

The time off type **Unpaid Time Off – Authorized** with the reason code **COVID-19** is available for use in Workday.

- **Unpaid Time Off – Authorized** has a pay effect (leave without pay) and an accruals effect (time off accruals are not awarded when an employee is in an unpaid status).

- ISU will continue to pay the employer portion of health care benefits (medical/prescription and dental) for an additional calendar month for employees on **Unpaid Time Off – Authorized** with reason code **COVID-19**. The employee will be responsible only for their portion of the benefits and will pay for their share through U-Bill.

Employees

- Can **request** Unpaid Time Off – Authorized. The request will route to their supervisor for approval.

Supervisors

- Can **initiate** and **approve** requests to place an employee on Unpaid Time Off – Authorized.

Absence Coordinators/Timekeepers

- Can **initiate** and **approve** Unpaid Time Off – Authorized for exempt and nonexempt employees.

Once an employee has been approved for Unpaid Time Off - Authorized in Workday, a notification will be sent to the employee and/or supervisor, depending on who initiated or approved the request.

Placing an Employee on Unpaid Time Off – Authorized in Workday

1. The Supervisor, Absence Coordinator or Timekeeper should search the employee's name in the Workday search bar.

2. Under the employee's profile, they should click on Time Off.

IOWA STATE
UNIVERSITY

Employee's Name

Actions



Phone



Email



Team



Summary



Overview



Job



Compensation



Pay



Benefits



Time Off



Contact

Placing an Employee on Unpaid Time Off – Authorized In Workday

3. Click on Add Absence.

4. Initiate Unpaid Time Off – Authorized:

- a. Select the date(s) on the Absence Calendar in which the employee will be in this status
- b. Click the orange Request Absence button.

Time Off and Leave Requests ISU Time Off Balance ISU Emergency Time Off Plan Balance for Worker

Edit Time Off **Add Absence** Edit Absence

Today < > April 2020 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Apr 1	2	3	4
5	6	7	8	9	10 Today	11

5 Days - Request Absence

FMLA > FMLA COVID-19 - Unpaid
240 Hours

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- c. Type **Unpaid** in the search bar and select **Unpaid Time Off - Authorized**
- d. Click **Next**.

The screenshot shows a search results dropdown menu in the Workday interface. The search bar contains the text "unpaid". The dropdown menu is titled "Search Results (3)" and lists three options: "Unpaid Time Off - Authorized" (which is selected and highlighted in blue), "FMLA COVID-19 - Unpaid", and "Military Unpaid". Below the dropdown menu, there are two buttons: "Next" (highlighted in orange) and "Cancel".

Placing an Employee on Unpaid Time Off – Authorized in Workday

e. Select reason code

COVID-19

f. Click **Submit..**

The screenshot displays the Workday system interface for placing an employee on unpaid time off. A dropdown menu is open, showing various reason codes. The 'COVID-19' option is selected and highlighted with a red box. Below the dropdown is a search bar. To the right, a table shows a row for 'Unpaid Time Off - Authorized' with a date of '17/2020'. Below the table is a large orange 'Submit' button.

		*Type
	17/2020	Unpaid Time Off - Authorized