time off.*

- To see all your time off: Click on the **Time Off** worklet
- In the worklet, Click on **My Time Off** to see your time off requested.

### ABSENCE PARTNER

In Workday, 'External Employment and Consulting Leave' has been configured as an Accrue-as-you-Go Time Off Plan, called Consulting. This means it does not hold a balance, so we will not have the option to grant a specific number of hours of this type of leave in Workday.

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)'.

#### TO TRACK THE HOURS GRANTED AND USED IN FY18, THE ABSENCE PARTNER WILL GO TO:

##### LeaveTraq:

- To see how many Consulting hours were previously granted to an employee, and
- To see how many hours were used prior to 'go live' in Workday

##### Workday:

- To see how many hours were used after 'go live'
  - Pull up employee
  - Click on 'actions'
  - Click on 'time and leave'
  - Click on 'view time off'