Workday Time and Absence
Temporary Worker and Student
User Guide

TIME AND ABSENCE
SHARED SERVICES
# Table of Contents

**Before You Begin**....................................................................................................................... 3
**Legend**........................................................................................................................................... 3

## Chapter 1: Introduction to Workday Time and Absence .............................................................. 4
- Objectives ........................................................................................................................................ 4
- Workday Time and Absence Overview ......................................................................................... 4
  - What is Workday Time and Absence? ......................................................................................... 4
  - Why is Workday Time and Absence Important? .. ................................................................. 4
- Benefits to Users ......................................................................................................................... 4
- Your Role and Responsibilities ................................................................................................. 5

## Exploring Workday ...................................................................................................................... 6
- Logging In ....................................................................................................................................... 6
- Worklets ....................................................................................................................................... 8
- Workday Profile .......................................................................................................................... 8
- Notifications .............................................................................................................................. 9
  - To customize your notification preferences: ............................................................................. 9
- Workday Inbox ........................................................................................................................... 10
  - Signing Out .............................................................................................................................. 10
- Summary ....................................................................................................................................... 11

## Chapter 2: Time Tracking ........................................................................................................... 12
- Objectives ....................................................................................................................................... 12
- Introduction ................................................................................................................................. 12
- Time Worklet ............................................................................................................................. 13

## Using the Web Clock .................................................................................................................. 14
- To check in and check out with the web clock: ......................................................................... 14
- Entering Time .............................................................................................................................. 17
  - Entering Time via the Timesheet .............................................................................................. 17
- Submit Time ................................................................................................................................. 22
  - To Submit Entered Time: ........................................................................................................ 22

## Using the Time Clock Swiping Device ....................................................................................... 24
- To clock in using the time clock swiping device: ..................................................................... 25
- To clock out using the time clock swiping device: .................................................................. 26
Temporary Worker and Student User Guide

View Entered Time ......................................................... 28
  To View Entered Time:.................................................. 28
Time Blocks ........................................................................ 30
View Time Clock History ........................................................ 32
  To View Time Clock History: .......................................... 32
Viewing Your Work Schedule .................................................... 33
  To View your Work Schedule: ...................................... 33
Summary ............................................................................. 35

Chapter 3: Absence Management .................................................. 36

Objectives ............................................................................. 36
Introduction ........................................................................... 36
Time Off Worklet .................................................................. 37
Reporting Time Off ................................................................. 38
Chicago Paid Sick Leave .......................................................... 38
  To report time off:............................................................... 38
Partial Day Absences ............................................................... 42
  To request a partial absence: ........................................... 42
Time Off Balance Awards .......................................................... 46
Viewing Time Off Balance ......................................................... 47
  To View Time Off Balance: .............................................. 48
Viewing Pending Time Off Requests ............................................. 50
  To view your Pending Time Off Requests and Time Off Balances: ................................................................. 50
Cancel Requested Time Off ........................................................ 52
  To cancel a time off request: .......................................... 52
Summary ............................................................................. 55
For Further Assistance ................................................................. 55

Appendix A: Resources ................................................................. 56
Before You Begin

This user guide will demonstrate how to use the time tracking and absence management system through Workday for temporary workers and students. While this tool is designed to primarily explain system processes, you may have questions regarding time tracking policies or specific absence request procedures within your department. Please consult with your direct supervisor or HR Partner on any specific policy questions.

Additional Training Resources

While this guide provides the basic information you need, we strongly encourage you to refer to the video demos, and quick reference guides which are available at: https://workday.uchicago.edu/time_absence

Legend

The chart below illustrates icons that are used throughout this user guide. The icons serve to call out specific processes, important notes, and training items for you to be aware of.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Notes: important policy or process steps to be aware of</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Light Bulb]</td>
<td>Notes: important policy or process steps to be aware of</td>
</tr>
<tr>
<td>![Process]</td>
<td>Process: step by step instructions of system process in Workday</td>
</tr>
<tr>
<td>![Checkmark]</td>
<td>Objectives: key concepts that are covered in each chapter</td>
</tr>
<tr>
<td>![Caution]</td>
<td>Caution: note of caution for frequently missed process steps</td>
</tr>
<tr>
<td>![Person]</td>
<td>Reach Out: reach out to your supervisor regarding this process</td>
</tr>
</tbody>
</table>
Chapter 1: Introduction to Workday Time and Absence

Objectives
After completing this module, you will be able to—

- State the purpose of Workday.
- Identify your role and responsibilities in using the system.
- Log into and navigate parts of the Workday screen.
- Sign out of the Workday system.

