Removing / Overriding Leave (Vacation) Accruals in Workday

Removing Vacation Accruals:

1. Pull up the individual in Workday
2. Click on the “Actions” option just under their name and select “Time and Leave”
3. Go to “View Time Off Balance” and select it
4. Enter an “as of” date and click “ok”
5. Check the individual’s current accrual rate (ex: 8 hours per month), as well as their balance
6. Go back to the “Actions” button
7. Go back to “Time and Leave”
8. Go to “Maintain Accrual and Time Off Adjustments / Overrides”
9. On the “Adjustments” tab, click the “+” symbol to add a line
10. Select “Vacation – Accrual”
11. Tab over to the “Units” section and enter the negative amount of hours that were accrued
12. Enter the “Period” that you want the adjustment to be effective
13. Enter a comment (Ex: should not have accrued vacation leave)
14. Click “Ok”
15. Click “Done”
16. Go back and check their leave balance (should be zero)

Overriding (future) Vacation Accruals:

1. Starting at step 8 from above, go to the “Maintain Accrual and Time Off Adjustments / Overrides” option
2. On the “Overrides” tab, click on the “+” symbol to add a line
3. Select “Vacation – Accrual”
4. Tab over to the “Units” section and enter a “ZERO”
5. Enter the “Period” that you want the override to be effective
6. Do not put an “End Period”
7. Enter a comment (Ex: should not accrue vacation leave)
8. Click “Ok”
9. Click “Done”
10. Go back to “View Time Off Balance” for that individual and run the report with a future date
11. There shouldn’t be any future leave (vacation) accruals.

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