

# Workday Leave and Absence Management Training

*COURSE CONTENT*

## GET IN TOUCH



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## About Multisoft

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Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

## About Course

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The Workday Leave and Absence Management training offered by Multisoft Systems is designed to equip HR professionals and system administrators with the skills needed to effectively manage and track employee leaves and absences within the Workday suite.

## Module 1: Absence Management Overview

- ✓ Overview
- ✓ Time Off vs Leave of Absence
- ✓ Practical Activities

## Module 2: Time Off Plans and Components

- ✓ Time Off Plans
- ✓ Time Off Components
  - Explore an Accrual Definition
  - Explore a Time Off Definition
  - Explore a Balance Period Definition
  - Explore a Period Schedule Definition
- ✓ Time Off Plans
  - Explore a Time Off Definition
  - Create a Basic Time Off Plan
  - Modify Time Off Plan to Track Balances
- ✓ Time Off Limits
  - Define Carryover Limits and Upper Limits
  - Define Lower Limits
- ✓ Accrual Frequency Method
  - Modify the Accrual Frequency Method
  - Accrual and Time Off Priorities

- ✓ Validations
  - Define Validation Rules
- ✓ Practical Activities

## Module 3: Calculation Engine

- ✓ What is calculation?
- ✓ Types of calculations
  - Conditional Calculation
  - Lookup Calculation
  - Logic Calculation. Etc
  - Proration
- ✓ Eligibility and Scheduling Criteria
  - Add Eligibility Criteria
  - Add Waiting Period
- ✓ Practical Activities

## Module 4: Leave of Absence

- ✓ Overview
- ✓ Leave of Absence Types
- ✓ Leave Type Components
  - Explore a Leave Type
  - Basic Leave Type
  - Modify leave type to track balances

- ✓ Eligibility and Validation Rules
  - Define Eligibility and Validation Rules
  - Leave Type Security Segment
- ✓ Supporting Data
  - Define Supporting Data
- ✓ Coordinated Leaves and Time Off
- ✓ Absence Type Grouping
- ✓ Practical Activities

## **Module 5: Absence Administration**

- ✓ Manage Time Off
  - Adjust Accrual
  - Suspend limits and Adjust Accruals
  - Override Plan Balances and Carryover Limits
  - Correct Time off
- ✓ Manage Leave off Absence
  - Correct a Leave Request
  - Return Employee from Leave
- ✓ Practical Activities

## **Module 6: Business Processes**

- ✓ Time Off Business Process
  - Explore the Time Off BP's

- Transfer/ Payout Time Off Plan Balances During a Job change
- ✓ Leave Off Absence Business Processes
  - Explore the Leave of Absence BP's
- ✓ Practical Activities

## **Module 7: Reports**

- ✓ Time Off Reports
- ✓ MSS and ESS Reporting
- ✓ Leave Of Absence Reports
- ✓ Practical Activities