Applying Premiums

For Time Approvers applying premiums or bonuses for a worker

Quick Reference Guide

Applying Premiums or Bonuses:
1. Click on the Team Time worklet

2. Under the Actions section, click on Enter Time for Worker.

3. Enter in the name of the Worker in the Worker field, and the Date field for the period of time being reviewed.

4. Click OK.

Keep in mind
- In many cases, Workday will automatically designate overtime and premiums for certain hours and days worked.
- Time Approvers should refer to the Collective Bargaining Agreement for their specific union for a list and instructions of when to apply any premiums.

Information needed
- CNET ID
- Password
- Worker name
- Type of premium applicable
- Dollar amount of bonus if applicable
5. The timesheet will display for the selected week. Click on the timesheet to open up a time block.

6. In the **Time Type** field, click on the prompt icon to select the appropriate premium being applied.
   a. For a **Lump Sum Premium**, use the drop down menu to select this from the list.
   b. For a **Higher Grade Differential**, use the drop down menu to select this from the list.
7. The time block will now display the **Dollars** field. Enter in the amount in this field.

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Dollars  *  0
```

8. Click **OK** when complete.