Table of Contents

Before You Begin.................................................................................................................... 5
Legend........................................................................................................................................ 5

Chapter 1: Introduction to Workday Time and Absence ......................................................... 6
  Objectives .............................................................................................................................. 6
  Workday Time and Absence Overview ................................................................................... 6
    What is Workday Time and Absence? .................................................................................. 6
    Why is Workday Time and Absence Important? ............................................................... 6
  Benefits to Users ................................................................................................................... 7
  Roles and Responsibilities ...................................................................................................... 7
  Summary .............................................................................................................................. 10

Chapter 2: Exploring the System .............................................................................................. 11
  Objectives .............................................................................................................................. 11
  Exploring Workday ................................................................................................................ 11
    Logging In ........................................................................................................................... 12
  Worklets .................................................................................................................................. 14
  Workday Profile ..................................................................................................................... 15
  Workday Inbox ....................................................................................................................... 15
  Notifications .......................................................................................................................... 16
    To customize your notification preferences: ................................................................. 16
  Navigation Basics ............................................................................................................... 17
    Signing Out .......................................................................................................................... 18
  Summary .............................................................................................................................. 19

Chapter 3: How Workers Record Time ..................................................................................... 20
  Objectives .............................................................................................................................. 20
  Introduction ........................................................................................................................... 20
  Time Worklet ......................................................................................................................... 21
  Using the Web Clock ............................................................................................................ 22
    To check in and check out with the web clock: .............................................................. 22
  Workers with Multiple Jobs ................................................................................................... 25
  Entering Time as a Timesheet User ....................................................................................... 26
  Entering Time via the Timesheet ............................................................................................ 26

Return Home
Submit Time .............................................................................................................31
  To Submit Entered Time: ..................................................................................31
Using the Time Clock Swiping Device .................................................................34
  To clock in using the time clock swiping device: .............................................35
  To clock out using the time clock swiping device: .........................................36
Timesheet Overview ..............................................................................................38
Time Blocks ...........................................................................................................40
Summary ...............................................................................................................41

Chapter 4: Time Tracking Management ..................................................................42
Objectives ..............................................................................................................42
Time Interpretation .................................................................................................42
Responsibilities for Tracking Time .......................................................................42
Team Time .............................................................................................................43
Viewing Time .........................................................................................................44
  Viewing a Worker's Time ..................................................................................44
  Viewing Time Clock History .............................................................................46
  Viewing Your Own Timesheet............................................................................50
Entering Time .........................................................................................................52
  New Workers .....................................................................................................52
  Enter Time for Worker .....................................................................................52
  Auto-fill from Schedule ....................................................................................55
  To auto-fill from schedule: .............................................................................55
Applying Premiums and Bonuses ........................................................................59
  Premium Types................................................................................................59
  Providing a Lump Sum Premium and Higher Grade Differentials ..................60
  To Apply a Premium .........................................................................................60
Correcting Time ....................................................................................................63
  Current Workers .............................................................................................63
  Correct Time for Worker ................................................................................63
Correcting a Lunch Break ......................................................................................66
  Waive Lunch Process ......................................................................................66
Schedules ..............................................................................................................70
Before You Begin

This user guide is a comprehensive training resource for staff that function as Time Approvers for the University of Chicago's time and absence system. This resource may be used as a reference guide to understand the functionality and responsibility you will utilize to approve worked time and absence requests.

Additional Training Resources

While this guide provides the basic information you need as a Time Approver, 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>💡</td>
<td><strong>Notes</strong>: important policy or process steps to be aware of</td>
</tr>
<tr>
<td>🔄</td>
<td><strong>Process</strong>: step by step instructions of system process in Workday</td>
</tr>
<tr>
<td>✔️</td>
<td><strong>Objectives</strong>: key concepts that are covered in each chapter</td>
</tr>
<tr>
<td>⚠️</td>
<td><strong>Caution</strong>: note of caution for frequently missed process steps</td>
</tr>
</tbody>
</table>
Chapter 1: Introduction to Workday Time and Absence

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

- Understand the overview of Time and Absence
- State the purpose of Workday.
- Identify your role and responsibilities in using the system.

