Time Tracking

Key positive features with Workday

- Hourly time flows to Payroll on approval without a separate voucher step.
- On call and shift differential is recorded in Time and flows to Payroll on approval.
- Web clock available for non-exempt employees. Departments can require clock-in/out if desired.
- Time can be corrected if necessary, after final approval. Corrected time follows same approval routing.
- Employees with multiple positions have one timesheet. Overtime calculations include all positions.
- Overtime for non-leave-eligible employees will flow to Payroll without separate voucher step.
- Time can be entered by Manager, Timekeeper, or Time Analyst on behalf of the employee. Routes to employee for approval. Can be pushed forward for Payroll if necessary.
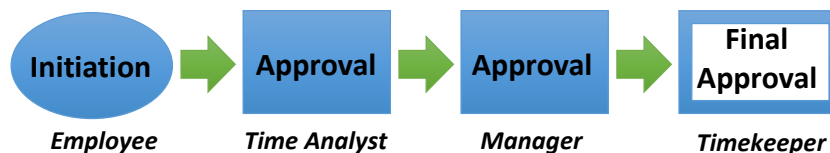
Key decisions made

- OT will be banked by default for leave-eligible employees. Payment of Banked OT will require departmental action.
- Exempt employees will enter total hours worked. Non-Exempt employees will enter time with in/out times.
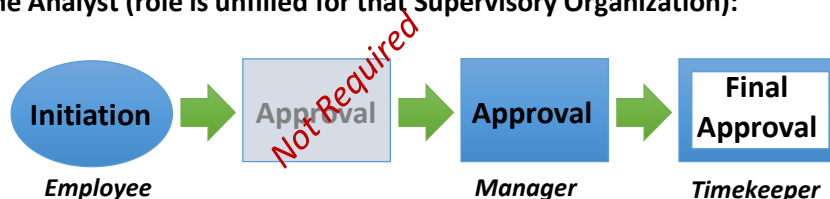
Time Approval Business Process

The Time Entry Business Process is designed to be flexible to meet the needs of different Colleges, Schools, and Units (CSUs). Multiple roles allow each CSU to choose 2, 3, or 4 steps of approval.
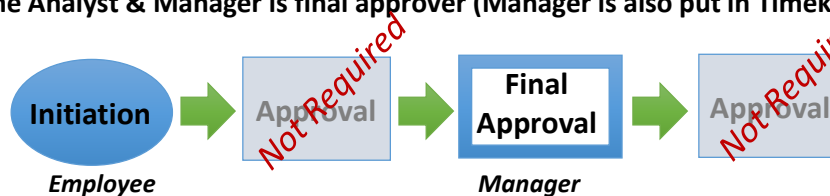
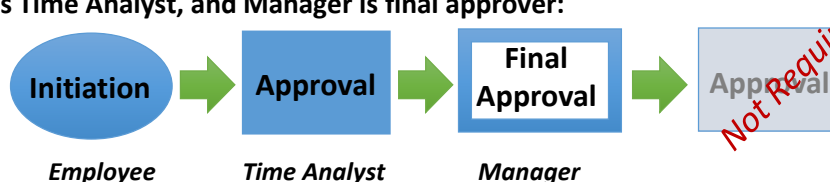**For the full 4 steps, each role is held by a different person:**

Initiation (Employee) → Approval (Time Analyst) → Approval (Manager) → Final Approval (Timekeeper)

No Time Analyst (role is unfilled for that Supervisory Organization):

Initiation (Employee) → Approval *Not Required* → Approval (Manager) → Final Approval (Timekeeper)

No Time Analyst & Manager is final approver (Manager is also put in Timekeeper role):

Initiation (Employee) → Approval *Not Required* → Final Approval (Manager) → Approval *Not Required*

Org has Time Analyst, and Manager is final approver:

Initiation (Employee) → Approval (Time Analyst) → Final Approval (Manager) → Approval *Not Required*

REF# HCM-QRG-5.0 – 2.2016 *Developed prior to Workday go-live, information subject to change

Absence

Key Positive features with Workday

- Ability to track all of the different types of time off that state employees are eligible to use. Provides more accuracy in how employees report absent time. Allows for reporting and analysis of usage.
- Track Bereavement separate from Emergency Closure.
- No longer have the catch-all category of "Other."
    - Time off to Vote
    - Administrative Time Off
    - Lesser-known types of time off for state employees, including CASA Volunteer and Blood Donation
- Ability to request time off in advance through the Request Time Off Business Process. Manager can see all of team's Time Off in one calendar.

Time Off vs. Leave

Leave in Workday will be used only for a very specific kind of absence, which must meet all of the following criteria:

- **Unpaid**
- **Continuous for 30 days or longer**
- **Full days**

Everything else is Time Off.

Nomenclature Change

Differentiating between Time Off and Leave in conversation will be a change. Most of the types of "Leave" we know will be "Time Offs" in Workday.

- Currently we say "Sick Leave." In Workday this will not be a Leave, but a Time Off.
- What we call "Leave without Pay" may be a Leave, or may be a Time Off.

Leave

Leave is Open Ended. When an employee is placed on leave, they remain On Leave until action is taken to return them from Leave.

Time Off

Time Off can be paid or unpaid.

Paid Time Off includes types such as Sick, Vacation, and Compensatory Time.

Unpaid Time Off is used for absences that today are often referred to as "Leave Without Pay" or "LWOP" when the absence does not meet all the criteria for a Leave in Workday. Time Off (rather than Leave) is used for absences that are any of the following:

- **Less than 30 days in duration**
- **Partial days**
- **Intermittent**

Time off can also be reported through Time Entry.

Absence Business Processes:

· **Request Time Off**   · **Correct Time Off**   · **Request Leave of Absence**   · **Return from Leave of Absence**