Workday Time and Absence Overview

What is Workday Time and Absence?
Workday is the University of Chicago’s Human Resource Information System (HRIS) that processes the time and absence functions. It is the University’s method for reporting time for temporary workers, and students.

With the Workday system functionality, you will enter your time on a daily basis by using a web clock. As you clock time, your Time Approver will need to approve your clocked time. Once time is approved, the information will be sent to the payroll system to begin processing your paycheck.

All workers who use Workday also have the ability to report time off and view work schedules. You can also view your time off balance, or accruals, at any time.

Why is Workday Time and Absence Important?
Workday Time and Absence eliminates the separate functionality between payroll and the tracking of time and absence management. This system removes the inefficiencies, complex data integrations, and multiple systems of record for payroll information.

By integrating time tracking and absence management tasks into Workday, this key service incorporates payroll functionality into one system of record while bringing the entire UChicago community an efficient and user-friendly experience.

Benefits to Users
- Provides ability to view time online
- Offers enhanced reporting by
  - displaying accrual balances online
  - tracking types of pay (such as overtime)
  - maintaining equalization of overtime opportunities
- Provides real-time reporting
- Offers self-service features that allow you to check daily entries
- Directly integrates with payroll module
Temporary Worker and Student User Guide

- Immediately reflects changes to your record
- Accurately and consistently interprets earnings codes using a rule-based system
- Assists in FMLA compliance
- Provides automatic coding for University holidays

Workday is easy to use. The tasks you perform will depend on your particular position. This user guide will take you through the basic steps needed to use Workday.

⚠️ **Caution:** It is extremely important that you report your time according to the requirements of your job assignment. Your pay will depend on it!

Your Role and Responsibilities
As a non-exempt worker at the University of Chicago, you are responsible for reporting your time.

- Most of you will report time by logging into Workday and starting and stopping a web clock.
- Timesheet users will record hours via a Timesheet located on the Time worklet.
- Some of you will report time by swiping your University ID card through a time clock swiping device.

The method you will use depends on your particular position and department. Your supervisor will provide you with directions on which method to use.
Exploring Workday

**Logging In**

The Workday application requires a computer and access to the internet. You must have a CNetID and password to login.

**Note:** If you do not have a CNetID, you must obtain one. Go to [http://cnet.uchicago.edu](http://cnet.uchicago.edu) and follow the instructions for obtaining a CNetID.

1. Make sure your Browser Supports Workday.

   Contact your local IT help desk or IT Services (773-702-5800) if you have questions about your browser or experience any issues. For Booth School of Business, please contact hr@chicagobooth.edu.

2. Go to [workday.uchicago.edu](http://workday.uchicago.edu)

   ![Workday Home Page](image)

   Click “Log in to Workday” and you will be routed to the login page where you will be using your CNetID and password to access Workday via the Shibboleth portal.

   If you don’t have a CNetID, or can’t remember it, please go to [http://cnet.uchicago.edu](http://cnet.uchicago.edu).
3. **Discover Workday@UChicago!**

You can use Workday as your single site to manage your time tracking and absence information.

Once you have finished your tasks in Workday, please log out of the system and shut down your browser. Shutting down your browser will clear browser memory cache and prevent others from accidentally viewing your personal data.
Worklets

Worklets are icons displayed on the homepage that provide access to groups of related tasks, and are used to organize tasks and reports by functional areas.

Workday Profile

All Workday users will have access to their Workday Profile. This profile can be accessed by logging into the system, and clicking on the “cloud” icon in the upper right hand corner of the screen.

The Workday Profile menu includes:

- **Home**: a link to the homepage in Workday
- **Inbox**: houses all of the tasks of actions assigned, or updates on actions you have taken
- **Notifications**: displays the updates on the action you have taken
- **My Account**: allows you to change the account settings and preferences
- **Sign Out**: Allows you to log off from your Workday account
Notifications
A significant part of using Workday is receiving tasks and items to take action on. Notifications help make you aware of processes as soon as they happen. You can customize the preferences of your notifications within the Workday Profile.

To customize your notification preferences:
1. Click on the Cloud icon in the upper right hand corner, and select My Account.

2. Next, click on Change Preferences

3. The Preferences screen will display. Adjust the settings according to your preference to either Disable or Enable the various notification types shown.
Workday Inbox
The Workday Inbox is a key feature of Workday and will display tasks or items that require your action. It displays the following tabs:

**Actions:** This tab displays the tasks that require completion. You can complete a task by clicking the Submit button or park it for later action by clicking Save for Later button.