Workday Time and Absence Overview

What is Workday Time and Absence?
Workday is the University of Chicago’s Human Resource Information System (HRIS) for reporting time for all biweekly-paid workers including permanent, temporary staff, and students. Monthly-paid, exempt workers use it to report absences. Faculty and other academic workers do not report their time or absences, but may use Workday to approve time and absences for other workers.

In this course, you will learn how to use Workday to view, correct, and approve time as a Time Approver. A Time Approver is anyone who supervises or tracks other workers’ schedules. In addition, you will learn how to schedule absences, approve Monthly Confirmation Reports, and run management reports. If you are a non-exempt worker, you will also learn how to record your own time and report your own absences.

The University requires all biweekly-paid workers to record daily work time and absences, and then submit their time for approval.

Why is Workday Time and Absence Important?
Workday 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.

The purpose of the system implementation is to integrate time tracking and absence management tasks into Workday. This key service will more fully integrate payroll functionality into one system of record and will bring the entire UChicago community a more efficient and user-friendly experience.
Benefits to Users

- Provides ability to view and approve time online
- Offers ability to approve vacation and personal holiday time online
- Offers enhanced reporting by:
  - Presenting real time data
  - Displaying accrual balances
  - Tracking patterns of absenteeism
  - Tracking types of pay (such as overtime)
  - Maintaining equalization of overtime opportunities
- Offers self-service features that allow you to:
  - Check daily entries
  - Check available paid time-off balances
  - Request vacation and personal holiday time off online
- Assists with visibility into team scheduling
- Directly integrates with payroll module
- Immediately reflects changes to worker’s record
- Assists in FMLA compliance
- Provides automatic coding for University holidays

Workday is easy to use. The tasks you perform will depend on your particular role. This guide will take you through the basic steps needed for Time Approvers to use Workday.

Caution: It is extremely important that workers report their time according to the requirements of their job assignments. Their pay will depend on it! It is also important that supervisors approve the worked time on a timely basis.

Roles and Responsibilities
Before using Workday for time and absence functionality, it is important to understand the different roles and responsibilities users have in the system. Your job classification and your supervisory responsibilities determine your role.

In general, users of the time and absence system can be classified into several groups:

1. **Workers** – users who enter time and/or days absent.
2. **Time Approvers** – supervisors who correct and approve time for payroll purposes. This group can include faculty and other academic workers.
3. **HR Partners** - users who can approve and correct time for all workers in a unit.
Workers can be categorized by the frequency of when they are paid.

- **Biweekly paid workers**: includes staff, students and temporary workers who are responsible for reporting their time.
  - Web clock users will access the Time worklet where they will check in and out.
  - Time clock users will swipe their UChicago cards at a time clock device.
  - Timesheet users will record worked hours via a Timesheet.

  All biweekly workers can use Workday to record their time, report absences, view accruals, and request time off.

  **Note**: Temporary workers and students can only request Chicago Paid Sick Leave. Union employees may have additional absence types.

- **Monthly workers**: include staff who will use the system to report absences at the end of each month. They will not record worked hours.

All workers, biweekly and monthly, can view their accruals at any time.

**Time Approvers**

A Time Approver:

- Has first-hand knowledge of the hours the worker actually worked, and types of absences incurred in order to accurately verify the hours reported.
- Is aware of the legal obligation to accurately complete the time reporting process and abide by appropriate audit rules and internal controls; and is aware of the penalties for falsification of time reporting.
- Is only able to view, correct, and approve time for workers assigned to their supervisory organization.
- Is aware of issues related to charging hours to sponsored awards (if applicable to the worker’s position)

As a Time Approver, you will not only approve time for all workers who report to you, but may also have to record your own time or monthly absences. The method you use will be determined by your particular role.

- Time Approvers who are biweekly workers need to report their hours using the web clock or timesheet.
- Time Approvers who are in benefits eligible positions report their own absences and may approve time and absences for both monthly and biweekly workers.
Note: All Time Approvers are responsible for entering their own time and reporting their absences based on their role and according to University policy. For more information, please review the University policies: https://humanresources.uchicago.edu/fpg/policies/500/p502.shtml

Time Approvers can delegate a supervisor or administrator to approve time in case they are unavailable or out of the office. Delegates have the same approval authority as the main Time Approver. When the main Time Approver is not available, the delegate Time Approver may approve time for those workers.

