New Time Off App Talking Points for Leadership

New Time Off App Coming June 2, 2025:

Time Off App Overview:

The DAS Workday team will be replacing the current "Time Off (Absence)" app with an updated version called the "Time Off" app. Employees will begin using the new "Time Off" app on June 2, 2025.

This change is part of a routine update from Workday, Inc. which occasionally refreshes the system to improve performance, introduce new features or align with evolving system standards.

Leadership, Human Resources and Payroll Partners – Time Off Resources

The DAS Workday team recommends that HR and/or Payroll partners work with their agency leadership to develop a strategy for communicating this information and the upcoming resources to employees and managers. This change does impact all employees, and we are thankful for the agencies that have tested this new "Time Off" app and provided feedback on new and updated Help Articles in our testing environment. This agency testing provided valuable insight into this change and will help make for an easier transition.

All of the resources noted below will be made available to Leadership, HR and Payroll Partners prior to the information going out to employees and managers.

High Level Time Off Changes:

- Time Off (Absence) app will become the "Time Off" app
- "Time Off" app has a new look
  - Calendar pop up window for time off requests
  - This pop-up window cannot be expanded
- A single Time Off Request can include various elements
  - Time off types will display in drop down categories
  - Multiple days can be selected with one-time off request
- Employees/Managers will be able to edit individual days including edits to:
  - Type of time off
  - Duration of time off
- All roles (employee, manager, HR, Payroll and Absence partners) will have a similar experience when requesting or managing (editing) time off

Timeline for Time Off Communication and Learning:

- **April** – Workday Announcement Initial notice about the new "Time Off" app for all employees. Shared with Payroll and HR Contacts via email prior to announcement getting posted in Workday.
  - **Workday Announcement**
    - April 17, 2025 – Initial notice to employees of new "Time Off" app
- **May** – Workday Announcements will notify employees and managers of the coming change for time off requests and reminders will be sent out periodically in May (See anticipated schedule for posting Workday Announcements below). "Time Off" app overview videos for employees and managers will provide preview of the new "Time Off" app.
  - **Workday Announcements**
    - May 8, 2025 – Employee and Manager "Time Off" overview videos posted
    - May 15 – Reminder to employees of new "Time Off" app
    - May 29 – Final reminder to employees prior to "Time Off" app Go Live
- **June** – "Time Off" app will be live in Workday on June 2, 2025

Employee Communications and Learning Materials

- New Time Off App Overview Video for Employees
  - https://wd5.myworkday.com/oregon/email-universal/inst/25755$1960/rel-task/2998$40834.htmld
- Employee Help Articles (Articles listed below will be updated at go live)

Employee - New Time Off Help Articles:

1. **Request Time Off:**
   - Help Article: ***How to Request Time Off***
   - Includes How to change individual day details within a single request
2. **Manage Time Off - Cancel Time Off Request**
   - Help Article: ***How to Cancel a Time Off Request***
   - Includes steps to cancel request not approved and request already approved
3. **Update Time Off**
   - Help Article: ***How to Update a Time Off Request***
   - Includes overview of navigating to *Manage Time Off*, editing a Time Off Request, edit individual days, edit the entire request
4. **View Time Calendar** *(updated)*
   - Calendar combines Time Entry and Time Off for worker

Manager Communications and Learning Materials

Time and Scheduling Hub is changing to "***My Team's Time and Time Off***" and will be an app that pulls all of the information together where managers can review and approve Time Entry and Time Off. Not all employees have to enter time. Managers will still be able to review and approve time entry and time off from "My Tasks". "My Team's Time and Time Off" is a useful tool for managers to be able to see what is happening for the entire team they are managing.

- Workday Announcements:
  - Initial announcement for Managers – May 8, 2025
  - May 15, 2025 – Follow up for managers
  - May 29 – Final reminder for managers prior to go live
  - June 2 – Time Off app is live
- New Manager Help Articles (listed below will be updated at go live)
- Manager Time Off Overview video –
  - https://wd5.myworkday.com/oregon/email-universal/inst/25755$1970/rel-task/2998$40834.htmld

New Time Off Help Articles for Managers:

1. **Request Time Off for Worker:**
   - Help Article: ***How to Request Time Off for Woker***
   - Includes steps for how to navigate to request time off task using "***My Team's Time and Time Off***" App
2. **How to Update/edit/cancel a Time Off Request for Worker**
   - Help Article: ***How to Update Time Off Request for Worker***
   - Help Article: ***How to Update/Edit Approved Time Off Request for Worker***
   - Help Article: ***How to Deny/Send Back/Cancel a Time Off Request for Worker***
   - Includes steps for managers to make changes to worker time off requests
3. How to Review and Approve Team Time Off Requests
   - Help Article: ***How To Complete My Team's Time Off Requests***

Please note:

All new Help Articles will be published when the Time Off App goes live June 2, 2025

Help Articles related to the current Time Off processes using the Absence app (approximately 40 articles) will be available until go live and the updated versions will be published with go live.