WORKDAY TIMEKEEPER ROLE

THE TIMEKEEPER ASSISTS THE SUPERVISOR/MANAGER TO MONITOR THE STATUS OF TIME ENTRY BY THE DEPARTMENT'S EMPLOYEES AS THE TIME SUBMISSION/APPROVAL DEADLINE FOR EACH PAY CYCLE APPROACHES.

Timekeeper Tracking Responsibilities:

1. Employees who have not entered any time in the system.
2. Employees who have entered time but not submitted it.
3. Employees who have submitted time and are awaiting approval.
4. The Timekeeper will also assist Supervisors/Managers in ensuring time is complete and ready for approval.
5. Time entry for an **emergency time entry proxy** for any employees unable to complete their own time entry submission.

WORKDAY CITY-WIDE TIMELINE

THE GENERAL CITY-WIDE TIMELINE WITHIN WHICH THE TIMEKEEPER WILL WORK TO MANAGE TIME ENTRY ACTIVITY FOR THE PAY CYCLE IS AS FOLLOWS:

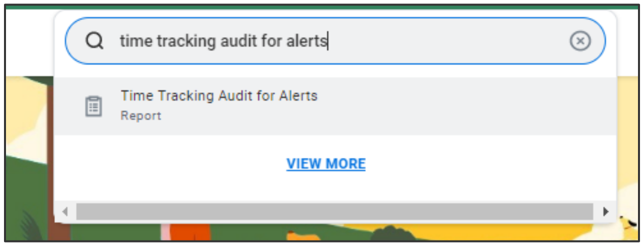
1. Pay Period **open** for time entry: Sunday beginning pay period through Saturday ending pay period; 14 days in total.
2. Pay Period **locked** for processing: Noon on Monday of pay week; all time must be entered & approved by noon; system will lock down automatically.
3. Pay Period **re-opens for retro time/pay corrections**: Noon on Wednesday of pay week, after pay processing is complete; any time entry that was not submitted & approved by the noon deadline can now be entered as a retro correction to be processed the following pay cycle.
4. Each department will set their own time entry/submission guidelines within the 14 day pay period, based on:
   a. **The nature of their operation**
   b. **The number of employees in the department**
   c. **Time needed for employees to complete time entry**
   d. **Time needed for supervisors to review and approve time**

WORKDAY REPORT TO MONITOR TIME ENTRY ACTIVITIES FOR ALL EMPLOYEES

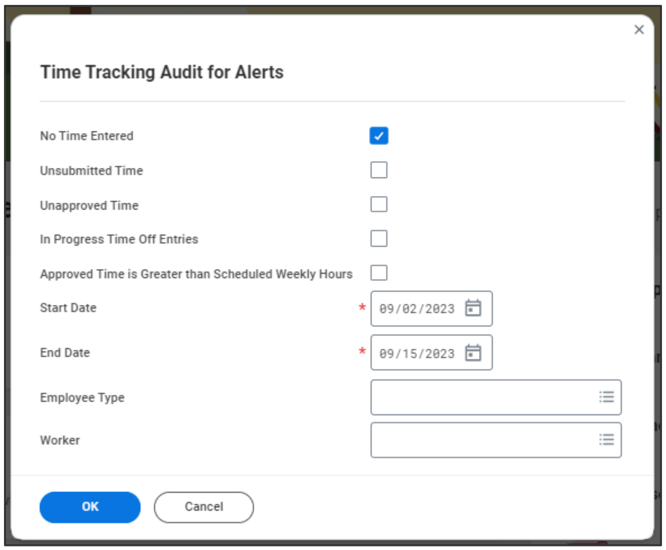
AT ANY TIME DURING THE 14 DAY PAY PERIOD, TIMEKEEPERS CAN RUN THE FOLLOWING REPORT TO CHECK ON TIME ENTRY PROGRESS BY THE DEPARTMENT'S EMPLOYEES AND FOLLOW UP WITH THOSE WHO HAVE TAKEN NO ACTION.