A delegate Time Approver:

- Is a back-up to the Time Approver and is assigned to approve the worker’s time and absence records when the Time Approver is not available;
- Has first-hand knowledge of the hours the worker actually worked and types of absences incurred in order to accurately verify the work hours reported;
- Is aware of issues related to charging hours to sponsored awards (if applicable to the worker’s position);
- Is aware of the legal obligation to accurately complete the time reporting process and abide by appropriate audit rules and internal controls; and,
- Is aware of the penalties for falsification of time reporting.

HR Partners

HR Partners can enter and correct time, and address most of the issues that may arise within their supervisory organization. HR Partners can also request and correct absences on behalf of the worker. These tasks will route to the Time Approver’s Inbox for approval instead of the HR Partner’s Inbox.
Summary
In this module, you were introduced to Workday, the University’s system for reporting time for staff and student workers. You should now be able to:

- Understand the overview of Time and Absence
- State the purpose of Workday.
- Identify your role and responsibilities in using the system.
Chapter 2: Exploring the System

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

- Log into the Workday system.
- Understand the functionality of the Inbox and Notifications
- Navigate parts of the Workday screen.
- Sign out of the Workday system.

Exploring Workday
With the Workday system, biweekly workers enter their time either by using the web clock within Workday, swiping their ID cards through a physical swipe clock device, or by entering time via the timesheet. Either way, a worker’s time records are instantly available to Time Approvers for viewing, correcting, and approving online. At the end of the pay period, the time information is transmitted electronically to the Payroll system for processing paychecks.

Monthly, exempt workers are only required to use Workday to report their absences at the end of each month. These workers are not required to record their work hours. All workers can schedule time off and view time schedules and accruals if applicable.

This module will provide an overview of how to log in, and navigate through the Workday system.
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**

   ![Workday Login 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!

Once logged in, the Workday homepage will display. You can use Workday as your single site to manage your time tracking and absence information.

**Note**: After 3 failed attempts to log in, the system will lock your account for a period of up to 30 minutes.
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. Worklets can be customized to provide shortcuts to frequently used tasks.

As a Time Approver, there are a few worklets that you will specifically have access to including the Team Time and Team Time Off worklets. These worklets will allow you to track your team’s worked time as well as any absences reported.
Workday Profile
All 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 or To-Do 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.

Workday Inbox
The Workday Inbox is a key feature of Workday and will be your center for taking action. It displays:

- **Actions**: This tab displays the items that require completion and tasks, including requests to approve time from the worker. You can complete a task by clicking the Submit button or park it for later action by clicking the 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.

Return Home
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.
# Navigation Basics
When navigating through Workday, the following chart will assist you in searching and filtering through data.

<table>
<thead>
<tr>
<th>Navigation Term</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>![Home Icon]</td>
<td>Home icon will return the user to the default landing page.</td>
</tr>
<tr>
<td>Search</td>
<td>![Search Icon]</td>
<td>The Search function will be the primary point to access data, business processes and transactions. The search box is available on all Workday screens.</td>
</tr>
<tr>
<td>Search Prefixes</td>
<td>![Search Prefix Icon]</td>
<td>These are used to limit the retrieved results. For a list of search prefixes based on your security, type &quot;?&quot; in the search box.</td>
</tr>
<tr>
<td>Predictive Search</td>
<td>![Predictive Search Icon]</td>
<td>Allows for partial entry of search criteria. While typing, Workday will display results based on data entered. If initial results are not what was desired, hit Enter to display the full list of results.</td>
</tr>
<tr>
<td>Filter</td>
<td>![Filter Icon]</td>
<td>Data fields in a grid may be filtered by selecting the filter icon.</td>
</tr>
<tr>
<td>Export</td>
<td>![Export Icon]</td>
<td>Data can be exported to Excel.</td>
</tr>
<tr>
<td>Display as Chart</td>
<td>![Display as Chart Icon]</td>
<td>Report can be viewed as a chart.</td>
</tr>
<tr>
<td>Print</td>
<td>![Print Icon]</td>
<td>Allows for reports or charts to be printed or exported into a PDF file.</td>
</tr>
</tbody>
</table>
Signing Out

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 time reports.

