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Cc: [Bailes, Emily A](#); [Riedinger, Annie](#); [Klein, Jennifer R](#); [Tilles, Dora](#); [Rohla, Hally](#)
Subject: Final Time Off Balances Collection - Due Friday Dec 4th end of day
Date: Tuesday, October 27, 2020 10:37:42 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hello all!

As a reminder, the Time Off Balances as of December 1st are due for your area by **December 4th end of day**.

Please take note that we are also asking for **anticipated time offs** that will occur during the period of December 1st through the 15th in this collection.

Spreadsheets for your areas are available on the SharePoint [here](#).

We were able to give you a few more days to complete this spreadsheet compared to our initial plan, however the turnaround is still very quick. Please take a moment now to review the spreadsheet with your departments and come up with a plan to get the most up to date leave details to department administrators as soon as possible after November ends.

If leave balances and anticipated time offs are not received by our team by the December 4th deadline, they will not be loaded into Workday or visible at launch. Therefore, any December time offs that occur or need correction between December 1st – 15th which are not included in this spreadsheet, will need to be entered retroactively by the departments after launch to ensure correct time off balances.

Couple of notes:

- The data provided in the spreadsheets is as of the latest snapshot date from AIS. You will need to continue to update this spreadsheet moving forward with any changes that may occur from now until launch.
- There are detailed instructions on the first tab of the spreadsheet. You must download, or open the spreadsheet in excel in order to view these instructions (cannot be in “view” mode).

If others need access to this file in SharePoint, please let our Modernization Team know at modern.initiative@wsu.edu.

As always, we appreciate your contribution to making the Workday launch a successful one.

Thank you for your time and effort!

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Note that I am currently working remotely



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