

Instructions for Overriding, Removing & Entering Accruals in Workday

Workday does not have a flag configured in Workday to suspend accruals when an employee is on paid time off. However, when an employee is on a Leave of Absence (unpaid leave status for more than 30 days) for an entire calendar month, Workday will not add accruals.

If an employee is on a paid time off, you can use the Maintain Accrual and Time Off Adjustments/Overrides to change the accruals to '0' so the employee cannot access the time. Then you would reissue the accruals to them upon their return.

Overriding (future) Accruals:

Pull up the employee in Workday
Click on the 'Actions' option just under their name
Select 'Time and Leave'
Go to 'Maintain accrual and time off adjustments/overrides'
Click on the 'Overrides' tab
Click on the '+' symbol to add a line
Under the 'Select Accruals' column, use the drop down and select 'Accruals'
Select 'Vacation – Accrual'
Under the 'Units' section, enter a '0' zero
Under the 'Start Period' column, use the drop down and select 'Eligible Periods' and then select '2018'
Select the 'Period' that you want the override to be effective (future date – example: 06/01/18)
Under the 'End Period' column, use the drop down and select 'End Period' and then select '2018'
Select the period that you anticipate the employee will be out through (example: 07/01/18 – 07/31/18)
NOTE: To allow the override indefinitely, leave the 'End Period' blank
Enter a comment (Ex: should not accrue vacation leave while on extended paid leave)
Click 'OK' and then Click 'Done'

Then do the same thing but select 'Sick - Accrual'

Go to 'View Time Off Balance' for that individual and select a future date (example: 6/1/18 or 7/1/18). There shouldn't be any leave accruals for those months.

Remove Accruals (that should not have accrued):

Pull up the employee in Workday
Click on the 'Actions' option just under their name
Select 'Time and Leave'
Go to 'View Time Off Balance' and select it
Enter an 'as of' date and click 'ok'
Check the employee's current accrual rate (ex. 8 hours per month), as well as their balance

Go back to the 'Actions' tab
Go back to 'Time and Leave'
Go to 'Maintain accrual and time off adjustments/overrides'
Click on the 'Adjustments' tab
Click on the '+' symbol to add a line
Under the 'Select Accrual/Time Off' column, use the drop down and select 'Absence Accruals and Time Offs'
Select 'Vacation – Accrual'
Under the 'Units' column, enter the negative number of hours that were accrued (example: – 8)
Enter the 'Period' that you want the adjustment to be effective
Enter a comment (Ex: should not have accrued vacation leave)
Click 'OK'
Click 'Done'

Go back and check their leave balance to ensure accruals were removed.

Then do the same thing but select 'Sick – Accrual'

Add Accruals (when the employee returns to work):

Pull up the employee in Workday

Click on the 'Actions' option just under their name

Select 'Time and Leave'

Go to 'Maintain accrual and time off adjustments/overrides'

On the 'Adjustments' tab, click on the '+' symbol to add a line

Under the 'Select Accrual/Time Off' column, use the drop down and select 'Absence Accruals and Time Offs'

Select 'Vacation – Accrual'

Under the 'Units' column, enter the total number of accrued hours for the months they were out on paid leave

(monthly accrual rate x the number of months on extended paid leave – example: 8 hours x 2 months = 16 hours)

Under the 'Period' column, use the drop down and select 'Eligible Periods' and then select '2018'

Select the 'Period' that the employee returned to work (example: 08/01/2018 – 08/31/2018)

Enter a comment (Example: RTW 08/01/18 – Add June & July accruals)

Click 'Ok'

Click 'Done'

Go back to 'View Time Off Balance' to check their leave balance to ensure accruals were added.

Then do the same thing but select 'Sick – Accrual'