

Absence – Frequently Asked Questions

Can PTO be requested for a date in the past?

PTO can be requested up to 5 days in the past.

Can PTO be taken in advance, before it has been accrued (negative PTO)?

No. PTO can only be taken if the requested hours are available.

My PTO request is wrong. Can I change it?

Yes. Timecards can be corrected for up to three months after the pay period, however, edits must be submitted and approved by to be processed. Timecard corrections must be entered by the manager, not the employee.

How does Workday handle future PTO requests and accruals?

Workday calculates future accruals and allows requests if the balance will be available at the requested time. The system will not allow PTO requests if the requested balance does not exist.

How is sick time handled in Workday?

Employees should log PTO for sick days in Workday; if missed, managers can make the correction.

Will PTO requests that were submitted in Paycom transfer to Workday?

PTO requests that were submitted and approved in Paycom before December 19 will be imported into Workday. Unapproved requests may need to be resubmitted in Workday.

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Can employees cancel PTO if they return early?

If the PTO is for a future date or same day, it can be canceled or adjusted. For past dates, a help case must be opened for HR to review and process the change.

Will time off requests in Workday be automatically approved, or do leaders still review them?

Time off requests will still follow the approval process and be routed to the direct leader (manager) for review.

Can employees request PTO if they have a negative balance or expect to accrue more soon?

No. Employees are not allowed to carry a negative PTO balance. Workday will only allow employees to submit a PTO request if there is time available in their PTO accrual balance.

When does PTO accrue and when is it subtracted from the balance?

Accruals update on pay dates; subtractions occur on the day PTO is used, providing a more accurate real-time balance.

What happens if an employee takes more PTO than they have accrued?

Workday will not allow employees to request more PTO than they have available in their PTO accrual balance.

What happens if an employee misses work and doesn't have enough PTO to cover their shift?

If an employee misses work and doesn't have enough PTO available to cover their shift, they will only be paid for the hours available (taken with PTO), and the remainder of their shift will be unpaid and pointed according to company policy.



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What happens if future PTO prevents ability to take time off today?

Workday will require the employee to adjust their future PTO request to free up hours needed to cover time off requested.

What happens to approvals if a manager is on PTO?

Workday allows full delegation of tasks, so managers can assign approval responsibilities to others during their absence.