1. To sign out, click your name in the upper right corner of the screen and select “Sign Out”:

![Sign Out Screen](image)

**Note:** If you do not log out and are not using the application, the system will automatically log you out after a 20-minute period of inactivity.
Summary
In this module, you were introduced to an overview of the Workday system. You should now be able to:

- Log into Workday system.
- Understand the functionality of the Inbox and Notifications
- Navigate parts of the Workday screen.
- Sign out of the Workday system.
Chapter 3: How Workers Record Time

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

- State the importance of workers recording time in relation to their pay
- Describe how users can enter time using the web clock, time clock swiping device, and timesheet
- Understand the layout of the timesheet and time block

Introduction
As an approver, it is important for you to understand the various ways workers are logging their worked time. With this knowledge, you will be able to assist them in the essential task of recording their time.

Monthly-paid workers are exempt and are not required to clock their time. However, they are required to complete a Monthly Confirmation Report at the end of each month.

It is very important that biweekly workers clock in and clock out every work day. Clock times are used to determine their pay. When a worker clocks in and out, time blocks are added into the worker’s timesheet. The timesheet calculates entries based on rules for your worker group. For example, the timesheet rounds up to six minutes before or after the scheduled start and end times. The system will automatically account for your scheduled lunchtimes.

Recorded time is processed so that workers can be assured of receiving the correct pay for regular work hours as well as for overtime and premiums. Timesheets are populated by the clock data and the data from the timesheet is sent to the payroll system for processing.
**Time Worklet**
The Time worklet located on the Workday homepage is the main area where workers complete any activities related to time tracking.

- **Enter Time**: this is where workers enter time, and review their timesheet.
- **View**: this section will allow workers to view their schedule, view any time off requested, view time off balances, and also view their time clock history.
- **Time Clock**: Using the web clock feature, workers will check in and check out to record their work related activities. Workers who enter time via a time clock swiping device or time sheet may not see the web clock.

---

1 The Time Clock will display for web clock users only.

[Return Home]
Using the Web Clock

**Note:** This section is only for those biweekly workers who use the web clock.

Most biweekly-paid workers will use a web clock to clock their work time. If you are an approver who is paid biweekly, you will also use the web clock.

The web clock is available from within the Time worklet located on the homepage in Workday. Workers will 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 name, Date, Time, and Time Zone will auto-populate. Please ensure you fill in the Time Type field with the correct value. Click the **Prompt** icon to select any other fields that apply.

---

2 If you have multiple positions, please choose the correct position to clock into.
Check In

You are checking in. Please enter your work details or check box to use your previous work details.

Worker  
Date  01/02/2018
Time  11:43 AM
Time Zone GMT-06:00 Central Time (Chicago)

Use default values from previous check-in

Time Type  Worked Time
Position  P9053288 test_job_title

Details
Comment

OK  Cancel

**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.

Position  P9053288 test_job_title

Details

Comment

select one

P9053288 Gallery Attendant (GA) (+)
P9053288 Rental Gallery Attendant (R/GA) (+)
P9053288 Rental Front Desk Attendant (R/FDA) (+)
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.

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.

**Workers with Multiple Jobs**

In some cases, a worker (usually a student worker) may have more than one job. The jobs may have different approvers and pay at different rates. For this reason, Workday allows workers with multiple jobs to select which position in which they choose to record time.

**Caution:** Workers must clock to the correct job to get their time approved and to get paid properly. This is very important because different jobs may pay at different rates.

Workers with multiple jobs have one of the jobs set as the default job. When they first access the web clock, the default job is selected. If the worker wants to record time to a different job, they can select the position before clicking the “Check In” button.
Entering Time as a Timesheet User
Timesheet users can record 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 time sheet 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 workers 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

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

Week Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</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

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 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**

![Display Screen Image]

**Keypad**

![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 worker 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 worker 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.
Timesheet Overview
The timesheet will display several key dates and information for all workers and Time Approvers to be aware of.

At the top of the screen, a summary of hours will be displayed.

- **Regular Hours**: displays the total hours entered at the regular base pay rate
- **Overtime**: displays the entered time that qualifies for the overtime pay rate
- **Time Off**: displays the total amount of approved time off
- **Unpaid Time Off**: displays the total hours of unpaid time off for the week
- **Total Time**: displays a subtotal of all regular, overtime, time off, and unpaid time off for the week.

