

## Inputting Time and Pay Policy

- **Effective Date:** June 2022
- **Next Scheduled Review:** June 2023



---

### Requirements:

The Dean, Business Administrator, Library ADs and direct supervisors are responsible for inputting and maintaining the library calendars and leave.

### Guidelines:

The ADs will be delegates for the supervisors in their departments in Workday. This will allow them to approve and view all leave related information for employees.

ADs will keep a calendar for their departments that include all requested and approved leave. This calendar will be reviewed and coordinated with the Administrative Leave calendar maintained by the Library Administration.

The Administrative Leave calendar will be the official leave documentation for the Library. The Dean, ADs, and Business Administrator will be responsible for updating and coordinating this calendar. The Business Administrator will be responsible for creating and maintaining a physical copy of this calendar to be kept for a five-year period.

When approving leave, supervisors will be responsible for reviewing available leave and the department calendars to ensure appropriate availability of leave and scheduling for services before approving leave. The ADs will review the department leave calendar and administrative leave calendar to ensure appropriate scheduling for services. If there will be a dearth of personnel to run services, the ADs will inform the supervisor and deny the leave. The Dean will make final decisions in approving or denying leave for all personnel.