



## COVID-19 ASSIGN TYPES AVAILABLE IN WORKDAY

As you know from previous messages, we are responding to the developing COVID-19 situation and planning for what may occur in the coming weeks. We'll continue to do what we can to ensure the well-being of our teammates and their families, following the protocols from our own health experts and the Centers for Disease Control and Prevention (CDC).

Your well-being is our priority, and as a result, we have created 2 new Time Off types in Workday. COVID-19 **Paid** Time Off and COVID-19 **Unpaid** Time Off, have been added to allow our teammates to take time off related to the current COVID-19 pandemic.

Upon requesting either of these types of time off, you will be sent a follow up questionnaire to your Workday Inbox to aid in tracking the COVID-19 related reason for the request (Confirmed Case, Quarantine, Unable to Work, etc.).

To designate **Paid** Time Off related to COVID-19, select the COVID-19 Paid Time Off type as shown in the attached directions. In the follow up you receive, select the applicable COVID-19 related reason for the time off request from the options displayed. These options include:

- Confirmed Case - Self
- Confirmed Case - Household
- Isolation - Exposure
- Unable to Work (Facility Reductions or Cancellations)
- Other (School Closings, Childcare Needs, etc.)

To designate **Unpaid** Time Off related to COVID-19, select the COVID-19 Unpaid Time Off type as shown in the attached directions. In the follow up you receive, select the applicable COVID-19 related reason for the time off request from the options displayed. These options include:

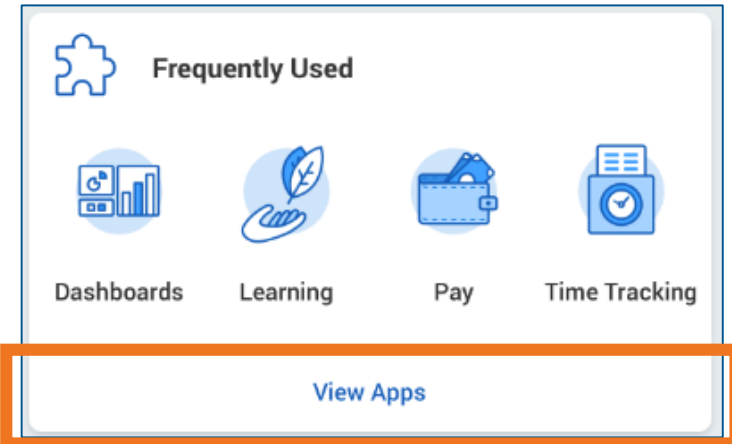
- Confirmed Case - Self
- Confirmed Case - Household
- Isolation - Exposure
- Unable to Work (Facility Reductions or Cancellations)
- Other (School Closings, Childcare Needs, etc.)

If you need to request a Leave of Absence due to COVID-19, notify your direct supervisor, [Infection Control](#), and [NorthStar Benefits](#). For additional details, please refer to the COVID-19 Leave of Absence FAQs on the [NorthStar COVID-19](#) website.

If you have existing Time Off requests that you need to correct or reclassify to the new COVID-19 category, please reach out [NorthStar Benefits](#).

Again, thank you for all that you are doing during this difficult time.

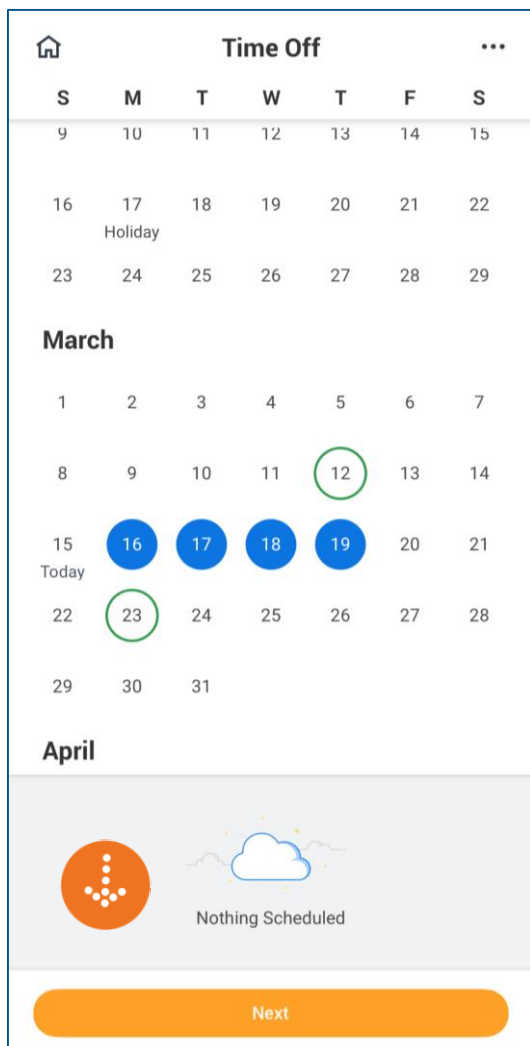
# Request Time Off in Workday (Mobile) - 1/3



