5 Major Changes for... Time, Leave and Absence

While we can expect a lot more will change with the implementation of Workday, here are 5 key things to learn about what's changing for Time and Absence.

1 All time and absence will be recorded electronically in Workday. No more paper time and leave reports required!

2 Standardized time and absence tracking in Workday will be implemented university-wide.

3 All leave accruals will be calculated in Workday in, providing greater visibility and accuracy of leave balances.

4 Requests for time off will be created and approved in Workday. Managers will have the ability to instantly approve time off requests, and employees can submit their requests via browser and mobile.

5 Workday's Time Entry calendar, absence calendar, and work schedules will provide managers the ability to plan better for the future.

Modernization Initiative
WASHINGTON STATE UNIVERSITY