From the Workday Application:

1. Enter **Time Tracking Audit For Alerts** in the search bar.



2. Check the box for category needed and run each one separately:
    a. **No Time Entered**
    b. **Unsubmitted Time**
    c. **Unapproved Time**
    e. **Approved Time Blocks**
    f. **Approved Reported Quantity**
    g. **Submitted Time Blocks**
    h. **Submitted Reported Quantity**
    i. **Not Submitted Time Blocks**
    j. **Not Submitted Reported Quantity**
    k. **In Progress Time Off**
3. Next enter the first date of the pay period in **Start Date** and last date of pay period in **End Date** boxes.
4. Then click on **OK**.

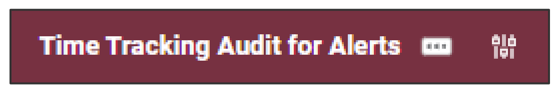


5. Results will appear with the following information listed:
    a. **Workers Name & Employee ID**
    b. **Worker's Manager & Supervisory Organization**
    c. **Employee Type & Scheduled Weekly Hours**
    d. **Approved Time Off & Time Worked**

4 items

Worker	Worker's Manager	Supervisory Organization	Employee Type	Scheduled Weekly Hours	Approved Time Off & Time Worked	Approved Time Off	Approved Time Blocks
Chloe Dockter	Allyson Bell Steadman	Budget & Research (Allyson Bell Steadman)	Regular	40	8	8	
Fahad Qadir	Allyson Bell Steadman	Budget & Research (Allyson Bell Steadman)	Regular	40	0	0	
Bethany McCrady	Allyson Bell Steadman	Budget & Research (Allyson Bell Steadman)	Regular	40	0	0	
Lance Powers	Allyson Bell Steadman	Budget & Research (Allyson Bell Steadman)	Regular	40	0	0	

6. To run the report again for other time tracking categories, click on the **Change Selection** icon to the right of the Time Tracking Audit for Alerts heading (Looks like 3 electrical cords).



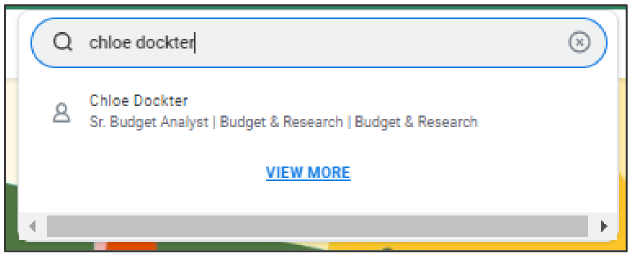
7. Next check the box for the new category desired and click **OK**.

WORKDAY EMERGENCY TIME ENTRY

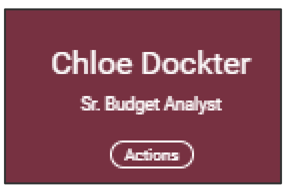
TIMEKEEPERS CAN SERVE AS **EMERGENCY** TIME ENTRY PROXIES FOR THE DEPARTMENT USING THESE STEPS:

From the Workday Application:

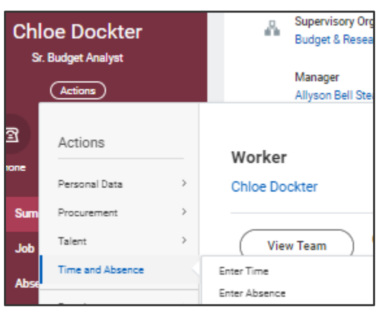
1. Enter the employee's name in the Search bar for which time entry will be performed and click on their name.