On the calendar, the time blocks are categorized into two halves of the display. On the top half of the calendar, key information displayed will be:

- **Automatic Lunches**: lunches that are automatically inserted into a worker’s schedule
- **Vacation**: any reported vacation requests will display with the total hours and status
- **Sick Leave**: any reported sick leave with the total hours and status
- **Time Period Lockout Dates**: the dates for the current pay period to notify the work of the current payroll deadlines
- **Pay Dates**: the scheduled pay date for the current payroll period
- **Adjustments for Rounding**: workers that have fixed schedules and clock times within the grace period allowed will show the rounded difference on as a time block

Oct 22 – 28, 2017

Automatic lunches, vacation, and sick hours, time period dates, pay dates, and adjustments for rounding
On the bottom half of the calendar, an hourly schedule for each day will show the individual time blocks. Information included here will be:

- **Time blocks**: calculated worked times that display the start and end times, total hours, and status of the entered time. Time blocks are typically color coded to provide the worker with a quick visual to review if their time entry has been approved.

You can click on each individual time block to review details for that specific day. Each time block will list the status, reported quantity, and 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.

**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 automatic lunches, vacation, sick, and holiday hours. The bottom half of the screen will display the time blocks of worked time that has been entered.

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="image" 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="image" 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="image" alt="Needs Attention" /></td>
</tr>
<tr>
<td>Approved</td>
<td>Time block has been approved by Time Approver</td>
<td><img src="image" alt="Approved" /></td>
</tr>
<tr>
<td>Paid</td>
<td>Time block has been approved and worked time has been paid out</td>
<td><img src="image" alt="Paid" /></td>
</tr>
</tbody>
</table>

[Return Home](#)
Summary
After completing this chapter, you should now be able to:

- State the importance of workers recording time in relation to their pay
- Describe how users can enter time using the web clock, time clock swiping device, and timesheet
- Understand the layout of the timesheet and time block
Chapter 4: Time Tracking Management

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

- Describe the role and responsibilities of a Time Approver for tracking time
- Access the Team Time worklet to review a worker’s recorded time
- Review time entries for workers
- Enter and correct time for workers
- Apply premiums where necessary
- Make temporary schedule changes for biweekly workers
- Approve entered time for workers in your organization

Time Interpretation
By law, all workers must be paid for all worked time including overtime regardless of where work is performed, budgets, and approval by supervisor. With Workday, all clocked time will be reported and paid even if it is not submitted or unapproved.

Remember, biweekly-paid workers must record their work hours in the system. Monthly-paid workers do not record their work hours, only their absences.

Responsibilities for Tracking Time
As a Time Approver, there are three main responsibilities you have when tracking time. You will have the ability to View, Approve, and Correct time on behalf of workers in your supervisory organization.

- **Viewing Time**
  - You will be able to view time entries for biweekly workers who record their time using a web clock, time clock device, or timesheet.
  - As a Time Approver, you can view a worker’s time in Workday via their timesheet, the Time Clock History report, and even view your own time if you are a biweekly worker.

- **Correcting Time**
  - While biweekly workers cannot correct their time, you as a Time Approver can make corrections where necessary, and approve time.
  - Corrections may include correcting incorrect swipes via the time clock, adjusting in and out times, or indicating premiums.
  - You can correct the position of time blocks for workers
  - You can assign, adjust, and make temporary schedule changes for biweekly workers.
- You can also apply premiums where necessary

**Approving Time**
- You, the approver, will access worker time records and review them on a regular basis. You may want to do this daily, weekly, or biweekly, but you must do this within one business day (i.e., Monday, 5:00 pm) after the end of the pay period if you want to make corrections.
- The Biweekly payroll deadline is 5:00PM the Monday before Payday unless noted on the payroll calendar.

**Team Time**
As a time approver, you will have access to the worklet titled “Team Time” which enables you to review, correct, and request time off on behalf of your workers.

In the Team Time worklet, you will have access to several functions.
• **Actions:** this section allows you to take action on behalf of your worker by enabling you to review their entered time, and enter worked time.

• **View:** this section allows you to view your team’s work schedule, the history of their clocked time, and any requested or approved time off.

