

FREQUENTLY ASKED QUESTIONS

Terms

WHAT ARE THE TIME OFF TYPE DEFINITIONS?

GCCCD offers multiple time off plans that include, vacation, sick, jury duty, bereavement, etc. Workday tracks all time off accrual and usage. Available time off plans are determined by your employee type, position, and your labor contract/handbook, as applicable. Please reference your labor contract/handbook for time off definitions and accruals formulas at the following link: [GCCCD Labor Contracts](#)

MY WORK SCHEDULE IS WRONG IN WORKDAY, HOW DO I CHANGE IT?

Work schedules can vary by worker and department. New employee schedules are agreed to and entered into Workday during the hire process. If your work schedule needs to be changed, you **MUST** get manager approval and submit a **Change in Work Schedule** form to HR. This form can be accessed at the following link as well as printed (Addendum A): [Forms Depot Page](#). A Change in Work Schedule request does not need to be submitted for changes of one week or less.

WHEN DO PAY PERIODS START/END IN WORKDAY?

Pay Period Start and End Dates are labeled in your weekly calendar view. Typically, pay periods end on the tenth (10th) of each month and begin on the eleventh (11th) of the same month. There are a few pay periods that VARY. Here is a link to the pay period schedule for GCCCD: [GCCCD Payroll Calendar Dates](#)

WHAT IS A PAY PERIOD LOCKOUT DATE?

Pay Period Lockout occurs 3-6 calendar days after the end of a pay period. Time can be corrected, entered, submitted, and approved until 11:59pm on the day of pay period lockout. If you must enter or edit time after this date, contact payroll directly on instructions on reporting your time. (x7902) Pay Period Lockout dates can be found on your weekly time entry view.

Time Entry

4/10 SCHEDULE: HOW IS TIME DEFINED ON THIS SCHEDULE?

During the 4/10 Schedule, days are set to 10 hours versus 8 hours in the Workday system. This means that when entering time, it is expected that your days (Monday-Thursday, unless working an approved alternative schedule) will have a total of 10 hours each day. This can be a combination of hours worked and time off used throughout the 4/10 Schedule.

The District has provided a cheat sheet on the Intranet at the following link for your convenience to answer all questions related to the value of a day during the 4/10 Schedule, possible work schedules, and more.

[4/10 Schedule Memo](#)

WHY DO I HAVE LEAVE WITHOUT PAY HOURS ON SUNDAY? HOW DO I GET RID OF IT?

If you do not submit your fully scheduled hours for the week (e.g. 40 hours) the amount of unsubmitted hours will populate a *Leave Without Pay* message on the last day of the week. If your week is showing leave without pay, please review your entered time to ensure you have put in your fully scheduled hours for that week (this can be a combination of Time Entry and Time Off).

Time Entry - NANCE, Classified Substitutes, Not for Credit, Academic Hourly, Short Term, Professional Experts, and Student Workers Including Federal/CalWORKS Work Study

AM I REQUIRED TO TAKE A MEAL PERIOD?

All employees are required to take a meal break of at least 30 minutes after no more than 5 hours of work. An employee can choose to waive their meal break if working a shift between 5-6 hours in length. However, ALL employees must take a meal break after the sixth (6th) hour of work no matter what. If you work a shift less than 5 hours, you do not have to take a meal break.

WHAT IS THE HOURLY SICK LEAVE POLICY?

The Hourly Sick Policy requires Hourly employees to take a minimum of two (2) hours of sick leave when utilizing their balances. After two (2) hours the employee can request any additional increment of time. An employee cannot make a sick leave request under two (2) hours.

I'M AN ACADEMIC HOURLY, HOW DO I REQUEST Personal Necessity?

If you are an Academic Hourly and would like to request Personal Necessity (PN), please contact Payroll (x7902) to utilize your PN. Currently, your contract states that you can use Personal Necessity in days, however in Workday, this must be reported in hours. Payroll will have to manually track your PN requests, which is why you do not have the option to select it within the system.

I'M AN ACADEMIC HOURLY, HOW DO I REQUEST JURY DUTY, BEAREAVEMENT, OR SICK OVERLOAD/ADJUNCT?

If you are an Academic Hourly you have the ability to request Jury Duty, Bereavement, or Sick leave through the Workday system. These are all under Time Type in your weekly time entry. Time Off types are listed as: Jury Duty Overload/Adjunct, Bereavement Overload/Adjunct, or Sick Overload/Adjunct.

Time Off

WHEN SHOULD I SUBMIT TIME OFF REQUESTS?

When possible, Time Off requests should be made in advance and approved by your manager prior to taking the time. Time Off requests can be made through the **Time Off** application (*See Activity 2.1, pg. 21 in the Time Entry Workday Manual*). Multiple days can be requested at the same time as long as it is the same type of time off and same quantity of hours.

- **Situational Time Off** (e.g. sick, personal necessity) – certain time offs cannot be made in advance due to the uncertainty of hours requesting. Please report these time off types as soon as possible or enter them when submitting your weekly time entry. (See Activity 1.4, pg. 11 in the Time Entry Workday Manual)

WHY CAN I NOT SELECT HALF PAY SICK LEAVE?

All Sick leave balances must be used and approved in order for **Half Pay Sick** leave to show in Workday as a Time Off Type. Once selected, Half Pay Sick leave must be approved prior to utilizing ~~this~~ it.

Balances for Half Pay Sick leave will never show in the system. Usage and availability of Half Pay Sick leave are monitored by HR. If you have questions regarding Half Pay Sick leave balances please contact the General HR line at x7572 and your call will be directed to the appropriate staff member.

HOW DO I TRACK MY PERSONAL NECESSITY (PN) USAGE?

Personal Necessity is tracked as a subset of sick leave. If you have taken personal necessity leave, you can track your total by clicking on the Time Application on the Workday homepage, selecting **My Time Off**. This will show all Time Off Requests, which will have all days that have been requested as PN. You can add up the totals and look at your Labor Contract/Handbook to see how much time remains for the fiscal year.

HOW DO I REQUEST VACATION TIME IN ADVANCE OF EMPLOYEE VETTING (6-MONTH WAIT PERIOD)?

If you would like to take vacation prior to your position being vetted (please refer to your contract on the restrictions associated with this), you need to send an email to Payroll that contains the approval from your manager. All Approvals MUST be in writing.