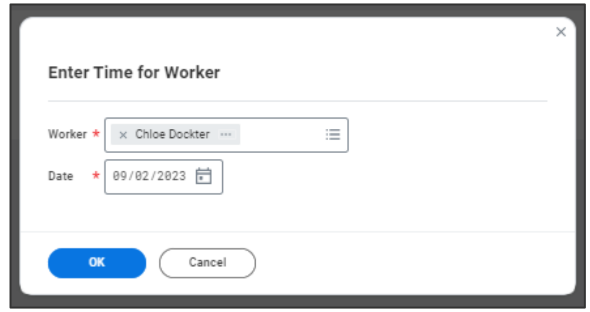
2. The next screen will be the employee's profile, on the far-left side on the page select **ACTIONS**.



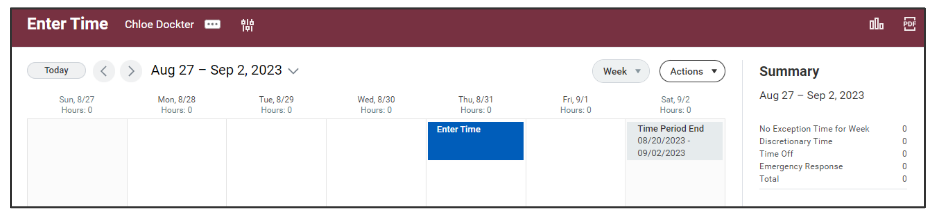
3. Hover over **Time and Absence**, then click on **Enter Time**.



4. The Enter Time for Worker box appears with the current date. Change date to the first date of the pay period, then click **OK**.



5. The Time entry Default screen for the first week of the pay period appears. Find the days in the pay period that are needing to be entered on behalf of the employee and enter the time worked on the correct day.



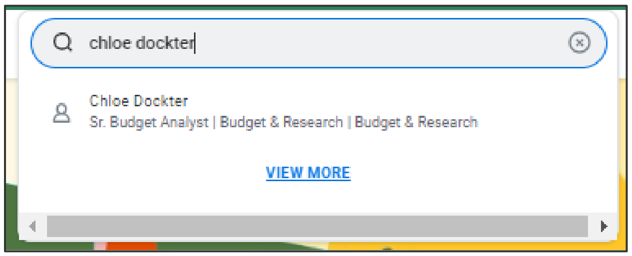
6. Once time entry is complete on behalf of the employee, click **Review Time**, then **Submit** to send the time for the employee to the supervisor for approval.

WORKDAY EMERGENCY ABSENCE REQUEST

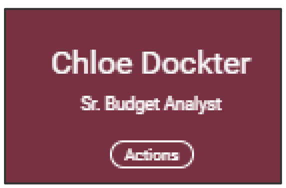
TIMEKEEPERS CAN SERVE AS EMERGENCY ABSENCE REQUEST AND CORRECTIONS PROXIES ON BEHALF OF EMPLOYEE'S FOR THE DEPARTMENT USING THESE STEPS:

From the Workday Application:

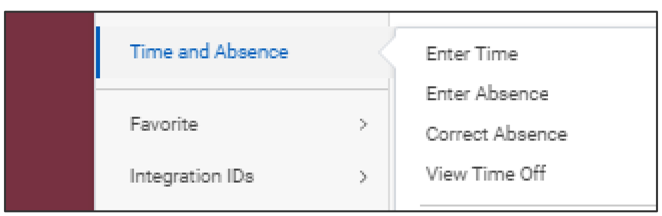
1. To **REQUEST ABSENCE IN ADVANCE**, enter the employee's name in the Search bar for which the absence request will be performed and click on their name.