[Download from Apple App Store](#)

[Download from Google Play](#)

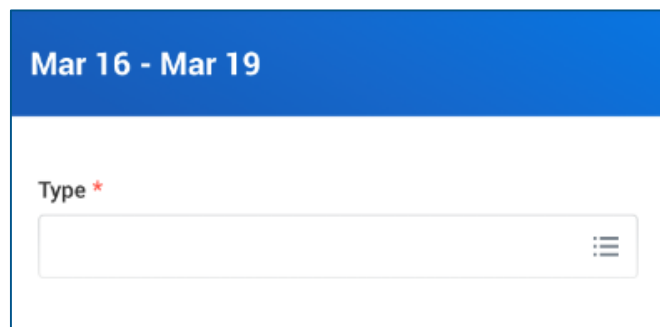
Organization ID: **northstar**



Once in the 'Request Time Off' tab you will see the calendar.

Select the day(s) to request off, Then choose 'Next'  
(Blue circles will indicate days selected.)

Choose the Type: **COVID-19 Paid Time Off** or **COVID-19 Unpaid Time Off**



## Request Time Off in Workday (Mobile) - 2/3

← Details

Mar 17 - Mar 19

Type \*

COVID-19 Paid Time Off

Edit Days

Update Duration for All Days

8

Tue, Mar 17, 2020  
8 hours

Wed, Mar 18, 2020  
8 hours

Thu, Mar 19, 2020  
8 hours

Total Duration  
24 hours

Submit

Once a type is chosen,

Submit the **number of hours** you are requesting per day. Max of 40 hours for the week.

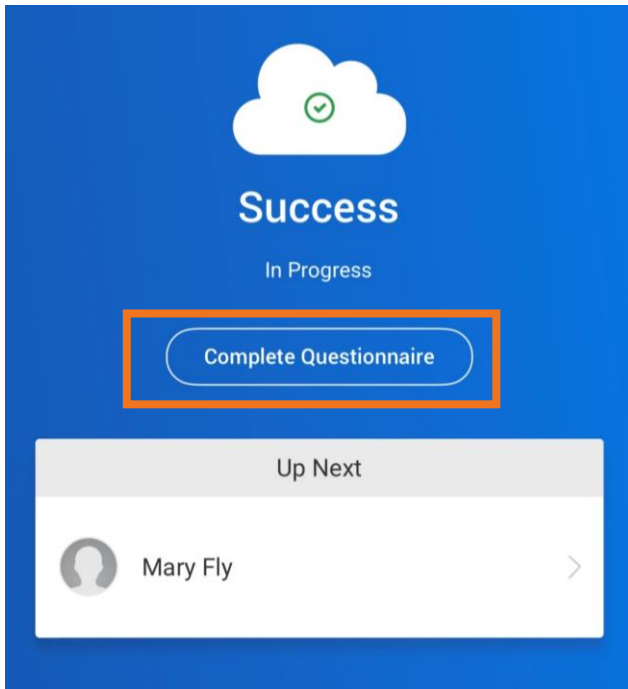
Check the day(s) you have requested off, Then choose **'Submit'**



Be sure to **Submit**. This will initiate your COVID-19 Questionnaire.

If you need assistance doing this, please reach out to [HelpDesk@northstaranesthesia.com](mailto:HelpDesk@northstaranesthesia.com)

## Request Time Off in Workday (Mobile) - 3/3



After you submit your Time Off request, you will need to complete the COVID-19 Questionnaire.

Tap **Complete Questionnaire** to open this.