**Archive:** This tab displays the processes that you have previously completed in your archive. At any time, you can identify the status of a process under the Archive tab of your Inbox by finding the task and clicking the Process tab.

![Image of Workday Inbox](image)

**Signing Out**

1. When you have finished using Workday, always be sure to log out. If you do not log out, another person may knowingly or unknowingly have access to your information and may compromise your recorded time. To sign out, click your name in the upper right corner of the screen and select "Sign Out":

   **Note:** *If you do not log out and are not using the application, the system may automatically log you out after a period of inactivity.*
Temporary Worker and Student User Guide

Summary

In this module, you were introduced to Workday Time and Absence, the University’s system for reporting time for temporary workers and students. You should now be able to:

- State the purpose of Workday.
- Identify your role and responsibilities in using the system.
- Log into and navigate parts of the Workday screen.
- Sign out of the Workday system.
Chapter 2: Time Tracking

Objectives
After completing this module, you will be able to:

- Understand the layout of the Time worklet
- Record your daily worked time by using the web clock, time clock swiping device, or timesheet
- View entered time
- View your work schedule

Introduction
Workday allows you to easily record and track your work time via the **Time** worklet.

- As a web clock user, you must start and stop your web clock at the beginning and end of each work session.
- You will have the functionality to review your clock data and schedules within Workday.

It is very important that you clock in and out every day. Clock times are used to determine your pay so that your work record is accurately processed. This will assure you of receiving the correct pay for regular work hours.

**Reach Out:** If you have any questions on using this system, or if you believe your pay check is not accurate, please see your supervisor.
Time Worklet

The Time worklet located on the Workday homepage is your main area to complete many activities related to time tracking.

- **Enter Time**: this is where you can enter your time (for timesheet users only) and review your entered time in a calendar view.

- **View**: this section will allow you to view your schedule, view any absences reported, view your accrued sick time off balance, and also view your time clock history.

- **'Time Clock**: Using the web clock feature, you will Check in and Check out to record your work related activities in this section.

---

¹ The time clock will only display for web clock users only.

Return Home
Using the Web Clock
Entering time via the web clock is accessible via the Time worklet in Workday. Review the steps below to utilize the web clock for checking in and checking out for work related activities.

To check in and check out with the web clock:
1. Click on the Time worklet from the Workday homepage

2. Under the Time Clock section, click Check In to start the web clock at the beginning of your work period.

3. A pop up window will appear. The details such as Worker, Date, Time, and Time Zone will auto-populate. Please fill in the Time Type field with the correct value. Click the Prompt icon to select any other fields that apply.
Temporary Worker and Student User Guide

**Caution:** If you have multiple positions, it is very important that you select the correct position on this screen. This will ensure you are clocking the correct hours for the specific position you are working that day.

4. A confirmation stating your check in was successful will display along with a time stamp. Click **Done** to complete the process.

5. The Time Clock section will now display the time checked in.

6. To check out of the web clock at the end of your work period, click **Check Out**.

7. Select a value from the Reason section and click **OK**.
8. A confirmation stating your check out was successful will display along with a time stamp. Click **Done** to complete the process.

9. The Time Clock section will now display the time checked out.
Time Clock

Reach Out: If you forget to check in or check out, consult with your Time Approver or HR partner immediately.

Entering Time
As a timesheet user, you can record your time in multiple ways. You can enter your time for each day within the calendar view, or enter time for the whole week.

When entering your time, you must input the time at the beginning of your work period, as well as the time at the end of your work period. Time can be entered in the hour and minute format (ex: 09:00 AM) within the respective fields.

Entering Time via the Timesheet

1. To access your Timesheet, click on the Time worklet.

2. Under the Enter Time column, choose to enter your time for the respective week by choosing from one of the following options:
   - This Week: this option displays the timesheet for the current week
   - Last Week: this option displays the timesheet from last week
   - Select Week: this option allows you to view a timesheet from a specific week
3. Once you have selected the week to enter your time, the timesheet will display. The first way to enter your time is by clicking directly on the timesheet for the day you choose to enter time. The selection will turn blue and open up a time block to enter in your data.

