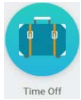





## MyHR for Me

## Time Off

Question	Answer
I am trying to apply for PTO but don't see it as an option	<p>You may not see PTO as an option because you are a Genesys user and therefore need to log your PTO request in Genesys and not Workday.</p> <p>If you don't use Genesys, then please contact MyHR via a case and they will be happy to support you.</p>
How can I check my PTO balance?	<p>Select the Time Off Worklet. Your balance will be visible here. You can also view your balances by selecting 'My Time Off'.</p> 
Can I cancel my PTO request even though my manager has already approved?	<p>Yes - Once fully approved, Select the Time Off Worklet, select 'Time Off Correction', select the date you are trying to change. Make changes and submit. Routes to manager for approval.</p>
Where can I see my PTO balance and what PTO I have already taken?	<p>Select the 'Time Off' tab on your profile and your Time Off record will be visible here along with your balances.</p>
Can I change the Time Off dates I have submitted before my manager approves the request?	<p>Yes, in the Time Off Worklet select time off correction. Select the dates you would like to change and you will be given the option cancel the request, you can then submit a new request.</p>
If I want to see my PTO history prior to 13th November 2017, where should I go?	<p>Please contact the WFM Team for historical PTO balances or speak directly with your Team Leaders/Manager.</p>
If I move to a new country within PayPal, what happens to my PTO balance?	<p>Your PTO accrued balance will be paid out to you and you will start with a new PTO balance in your new location.</p>
Will payroll be notified if I take any unpaid leave?	<p>Yes, payroll will get regular reports from Workday on changes to pay status once the transaction is fully approved.</p>
Which Time Off and Leave types require an attachment?	<p>We would encourage employees to submit any documentation needed for <b>all</b> Time Off and Leave in their initial request to ensure a smooth process.</p>
How do I apply for my bank holiday entitlement?	<p>Please make sure to visit the <a href="#">Paid Holiday</a> section on the bridge to confirm what happens if you are;</p> <ul style="list-style-type: none"> <li>- Scheduled to work &amp; not required to work</li> <li>- Scheduled to work &amp; required to work</li> <li>- Not scheduled to work</li> </ul>

	<p>If you are entitled to claim a DIL then please enter a Time Off in Workday - you will select 'Time in Lieu – Request Credit' in order to be credited the day. Your DIL must be taken within one month of the occurrence of the public holiday. Please see more detailed steps below.</p>
<p>How do I record that I have worked a DIL or I am entitled to be credited for a public holiday?</p>	<p>If you work a public holiday, or if you are entitled to receive credit for a public holiday, you must record this in order to receive the benefit. Select Time Off Worklet, select Time Off, select the DIL/Public Holiday date that you worked/should be credited for. Please select 'Time in Lieu – Credit Request' as your Time Off type and input the correct hours, submit this for manager approval.</p>
<p>How do I take my DIL?</p>	<p>First, you must input the DIL day that you have worked or should be credited for. Please review the above process on how to do this. To take your DIL day back, select the Time Off Worklet, select Time Off, select the day that you would like to take off. Please select 'Time in Lieu – Use Balance' as your Time Off type and input the correct hours, submit this for manager approval.</p>
<p>Will my remaining PTO balance automatically carry over to next year?</p>	<p>Yes.</p> <p><b>Ireland:</b> Employees are permitted to carry over maximum 5 days PTO into the new year which should be used by the end of March.</p> <p><b>Germany:</b> Employees have no limit to their carryover entitlement, however employees are encouraged to use up their PTO during the current year as best as possible. Any days carried over to the new year must be used by the end of that April.</p> <p>Your Manager is required to review your PTO balance with you regularly. Managers will get a notification of their teams PTO balance carry over into new year.</p>
<p>When will my next year PTO allocation load into Workday?</p>	<p>This will loaded on 1<sup>st</sup> January of each year. Employees may not borrow PTO from any future years.</p>
<p>I have a 0 PTO balance but need to request PTO.</p>	<p>Unfortunately, you will not be able to request PTO if you do not have a sufficient balance as per our Time Off Policy, you are not permitted to go into a negative PTO balance. Please talk to your Team Leader or Manager to get further clarification.</p>
<p>If I believe my PTO balance is incorrect, what do I do?</p>	<p>Open a case with MyHR, if your balance needs to be amended please <b>attach written approval from your manager</b>. MyHR will then review and validate this request.</p>