Cancel Submit

### Complete Questionnaire

'COVID-19 Time Off Reason' for Time Off Request: Mary Fly

COVID-19 Time Off Reason

Please indicate the reason for this time off request

- Confirmed Case – Self
- Confirmed Case – Family Member
- Isolation – Post Travel or Pending Diagnosis
- Daily Disruption (School Closing, etc.)
- Unable to Work (Facility Reductions or Cancellations)

Save for Later

Choose the reason for your COVID-19 request. Then choose **'Submit'**

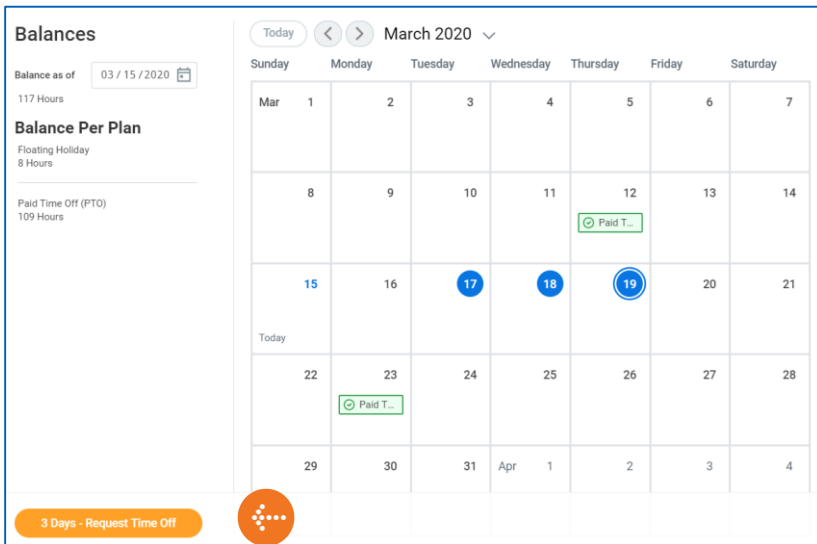
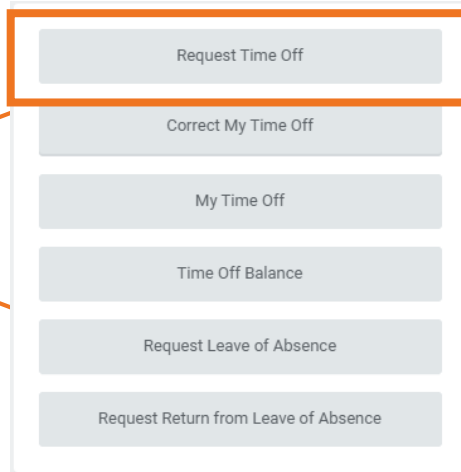
Be sure to **Submit**. This will send the request to your Manager for approval.

**You will receive this questionnaire for each request you submit.**

If you need assistance doing this, please reach out to [HelpDesk@northstaranesthesia.com](mailto:HelpDesk@northstaranesthesia.com)

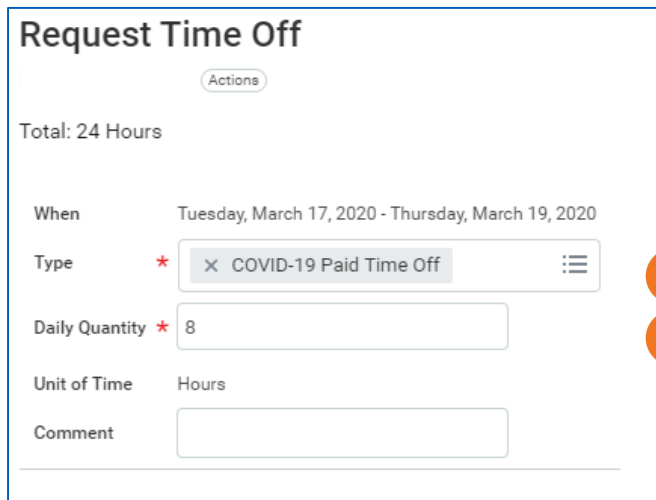
# Request Time Off in Workday (Desktop)

[Click to login to Workday here!](#)



Once in the 'Request Time Off' tab you will see the calendar.

Select the day(s) to request off.  
(Blue circles will indicate days selected.)