**Viewing Time**

Prior to approving time in Workday, you should be able to guide a worker in viewing their time to ensure all time entries are correct. This will help minimize any errors or adjustments needed in the future prior to approval. There are several methods to view a worker’s time as well as your own time in Workday.

**Viewing a Worker’s Time**

You can view the worker’s timesheet to see the time entries and the status on the time block.

1. Click on the **Team Time** worklet.

2. Click on **Enter Time for Worker**.
3. Type in the **Worker** name and select the **date** of the time period you are reviewing. You can use the **Prompt** icon to select the name from your team or organizations, or simply type it in. Click **OK**.

4. The timesheet will display. Once you have approved the entered time, the time blocks will display with a green check box, along with the status of **Approved** listed on it.
Viewing Time Clock History

Viewing Time Clock history will show you a report display of all checked in and out times for the worker.

1. Click the Team Time worklet.

2. Under the “View” section, click on Time Clock History.
3. Populate the “Worker” field with the name of the worker you are reviewing. You can type the name of the worker in this field or select the “Prompt” icon to choose from several drop down menus including:
   a. **My Team**: this allows you to choose the individual workers that are assigned to your team.
      i. Upon selecting this option, a list of your team will display. Click on the radio button next to the name of the worker you choose.
   b. **Employees by Manager**: this selection allows you to view the managers loaded in the system, and then choose the appropriate worker.
   c. **Employees by Organization**: this selection allows you to view all of the organizations listed in the system to find the appropriate worker.
Note: Choose the “My Team” selection as the other options may time out due to a large amount of data needed to populate.

4. Enter the Start Date to choose the beginning of the time period you are choosing to view and click OK at the bottom of the screen.

5. The Time Clock History chart will display. You can now view the worker’s recorded clocked times in the chart. The type of clocked in time including check in, check out, and lunch breaks are recorded. To view the clock data in a calendar view format, click on “View Time Calendar for Worker”.

Return Home
6. Enter the beginning of the time period you are choosing to view, and click OK.

7. The calendar will display with the entered time displayed on each day as time blocks.
Viewing Your Own Timesheet

If you are a Time Approver and a biweekly-paid worker, you will also have a timesheet. You can also view your own time entries via the Time worklet.

**Note:** *Monthly-paid workers do not enter 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.
Enter Time

3. Your entered time appears on the respective date as a time block.
Entering Time
As a time approver you can manually input time entries for workers. You may need to enter time:

- For new workers during their first week if necessary
- When a worker forgets to check in or out
- To apply premiums and overrides as appropriate.

New Workers
As part of the onboarding process, new hires will have access to Workday immediately. This streamlined process will allow a new worker to input their time into Workday as soon as their first day. If there are any issues with onboarding or access, you as a time approver can enter time on behalf of the worker via their timesheet until they have access to the Time worklet.

Note: Workers will not be paid until their official onboarding process is complete and a pay group is assigned.

Enter Time for Worker
When a worker has not submitted any time entries, you may need to enter time on their behalf.

1. Click on the Team Time worklet.

   Team Time

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

   Actions

   Review Time
   Enter Time for Worker

3. Fill in the Worker field with the name of the Worker by either typing it in, or by clicking on the Prompt icon and selecting from the respective drop down menu. Fill in the Date field.
4. Click **OK**.

5. Click on the specific day on the timesheet to open up a time block, or click on the **Enter Time** button located in the bottom left hand corner of the screen and choose **Enter Time**.

**Note:** There are multiple ways to enter time. Please choose the method that is most convenient for you.
6. When the time block opens up, fill in the appropriate fields:
   - In the **Time Type** field, select Worked Time.
   - Adjust the **In** and **Out** fields to indicate the start and end times.
   - Select the appropriate **Out Reason** to identify if the worker checked out for their Meal or to signify the end of their work period.
   - Select the correct position from the **Position** field menu to attach the worked time to the worker’s correct position.

<table>
<thead>
<tr>
<th>Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Type</td>
<td>Worked Time</td>
</tr>
<tr>
<td>In</td>
<td>01:00 PM</td>
</tr>
<tr>
<td>Out</td>
<td>05:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out Reason</th>
<th>Out</th>
</tr>
</thead>
</table>

| Hours | 4 |

| Position | P9053288 test_job_title |

7. Click **OK**.

8. Click **Submit** on the timesheet when you have completed entering in the worked time.
Auto-fill from Schedule
When entering time for workers who have a schedule, you can use the auto-fill feature to automatically enter time blocks for the week. This process will help you avoid entering individual time blocks for each day, and populate worked time through one seamless step.