Once the time block opens up, you must fill out the following fields:

- **Time Type**: this is the type of time you are recording. Typically, this will be listed as “Worked Time” to document normal worked hours. Click on the prompt icon to choose from your available Time Types.
- **In**: this is the time you record at the beginning of your work period. Time can be entered in the hour and minute format.
- **Out**: this is the time you record at the end of your work period. Time can be entered in the hour and minute format.
- **Out Reason**: Whenever you enter time in the Out field, you must select a reason for the end of that work period such as Meal for lunch time, or Out if you are at the end of your work period for that day.
- **Hours**: this field will auto populate based on the time that you have entered for the In and Out fields.
Click OK when you are done entering in time for that day.

4. Another method to enter time is through the selection at the bottom of the timesheet. Click on the button titled Enter Time to choose alternate options to enter time:

- **Enter Time**: this option allows you to enter your In/Out times for each day of the week. Enter the time for the In, Out, and Out Reason fields and include the Time Type field for that day. Click on another day of the week using the tabs listed at the top to enter time for another day. Click OK to return to the timesheet.
- **Enter Time by Type**: this option is for employees who have multiple time types. Enter in the Time Type and Worktags using the Prompt icon. Then enter in the daily hours for each day to total your weekly hours. Click **OK** to return to the timesheet.

- **Enter Time by Week**: this option allows you to enter time for the entire week on one page. Enter in the In/Out hours, and click on the “+” sign to add additional rows. Your daily hours are listed in the upper right hand corner.
Click **Next** to proceed to the confirmation page. This page will display the Daily Totals entered, and provide a Weekly Totals chart to confirm your entered time. Click **Save** to return to the timesheet.

**Feb 4 - 10, 2018**

**IMPORTANT:** You’ll lose the time you just entered if you leave this page without saving.

**Daily Totals**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Week Totals**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>0</td>
</tr>
<tr>
<td>Overtime</td>
<td>31</td>
</tr>
<tr>
<td>Time Off</td>
<td>0</td>
</tr>
<tr>
<td>Unpaid Time Off</td>
<td>0</td>
</tr>
<tr>
<td>Total Time</td>
<td>31</td>
</tr>
</tbody>
</table>
Submit Time

Bi-weekly workers who enter time via the web clock or timesheet will be able to submit their time entries for approval. Submitting time entries will allow the entered time to be routed to the time approver’s inbox. Workers should check with their supervisor or time approver to review the frequency of how often time should be submitted.

If a worker does not submit their time, it will automatically be submitted through Workday. A mass submission process will run at the end of the payroll period. Time Approvers must make any corrections prior to the end of the pay period.

To Submit Entered Time:

1. Click on the Time Worklet

   ![Time](image)

2. Under “Enter Time”, choose from one of the following options:
   a. **This Week**: use this option to display the clock data for the current week
   b. **Last Week**: use this option to display the clock data from the previous week
   c. **Select Week**: use this option to display the clock data from any week by selecting a date from the calendar screen.

   ![Enter Time](image)

3. Your entered time appears on the respective date as time blocks. Click the green **Submit** button to route the time entries to your Time Approver.
4. A verification page will display showing the summarized hours that will be routed for approval. Click **Submit** to confirm the submission.
5. A confirmation page will now display showing your time entry has been submitted. Click **Done** to complete the process.

### Using the Time Clock Swiping Device

**Note:** *This section is only for biweekly workers who use the time clock swiping device.*

Some biweekly-paid workers will use a time clock device to record their work hours. Time clock users will swipe their Chicago Cards at designated kiosks at the beginning and end of each work session.

The time clock device consists of a small display area, a keypad, and a slot for sliding your card. The display area shows “University of Chicago” along with the date and time.

#### Display Screen

![Time Clock Display](image)

#### Keypad

![Time Clock Keypad](image)
To clock in using the time clock swiping device:
When you record time via the time clock swiping device, the system records the current time and respective action. Please use the following steps to clock in using the touch screen or keypad:

1. Press the “Clock In” button on the key pad or touch screen

2. The worker will be prompted to “Swipe Your Badge”. The worker will swipe their badge through the magnetic strip reader to the right of the clock.

3. The screen will now display a message stating the workers has successfully clocked in.
4. Please hit the “Enter” button to accept the swipe, and return the display back to the main screen otherwise the terminal will time-out automatically in 3 seconds.

To clock out using the time clock swiping device:
When you record time via the time clock swiping device, the system records the current time and respective action. Please use the following steps to clock out using the touch screen or keypad:

1. Press the “Clock Out” button on the key pad or touch screen

2. The worker will be prompted to “Swipe Your Badge”. The worker will swipe their badge through the magnetic strip reader to the right of the clock.
3. The screen will now display a message stating the workers has successfully clocked out.