Select the Type **COVID-19 Paid Time Off** or **COVID-19 Unpaid Time Off**

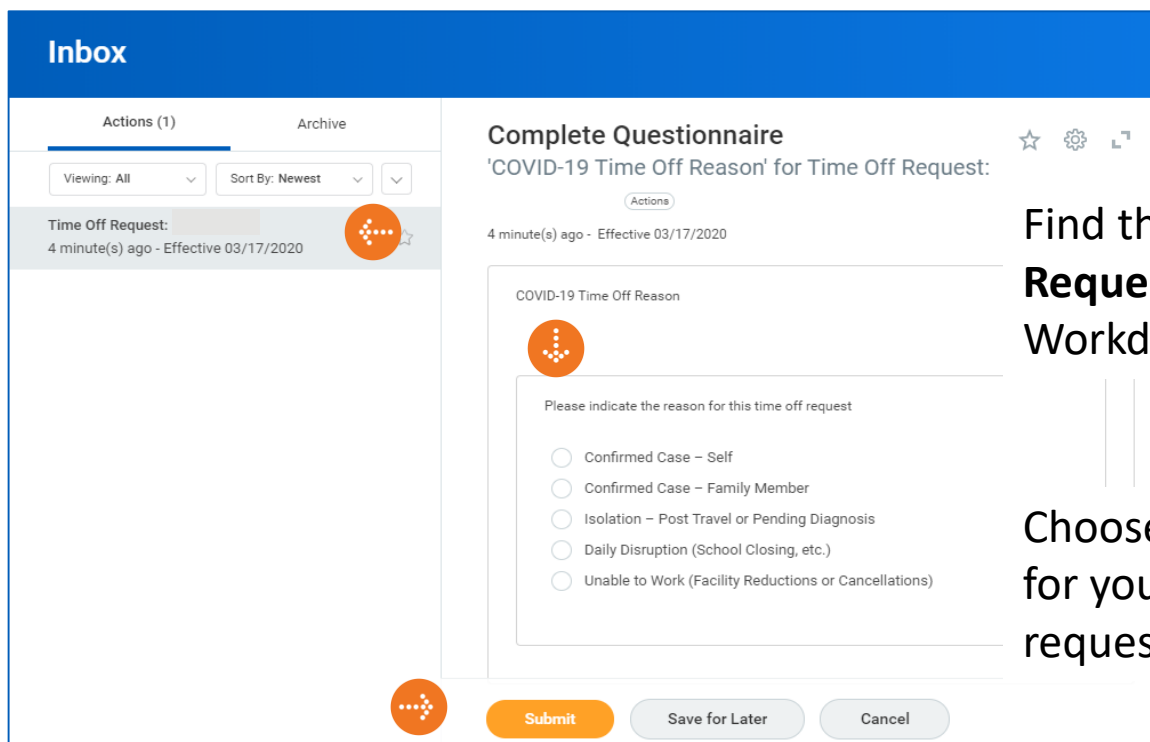
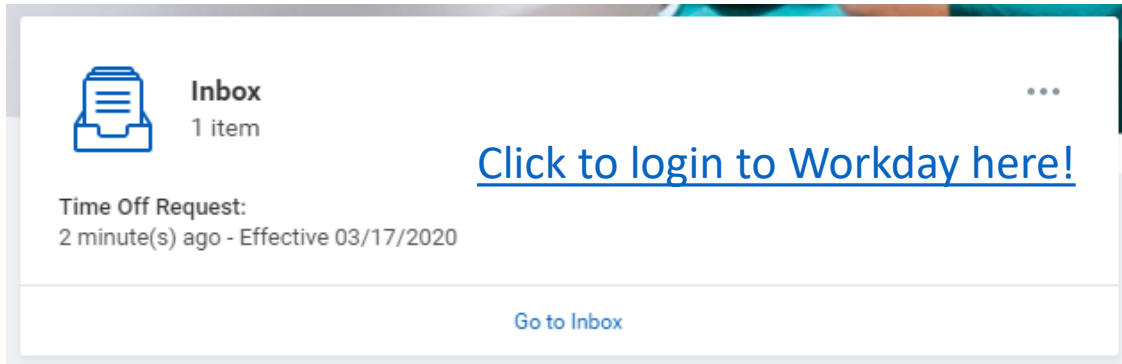
Submit the number of hours you are requesting per day.  
Max of 40 hours for the week.

Submit

Be sure to **Submit**. This will initiate your COVID-19 Questionnaire.

## Request Time Off in Workday (Desktop)

After you submit your Time Off request, You need to go to your Workday Inbox



Find the **Time Off Request** task in your Workday Inbox

Choose the reason for your COVID-19 request.

Be sure to choose **Submit**. This will send the request to your Manager for approval.

**You will receive this questionnaire for each request you submit.**

If you need assistance doing this, please reach out to [HelpDesk@northstaranesthesia.com](mailto:HelpDesk@northstaranesthesia.com)