

TIME REPORTING

It is important that you pay proper attention to how you submit and report your time. The biggest change will be the requirement to report time **WEEKLY** and ensure Meal Breaks are reported correctly. Each week, you will be able to apply your schedule for the week, input hours, as needed, and submit at the end of your last work shift of the week. *Managers will also be required to approve time on a weekly basis.*

ENTER TIME

Time is entered **WEEKLY** using a calendar view enabling you to enter daily time worked or view future work weeks. For full-time contracted employees, you can enter time using the schedule provided in Workday [see section below on *Set Schedules*]. This allows you to populate your time entry automatically, with your pre-scheduled work hours. You may also enter or update time worked throughout the week, as needed, if you work additional (**approved**) hours of overtime, take time off, or your schedule changes after manager approval. At the end of every week, you **MUST** submit your hours for manager approval.

Regular 40 Addl. Straight Time 0 Time Off 0 OT 0 Comp Time Worked 0 Grand Total 40

Today < > Aug 27 – Sep 2, 2018 View Week

	Mon 8/27 Hours: 8	Tue 8/28 Hours: 8	Wed 8/29 Hours: 8	Thu 8/30 Hours: 8	Fri 8/31 Hours: 8	Sat 9/1 Hours: 0	Sun 9/2 Hours: 0
7 AM							
8 AM	Regular - Hours Worked 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Regular - Hours Worked 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Regular - Hours Worked 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Regular - Hours Worked 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Regular - Hours Worked 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted		
9 AM							
10 AM							
11 AM							
12 PM							
1 PM	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted		
2 PM							
3 PM							
4 PM							

Time can also be entered through individual entry. This supports all employees, especially those who do not have a set schedule in Workday to track their hours worked over a week.

The following table defines the different ways you can enter time via the

Enter Time ▾

Menu Item	Description
Auto-fill from Prior Week	Enters the previous weeks' reported time to the current active week. <i>(Includes any additional hours worked, i.e. Overtime)</i>
Auto-fill from Schedule <i>(Highly Recommended)</i>	Enter weekly time based on set schedule in Workday.
Clear	Removes ALL time entered for the week. <u>Should only be used to start time entry over for the week.</u>
Enter Time	Enter time as individual time blocks
Quick Add	Enter the same time blocks for multiple days
Request Time Off	Request time-off for this week or future weeks
Review Time by Week	Review reported time for any week

MEAL REPORTING

Meal periods are required to be documented in Workday. To support our employees with this new reporting mechanisms, your pre-loaded schedule in Workday automatically accounts for a meal period in the middle of your day. If an employee enters time in individual time-blocks it is important to account for meal breaks taken. Any questions you have regarding requirement or waiving of meal breaks must be discussed with your manager or supervisor prior to reporting.

OVERTIME & COMPENSATORY TIME

Workday tracks overtime and compensatory time. Please refer to any site or Departmental specific policies or procedures of how overtime is approved.

Overtime will be calculated each week, based on the defined work week, as your enter time. Total overtime hours can be found at the top of the screen labeled OT.

Regular	Addl. Straight Time	Time Off	OT	Comp Time Worked	Grand Total
16	0	24	5	4	49

Compensatory time may be earned by certain employees and must be reported in Workday. When entering compensatory time, you must enter it as an individual time block and select "Comp Time Worked". If you are using compensatory time off, you will again enter this as an individual time block and select "Comp Time Used". This option will only be available to you if you have a compensatory time off balance. All compensatory time is to be used within twelve (12) months following the month it was earned.