


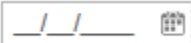
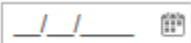
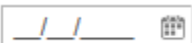

Hexcel's Workday User Manual

Chapter 5-10





GARDEN LEAVE

This pertains to the EU Only

This section of the manual will provide information about putting an employee on a Garden Leave in order to account for or capture their status. They are currently being paid, but not working and not being counted in headcount.

- Enter the Employee Name or # in the Search bar
- Select , then hover over and select Time and Leave, then Place Employee on Leave
- Enter the Last Day of Work 
- Enter First Day of Leave 
- Enter Estimated Last Day of Leave 
- Leave Type: Select  and select EMEA / AP
- Two choice then appear; EMEA / AP > Garden Leave or EMEA / AP > Leave of Absence
- Select EMEA / AP > Garden Leave
- Payroll Effect box will automatically check – this automatically removes the employee from payroll and will require the employee to be paid via a manual process.

Place Employee on Leave COURTOIS, THIBAUT (700038)

Last Day of Work	<input type="text" value="07/04/2014"/> 
First Day of Leave	* <input type="text" value="07/07/2014"/> 
Estimated Last Day of Leave	* <input type="text" value="12/31/2014"/> 
Leave Type	* <input type="text" value="EMEA / AP > Garden Leave"/> 

Leave Impact

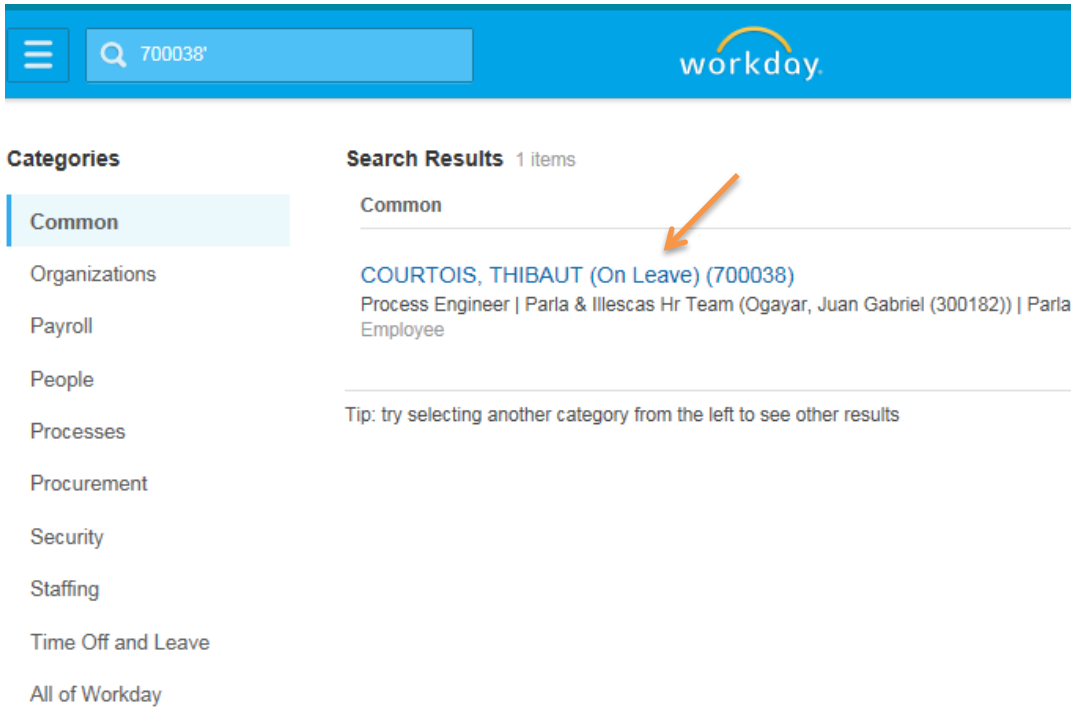
Inactivate Employee	<input type="checkbox"/>
Payroll Effect	<input checked="" type="checkbox"/>
Absence Accrual Effect	<input type="checkbox"/>
Stock Vesting Effect	<input type="checkbox"/>
Benefit Effect	<input type="checkbox"/>

Select , then

Hexcel's Workday User Manual

Chapter 5-10

When employee is called up again, they now appear with (On Leave) after their name.



The screenshot shows the Workday search interface. At the top, there is a search bar with the text '700038' and the Workday logo. Below the search bar, there are two main sections: 'Categories' on the left and 'Search Results' on the right. The 'Categories' section lists various options, with 'Common' selected. The 'Search Results' section shows one item: 'COURTOIS, THIBAUT (On Leave) (700038)'. An orange arrow points to the '(On Leave)' text in the search result. Below the search result, there is a tip: 'Tip: try selecting another category from the left to see other results'.

Date	Chapter Modified
8 Apr 15	Updated chapter numbering from 5-8 to 5-10 since 5-8 is assigned to another topic. DLB