4. Please hit the “Enter” button to accept the swipe, and return the display back to the main screen otherwise the terminal will time-out automatically in 3 seconds.

If you do not have computer access, please follow your departmental procedures for reporting absences and scheduling future absences such as vacations. See your supervisor for any assistance.
View Entered Time

When you enter time via Workday, you may want to check your clock data for accuracy. The Time worklet provides several options to display a calendar view or a report of your clock data for the time frame you select.

Within the Time worklet is a selection to view Time Clock History. This page displays Unmatched and Matched Clock Events. Every clock event must be paired with a corresponding clock event. For example; anytime you click “Check-in”, there should always be a matching “Check-out” clock event. Any clock events that are unpaired will display under the Unmatched Clock Events section.

Reach Out: If you have Unmatched Clock Events, contact your Time Approver or HR Partner immediately.

To View Entered Time:
1. Select the Time Worklet.
2. Under “Enter Time”, choose from one of the following options:
   a. This Week: use this option to display the clock data for the current week
   b. Last Week: use this option to display the clock data from the previous week
   c. Select Week: use this option to display the clock data from any week by selecting a date from the calendar screen.
3. Your entered time appears on the respective date as a time block.
Time Blocks

Time blocks are segmented slots on the calendar that display information about your clock data. The calendar displays time into two halves on the screen; the first half of the screen will display any submitted and approved sick hours. The bottom half of the screen will display the time blocks of worked time that has been clocked in.

The following chart will help illustrate what each time block represents:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Time block has been submitted to the Time Approver</td>
<td><img src="image1" alt="Submitted" /></td>
</tr>
<tr>
<td>Not Submitted</td>
<td>Time block has been created but not submitted to Time Approver</td>
<td><img src="image2" alt="Not Submitted" /></td>
</tr>
<tr>
<td>Needs Attention</td>
<td>Time block needs attention; usually displayed in cases of unmatched time blocks</td>
<td><img src="image3" alt="Needs Attention" /></td>
</tr>
<tr>
<td>Approved</td>
<td>Time block has been approved by Time Approver</td>
<td><img src="image4" alt="Approved" /></td>
</tr>
</tbody>
</table>

![Calendar View](image5)

---

Return Home
You can click on each individual time block to review details for that specific day. Each time block will list the status, reported quantity, time entry code, as well as the time stamp of the clock data.

If you work on a schedule, you will be given a six minute grace period on either side of your start and end times. For instance, if you are scheduled to work from 8:30 am to 5:00 pm, and you clock in at 8:24 and clock out at 4:54, your work time will still be reported as 8:30 to 5:00.

**Caution:** If you are on an open schedule, you will not have a six minute grace period. Also, on an open schedule, you will have to clock in and out for lunch.

**Note:** You are paid according to the data on the timesheet, not directly off the clock data. There may be slight differences between time shown in the clock data versus the timesheet due to a six minute grace period at the beginning and end of your scheduled work time.
View Time Clock History

Another area where you can view your entered time is under the **Time Clock History** section. This area will display the entered time in an exportable chart format. You can choose to view the **Previous Week**, **Next Week**, or choose **View My Calendar** to display entered time for a specific time frame.

These sections display data including the entered Check-in and Check-out event, day of the week, date, time, time zone, and time block.

---

### To View Time Clock History:

1. Select the **Time Worklet**.

2. Under the “View” section, choose **Time Clock History**:
3. You can now view the clock data for the current week. Click on **Previous Week**, **Next Week**, or **View My Calendar** to display clock data for various time ranges.

<table>
<thead>
<tr>
<th>My Time Clock History</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displaying Clock Events from 11/26/2017 to 12/02/2017</td>
<td></td>
</tr>
<tr>
<td>Previous Week</td>
<td>Next Week</td>
</tr>
</tbody>
</table>

### Unmatched Clock Events

<table>
<thead>
<tr>
<th>Clock Event</th>
<th>Day of the Week</th>
<th>Date</th>
<th>Time</th>
<th>Time Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-in</td>
<td>Tuesday</td>
<td>11/28/2017</td>
<td>09:55 AM</td>
<td>GMT-06:00 Central Time (Chicago)</td>
</tr>
</tbody>
</table>

### Matched Clock Events

<table>
<thead>
<tr>
<th>Clock Event</th>
<th>Day of the Week</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No Data</td>
</tr>
</tbody>
</table>

**Reach Out:** If you have Unmatched Clock Events, contact your Time Approver or HR Partner immediately.

### Viewing Your Work Schedule

You can view your work schedule in a calendar format. The calendar shows you which days have already been scheduled as work days, off days, absences, and holidays. You can also view this information in a template report.