2. The next screen will be the employee's profile, on the far-left side on the page select **ACTIONS**.

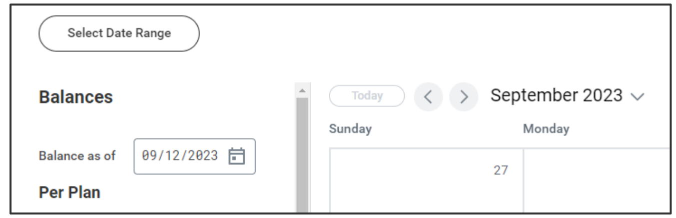


3. Hover over **Time and Absence**, then click on **Enter Absence**.

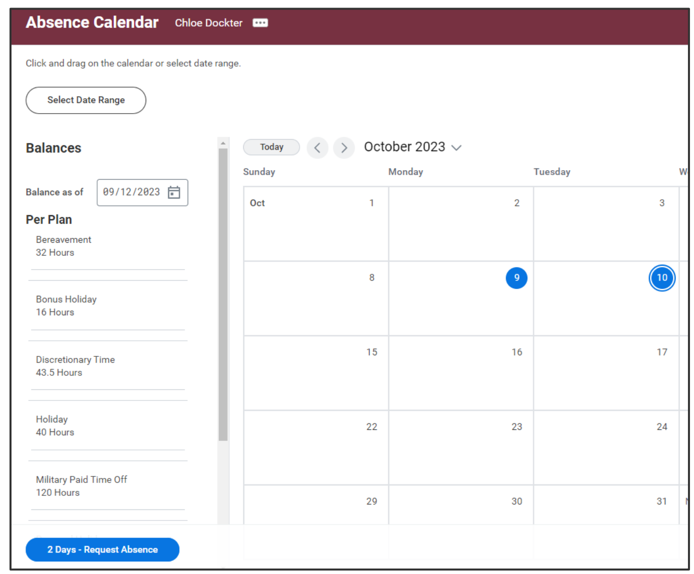


4. The Absence Calendar will appear defaulted to the current month. Find the dates needing to be requested and select them.

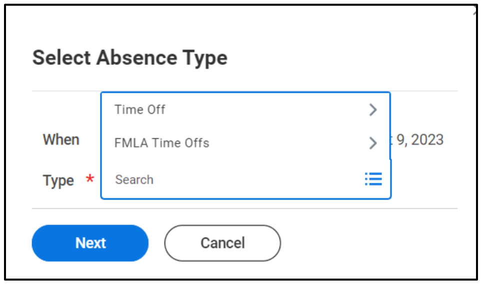
Tip: The month can be changed by using the **arrows**.



5. Find the desired month and click on the day(s) to be requested or click on the first day and move the mouse across all the days to be requested. Each requested day will appear in **BLUE**.
6. Click on the **BLUE** oval **# of absence days being requested**.

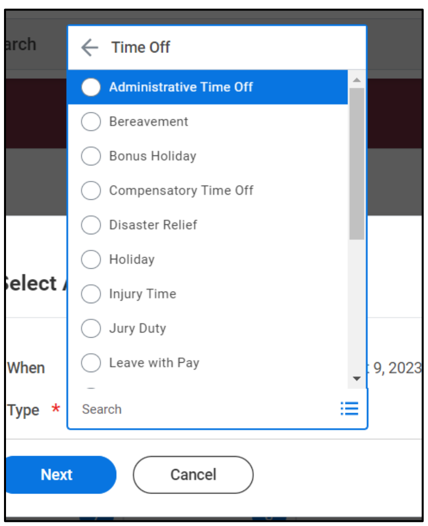


7. The **select absence type** box will appear. Click in the box for the drop-down menu for **types listed**.
8. Select the appropriate **Absence** type being requested.

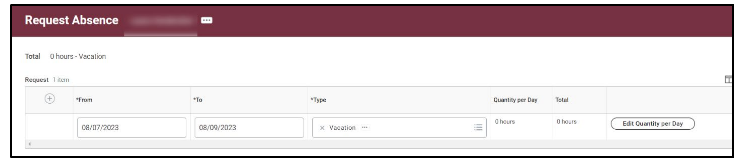


Remember all time off types in the FMLA time off's list must be *Approved by Sunlife* before being selected.

