

Requesting ISU COVID-19 Sick Time Off in Workday

ISU COVID-19 Sick Time Off is a new bank of paid time off to be used for COVID-19 related reasons such as illness, isolation, and quarantine for yourself or for a family member.

This time off type is effective January 1, 2021 through June 30, 2021.

Faculty and staff have up to 80 hours of paid time off (prorated for part-time employees).

This job aid provides step-by-step instructions on how to submit this type of time off.

I. Navigate to the Absence Application

**The employee's manager, Timekeeper, JM Support, and HR/Absence Coordinator can initiate a Time Off request on behalf of an employee. Navigate to the Worker's Absence Calendar and then follow this guide beginning with #3. To get to the Absence Calendar: Navigate to the Worker's Profile > Select Actions (under employee's name) > Hover over Time and Leave > Select Enter Absence.*

2. Initiate Request Absence

The screenshot displays the Workday user interface for Iowa State University. At the top, there is a search bar and navigation icons. The main content area is divided into several sections: 'Welcome,' 'Announcements' (1 item), 'Inbox' (0 items), and 'Applications' (11 items). The 'Applications' section contains a grid of icons for Personal Information, Absence, Pay, Talent and Performance, Career, Benefits, Requests, Procurement, Expenses, Timesheets, and Reports. The 'Absence' icon is circled in orange. Below this, a blue header bar reads 'Absence'. Underneath, there are two columns of buttons: 'Request' and 'View'. The 'Request Absence' button is circled in orange. Below these buttons is a section titled 'Available Balance as of Today' with a table of balances.

Available Balance as of Today	
Does not include future absence requests	
80 Hours - Emergency Time Off Plan	
190.81 Hours - Sick (Adoption, Emergency, Funeral, Pallbearer, Sick)	
0 Hours - Vacation Credit Time Off Plan	
275.74 Hours - Vacation	

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3. Request **ISU COVID-19 Sick Time Off**

- Select the date(s) on the Absence Calendar that you plan to be absent from work

NOTE: 1/1/2021 is the first day the **ISU COVID-19 Sick Time Off** can be utilized.

- Click the orange Request Absence button in lower left-hand corner

- Select **ISU COVID-19 Sick Time Off**

- Click Next

Absence Calendar

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 09/10/2020

Per Plan

- COVID-19 Sick Time Off
80 Hours
- Emergency Time Off Plan
80 Hours
- FMLA - FMLA - Care of Servicemember
1,040 Hours
- FMLA - FMLA COVID-19 - Paid
480 Hours
- FMLA - FMLA COVID-19 - Unpaid
480 Hours

1 Day - Request Absence

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 31 Sep		1 2		3 4	5
	6 7 Labor Day 2020		8 9		10 11	12
	13 14		15 16 Today		17 18	19
	20 21		22 23		24 25	26
	27 28		29 30 Oct		1 2	3

Select Absence Type

When Wednesday, January 6, 2021

Type * Search

× ISU COVID-19 Sick Time Off ...

Next

Cancel

4. Select Reason Code

- a. Select the applicable **reason**
- b. Press the orange Submit button in the lower left-hand corner
- c. The time off request will flow to your Manager for approval

Details for: ISU COVID-19 Sick Time Off

Reason * Search

- Employee advised to quarantine
- Employee experiencing COVID-19 symptoms
- Employee in Isolation
- Providing care to individual due to quarantine or isolation

Attachments

Drop files here

or

Submit Cancel Select files