#### To View your Work Schedule:

1. Click the **Time** worklet

2. Under the **View** section, click on **My Schedule**

Return Home
3. The calendar will display with your work schedule listed on each date.

### November 2017

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>✓ 11:00 AM - 7:00 PM</td>
<td>✓ 12:00 AM - 5:00 AM</td>
<td>✓ 11:00 AM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>✓ 11:00 PM - 5:00 AM</td>
<td>✓ 11:00 PM - 5:00 AM</td>
<td>✓ 11:00 PM - 5:00 AM</td>
<td>✓ 11:00 PM - 7:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If you have multiple work schedules, the calendar will display the various schedules automatically.
Summary
In this module you learned how to—

- Understand the layout of the Time worklet
- Record your daily worked time by using the web clock, time clock swiping device, or timesheet
- View entered time
- View your work schedule
Chapter 3: Absence Management

Objectives
In this section, we will review how you can report and manage absences within Workday. After completing this module, you will be able to:

- Understand the layout of the Time Off worklet
- Report and request time off
- View your accrued time off balance
- View pending time off requests
- Cancel a request for time off

Introduction
Workers that are not eligible for benefits (including non-benefits eligible staff, temporary staff, seasonal staff, and students) accrue sick leave at a rate of one hour of sick leave for every 40 hours worked in accordance with the Chicago Paid Sick Leave policy.

Workday allows you to easily report absences via the Time Off worklet. Absences are considered any normally scheduled work days on which you did not report to work.

2 https://humanresources.uchicago.edu/fpg/policies/500/p512.shtml
Time Off Worklet
The Time Off worklet, located on the Workday homepage, is your main area to complete activities related to reporting absences.

When you click on the Time Off worklet, there are three main areas to review:

- **Request**: this section is where you can report absences
- **View**: this section is where you can review any reported absences, sick leave balances, and time off results by period
- **Available Balance as of Today**: this section provides a quick view summary of accrued hours

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3 Temporary workers and students only accrue Chicago Paid Sick Leave hours
Reporting Time Off
If you miss scheduled work days because of illness or another reason, you will need to report these absences. In most cases, unscheduled absences will be for unforeseen sick time and emergencies. Unpaid absence times will reduce pay for that period. Absences such as sick time should be reported using the Time Off worklet.

Time is accrued differently for benefits eligible workers, students, non-benefits eligible, temporary, and seasonal staff. Absence requests will not expire and remain in the Time Approvers queue till it is approved.

For a full description of the time off policies, please review the HR Policies at: http://humanresources.uchicago.edu/fpg/policies/index.shtml

Reach Out: Consult with your manager on any questions about scheduled time off to ensure proper coverage for your team.

Chicago Paid Sick Leave
The Chicago Paid Sick Leave (CPSL) Ordinance requires employers in Chicago to grant “Covered Employees” (as defined in the CPSL Ordinance) at least one hour of paid sick leave for every forty hours worked. The Sick Leave Policy makes paid sick leave (CPSL) available to some workers who have not previously had it, including non-benefits-eligible staff workers and non-benefits-eligible academic appointees, temporary workers, seasonal workers and student workers.

Note: Student and temporary workers can only request Chicago Paid Sick Leave.

To report time off:
1. Click on the Time Off worklet

Note: Student and temporary workers can only request Chicago Paid Sick Leave.

To report time off:
1. Click on the Time Off worklet

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2. Under the “Request” section, click **Time Off**

3. On the calendar display, click on the individual dates that you are reporting as absences. The selected calendar dates will turn blue.

**Note:** To choose multiple days in a row, you can click and drag your mouse across several dates. You can also hold down the Control (Windows)/Command (Mac) button and click to select multiple days that are not in sequential order.

4. Click the green button titled **Request Time Off** located in the bottom left-hand corner of the screen
5. The **Request Time Off** window will display. Be sure to fill in the following fields:

- **Type**: Populate the **Type** field by selecting from the drop down list of absences. Chicago Paid Sick Leave will typically be the only option available.

- **Position**: The **Position** field will only display once the above **Type** field is populated. If you have multiple positions, be sure to populate this field by clicking on the prompt icon, and selecting the correct position you want to report an absence from.