9. Once the types appear click on the **TIME OFF Type** and select **Next**.

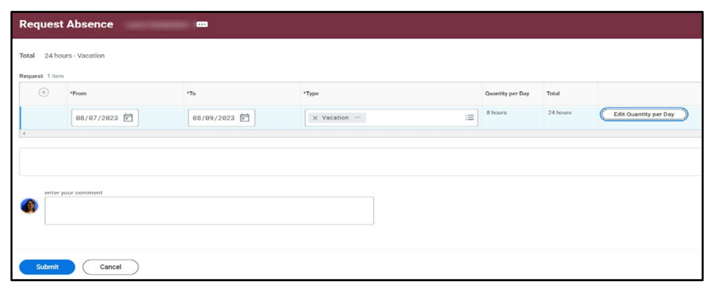


10. This will create the days being requested. The default hours are zero so the quantity must be updated.
11. Click on the **Edit Quantity Per Day** button.

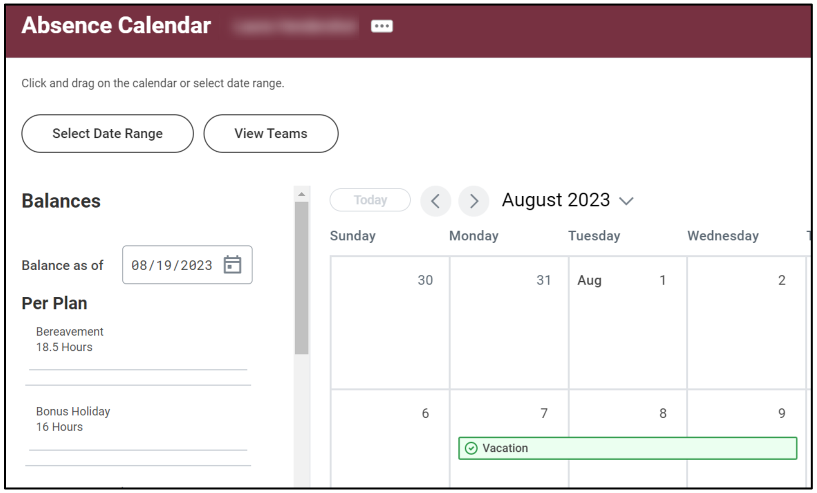


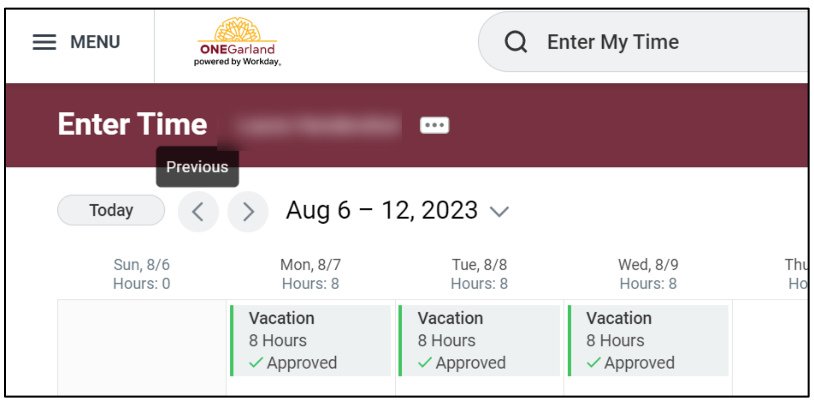
12. Change the zero to the number of hours being requested. If the increment of hours is the same for all days being requested, enter the hour amount in the **Update All Quantities** box.
13. If the # of hours for each day will vary, enter the hours in the **Quantity Per Day** box for each day.

14. Change the # of hours and click on **DONE**.
15. When the total number of hours appear click **SUBMIT**.



16. Once **SUBMIT** is clicked, the request is sent to the direct supervisor for approval. After the request is approved, the time will appear in the calendar and in the time entry screen for the days selected.