## Leave of Absence

Question	Answer
Do I need to log a case with MyHR if I have already requested my Leave of Absence in Workday?	No, once you complete the request in Workday, MyHR will manage it from there.
If I have an existing LOA request with MyHR, will I need to re-enter into Workday?	No, all active LOA information has been loaded into Workday.
If I need to, how do I change the LOA dates I have submitted?	If you believe your LOA dates are not correct, please open a case with MyHR to have your dates amended and provide your Managers written approval.
Can I change the LOA dates I have submitted before my manager approves the request?	No, you can cancel the request and resubmit. To cancel, select your Workday Inbox Worklet. Select Archive and all your previous requests will show here. Select the request that is in progress and not complete. On the right hand side, there is a cancel button at the bottom of the screen. Select this and cancel request, resubmit correct information. 
As a manager, can I correct/change my employees requested LOA dates after I have approved the request?	You must open a case with MyHR to have your employees dates amended.
Why is it important to update dates in case of changes?	This is to ensure that all necessary people are aware of when you will be back in the office so that you have the right resources you need to do your job and your Workday profile will be active which will ensure your pay is updated to reflect any changes. It will also ensure that you accurately manage your full entitlement.
How can I calculate my/ my TMs Maternity Leave PTO entitlements during maternity leave?	There is no change to the current maternity leave policy and entitlements. Please continue to reach out to the WFM team and they will be more than happy to make this calculation for you. DUB-EWFM@paypal.com
How much notice do I need to give to take a Leave of Absence	Please check the relevant Leave of Absence policy on the Bridge. Workday will only let you submit a Leave of Absence if you have given the correct amount of notice.
How do I add my dependants?	Please follow this <a href="#">Workday Manage Dependents Guide</a> .
In Ireland, can I enter Paternity Leave dates before I have completed one year service?	Yes. However, if you have less than one years' service you will only be eligible for state paid paternity benefit. You will not see any other option available until you have 1 year service.
In Ireland, can I enter Maternity Leave dates before I have completed one year service?	Yes. However, if you have less than one years' service you will only be eligible for state paid maternity benefit. You will not see any other option available until you have one year service.

Germany Only	
Question	Answer
Which documents does MyHR require when different leave types have been submitted?	Maternity Leave: Mutterpass Parental Leave: Parental Leave application (signed and in original) Birth Certificate (only copy) Work Prohibition: Sick Certificate (hard copy) Sick Certificates (hard copies)
Do I need to inform MyHR once my child is born/ my TMs child is born?	Yes you must inform MyHR and your team leader when your child is born.
What are the next steps for me to do after my child is born?	Update your leave dates in Workday to reflect the actual DOB; Your manager may need to enter this information if you are out of the office. Provide MyHR with your child's birth cert as soon as possible. Update Parental Leave applications reflecting the actual DOB. When you return to work, please ensure to add your child as your dependent as soon as possible in order to avail of child related leaves.
In order to request Unpaid Leave – which approvals are necessary?	Manager, Director, VP (business) and MyHR (according to current policy).
Will PTO days be accrued during Parental Leave?	No. PTO accrual will pause during Parental Leave.
How do I know if I am eligible to submit my Time Off & Leave of Absence into Workday?	Employees in Germany (Wilmerdsdorf only) should submit requests to Workday. Employees in Dreilinden should continue to log Time off & Leave of Absences in the TOM.