- **Daily Quantity**: Enter in the **Daily Quantity** field with the number of hours you work per day. For multiple days, indicate the daily quantity instead of the total work hours. Enter time as decimals instead of the hour and minute format. All time must be entered in increments of 0.50. (Ex: If 5 days off are requested, instead of populating 40 hours of total time requested, a default value of 8 will populate in the Daily Quantity field.)
6. Click **Submit** when complete.

   **Note**: Workers cannot request hours that have not accrued. Unpaid time off is not allowed for Chicago Paid Sick Leave.

If you need to transfer Chicago Paid Sick Leave accrual balances across positions, please use the **Service Now request form titled: Paid Sick Leave Accrual Transfer**. Once the transfer has been completed, you will be able to log into Workday to submit your time off request via the Time Off Calendar. Please include the following information in your request:

- Position ID you would like to remove hours from*
- Number of hours to remove
- Workday Position ID of the job you would like to add hours to
- Number of hours to add
Partial Day Absences
For workers that must report absences by the hour, the same steps to report an absence should be followed. When inputting the time in the Daily Quantity field, input time in increments of .50 to report a partial absence.

To request a partial absence:
1. Open the **Time Off** worklet

2. Under the Review section, click **Time Off**.

3. The monthly calendar will now display. Click on the day you are requesting a partial absence for. The selected calendar date will turn blue.

4. Click the green **Request Time Off** button in the bottom left hand corner.
5. A pop up window will open up. Fill in the following information:
   - **Type**: fill in this field with the type of absence request (typically Chicago Paid Sick Leave.)
   - **Position**: choose the position you are requesting time off from. For workers with multiple positions, use the prompt icon to select from the list.
   - **Daily Quantity**: Fill in the numerical value of the hours.

Click **Submit** when complete.

💡 **Note**: The Daily Quantity must be in increments of 0.50 Hours. An error will display if hours are not entered with the correct increments, or if enough hours are not allotted for the position selected.
Temporary Worker and Student User Guide

Request Time Off Tim Block

Total: 1 Hour

If you need to transfer Chicago Paid Sick Leave accrual balances across positions, please click on the following hyperlink: ServiceNow CPSL Request. Once the transfer has been completed, you will be able to log into Workday to submit your time off request via the Time Off Calendar. Please include the following information in your request:

- Position ID you would like to remove hours from
- Number of hours to remove
- Workday Position ID of the job you would like to add hours to
- Number of hours to add

Note: Workday Position ID's are 8 digits, and start with a P; for example, P1234567. To find the Workday Position ID, navigate to the cloud button next to your name on the top right. Click "View Profile" under your name. The Workday Position ID will be on the top left, next to your job title, underneath your name. If you have multiple jobs, click on the drop down to view your additional jobs.

---

**When**
Monday, December 11, 2017

**Type**
- Chicago Paid Sick Leave

**Position**
- P9003858 Gallery Attendant (GA) (+)

**Daily Quantity**
1

**Unit of Time**
Hour

**Comment**

---

6. Once submitted, the partial absence request will display on the calendar with the absence type titled as a gray time block.
7. Double click the gray time block to view details of the request, and to cancel the request if necessary.

8. If the request is approved, the time block will display on the calendar with a green check mark.
Time Off Balance Awards

Paid absences are available to eligible workers according to their accrued time. At the University of Chicago, you can accrue paid time off as a temporary worker or student through the Chicago Paid Sick Leave ordinance. For more information on the policy, please visit: [https://humanresources.uchicago.edu/fpg/policies/500/p512.shtml](https://humanresources.uchicago.edu/fpg/policies/500/p512.shtml)

Time Off Balances are automatically calculated by Workday based on your employment history. They are awarded at the end of the month. If payroll closes prior to the end of the month, your balance will be viewable. Workers that accrue time on a biweekly basis will accrue time every two weeks along with the payroll calendar.

You will be able to view the sick accrual awards in the Time Off worklet. Once the hours are awarded, your accrual balance will be updated to reflect the earned time.

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Viewing Time Off Balance

Paid absences are available to you according to your accrued time or as described by University policy (for example, Chicago Paid Sick Leave).

Viewing your time off balance allows you to see how many days are available to you for sick time. You should check your available accruals before requesting time off. To view your accruals, simply click on the **Time Off** worklet, and view the section titled **Available Balance as of Today** which will provide a summary of the accrued hours as of the current date.
To View Time Off Balance:

1. View and Select “Time Off” worklet from your home page

Under the “View” column, click on Time Off Balance.