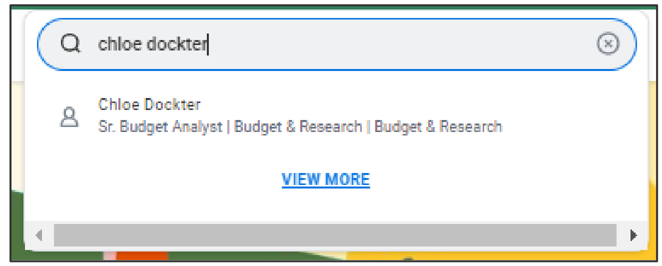




WORKDAY EMERGENCY CANCEL OR CORRECT AN APPROVED ABSENCE REQUEST

From the Workday Application:

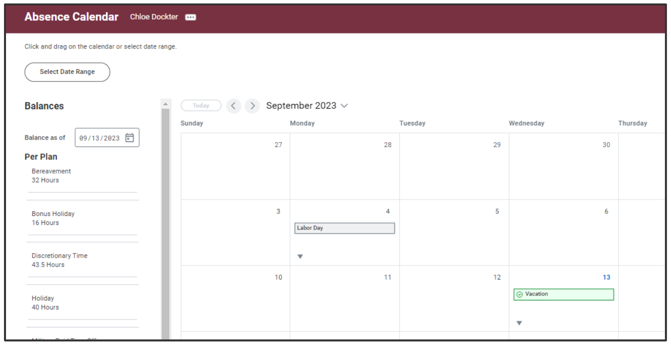
1. To **CANCEL or CORRECT AN ABSENCE REQUEST**, enter the employee's name in the Search bar for which the absence cancellation/correction will be performed and click on their name.



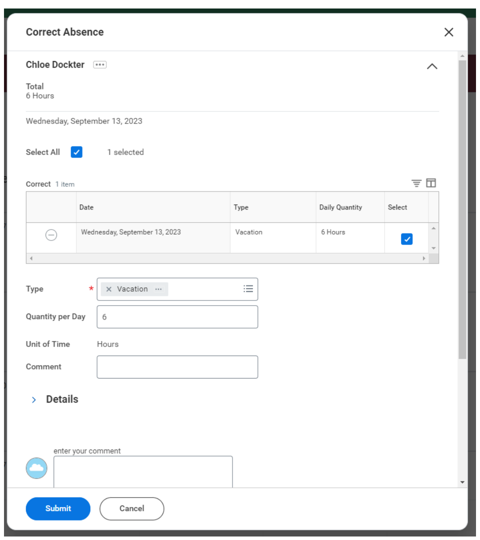
Note: An absence request can be cancelled before it has been approved but to make corrections you must wait for approval to make changes.

2. Hover over **Time and Absence**, then click on **Correct Absence**.

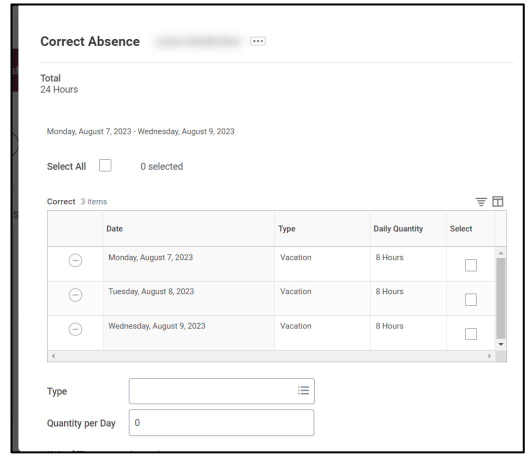
3. The Absence Calendar will appear defaulted to the current month. Find the dates needing to be cancelled or corrected and select them. (The dates will appear in Green)



4. The Correct Absence screen will then appear. If hours or time type requested need to be changed put a check mark in the Select column next to the day being corrected, and change the **Quantity per Day**, **Type** being requested, etc.



5. If deleting a complete day, click on the minus sign next to the day(s) you wish to delete.



6. Once all corrections are entered click SUBMIT. The request is sent to the direct supervisor for approval.