2. Select “As Of” date to review time accrued up to selected date.

3. The page will display a chart with the accrued balance for each of the Time Off plans.
4. To view details, drill down on **Year to Date** values.

5. A pop up window will appear to provide details of the accruals paid and unpaid year to date.
Viewing Pending Time Off Requests
Workday allows you to check the status of any pending time off requested as well as the balances you have accrued to date. You can view this information through the Time Off worklet.

To view your Pending Time Off Requests and Time Off Balances:
1. Click the **Time Off** worklet
2. Under the **View** section, click on **My Time Off**

```markdown
<table>
<thead>
<tr>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Beginning Time Balance</th>
<th>Accrued Year-To-Date</th>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Remaining Time Off</th>
<th>Expired Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Holiday</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
<td>Paid Vacation</td>
<td>Hours</td>
<td>16.45</td>
<td>0</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
<td>Sick Leave</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
<td>Family Leave</td>
<td>Hours</td>
<td>7.5</td>
<td>0</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Total: 24.00
3. All requested time off will display. The following data will display:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Requested</th>
<th>Unit of Time</th>
<th>Status</th>
<th>Time Off Balances as of Current Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20/2017</td>
<td>Tuesday</td>
<td>Personal Holidays</td>
<td>7.5 Hours</td>
<td>Hours</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>12/21/2017</td>
<td>Friday</td>
<td>Vacation</td>
<td>8 Hours</td>
<td>Hours</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>12/22/2017</td>
<td>Thursday</td>
<td>Sick Leave</td>
<td>6 Hours</td>
<td>Hours</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

4. Click on the **Time Off Balances as of Current Date** tab to review the accruals based on the specific time off plan.

<table>
<thead>
<tr>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Time Off Paid in Period</th>
<th>Canceled in Period</th>
<th>Ending Period Balance</th>
<th>Ending Period Balance Including Pending Events</th>
<th>As of Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12/31/2017 - 12/31/2017 (Inactivity)</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td>0</td>
<td>15.45</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15.45</td>
<td>15.45</td>
<td>12/31/2017 - 12/31/2017 (Inactivity)</td>
<td></td>
</tr>
<tr>
<td>Personal Holidays</td>
<td>Hours</td>
<td>0</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7.5</td>
<td>7.5</td>
<td>12/31/2017 - 12/31/2017 (Inactivity)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24.054</td>
<td>24.054</td>
<td></td>
</tr>
</tbody>
</table>
Cancel Requested Time Off

If you should report an absence, but want to withdraw it for any reason, you may do so as long as the request has not been approved. If it has already been approved, you must ask your Time Approver to make the correction.

To cancel a time off request:

1. Click the Time Off worklet

2. Under the Request column, click **Time Off**.

3. Click on the time block listed in the date you are planning to delete.

**Note:** You may only cancel a request for time off as long as it has not been approved. If the absence request has been approved, please see your Time Approver to complete the correction.
4. Click “Cancel this Request” to delete the request.

Time Off Entry

When: Monday, December 11, 2017
Type: Chicago Paid Sick Leave
Position: P955256 Front Desk Attendant (F DA) (+)
Requested: 1 Hour
Initiated On: 02/16/2018 10:45 AM
Time Off Event: Time Off Request: Tim Block
Comment: (empty)

Cancel this Request

Close
5. The **Cancel Business Process Time Off Request** window will display. Review all of the details prior to cancelling the request.

**Note:** *Comments are required when canceling a time off request.*

Click **Submit** when you are ready to cancel your absence request.
Summary

In this module you learned how to—

- Understand the layout of the Time Off worklet
- Report and request time off
- View your accrued time off balance
- View pending time off requests
- Cancel a request for time off

For Further Assistance

You have come to the end of this training and should be ready to use the Workday Time and Absence functions. If you need any further assistance, please refer to the video demos, and quick reference guides which are available at: https://workday.uchicago.edu/time_absence:
Appendix A: Resources

**University of Chicago Workday website:**
https://workday.uchicago.edu/

**Workday Login page:**
https://wd5.myworkday.com/uchicago/login.flex

**Workday Support email:**
workdaysupport@uchicago.edu

**HR Policies**
https://humanresources.uchicago.edu/fpg/policies/index.shtml

**Employee Handbook**
https://humanresources.uchicago.edu/fpg/handbook/2017-08-17%20Employee%20Handbook.pdf

**Chicago Paid Sick Leave FAQ**

**FOR ASSISTANCE CONTACT:**
Shared Services Office: Service Desk
Submit your question here
Call 773-702-5800, M-F 8am – 5pm