To auto-fill from schedule:

1. Click on the Team Time worklet.

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

3. Fill in the Worker field with the name of the Worker by either typing it in, or by clicking on the Prompt icon and selecting from the respective drop down menu. Fill in the Date field.

4. Click OK.
5. The timesheet will now display. Click on the Enter Time button located in the bottom left hand corner of the screen and choose Auto-fill from Schedule.

6. The next page will display a list of the worker's scheduled hours that will be copied as time blocks and applied to the current week. You can then make changes to the time blocks as necessary.
7. Click **OK**.

8. The newly entered time blocks will now display on the timesheet. The status will display as Not Submitted.

9. Click **Submit** to route the time entries for approval.
10. The next page will display a summary of the total hours for the week.

11. Click **Submit**.

12. A confirmation page will display stating the time entries have been successfully submitted. Click **Done** to complete the process.
13. The timesheet will now display with the time blocks showing a status of Approved.

Note: Time blocks can still be adjusted after the entries are populated from the auto-fill feature if necessary.

Applying Premiums and Bonuses
In many cases, Workday will automatically designate overtime and premiums for certain hours and days worked. For instance, some workers will receive a Sunday premium when any time on a shift falls on Sunday. However, some premiums cannot be determined by the time segment, so they must be designated manually by the approver.

As an approver, you can use the Enter Time for Worker process to assign certain premiums and bonuses.

Premium Types
Full-Day Premium codes are reserved for workers who spend all or part of the day serving in a different job role. Eligible workers will be awarded a higher pay grade for the full day worked. Select an option for these fields when you need to apply these premiums. Premium options will only display for workers who are eligible for them.

Worked Day Off overrides can be assigned to time segments where an eligible worker is asked to come to work during their normal off time. Eligible workers will be awarded a higher pay grade for such hours worked. Select an option for these fields when you need to apply a premium. Examples of premium types include:
• **Call Back** – a worker in select unions may be called back into work after his/her shift has ended or called into work on a normal day off, such as a weekend day. If the worker is called back on the same day as a normal work day, this premium should be applied to a separate shift on the same day as the regular shift.

• **Call Back Snow Removal** – a worker is called back to work after his/her shift has ended or called into work on a day off to perform snow removal.

• **Call In Early** – a worker is called to work early, for example, for snow removal. This should be applied on the same shift as the regular scheduled worked shift.

• **Interrupted Vacation** – a worker is called to work on a scheduled vacation day.

• **Worked on Personal Holiday** – a worker is called to work on a scheduled Personal Holiday.

💡 **Note:** Time Approvers should refer to the Collective Bargaining Agreement for their specific union for a list and instructions of when to apply any premiums.

### Providing a Lump Sum Premium and Higher Grade Differentials

Workday gives you a way to indicate when a worker should receive a lump sum payment. A lump sum premium is a single bonus payment for work performed that is not time based. An example would be if an actor received a lump sum payment for a performance in a promotional video.

A worker might get a Higher Grade Differential (HGD) for performing work at a level above the assigned job. These premiums are not associated with a time block and will display at the top of the timesheet.

<table>
<thead>
<tr>
<th>Hours: 0</th>
<th>Hours: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lump Sum Premium</strong>&lt;br&gt;300 Dollars&lt;br&gt; (%) Not Submitted</td>
<td><strong>Higher Grade Differential</strong>&lt;br&gt;3,000 Dollars&lt;br&gt; (%) Not Submitted</td>
</tr>
</tbody>
</table>

#### To Apply a Premium

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.

   Worker: 

   Date: 03/22/2018

4. Click OK.

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.

8. Click **OK** when complete.
Correcting Time
Use the **Team Time** worklet if you want to make changes to the start and end times for a worker. You will see the worker's daily time in time blocks for convenient viewing, correcting, and approving.

As a time approver you can correct entered time. You may also need to:

- Adjust in and out times when a worker was unable to clock in or out during time actually worked
- Amend incorrect time blocks when a worker forgets to check in or out;
- Apply premiums and overrides as appropriate.

Current Workers
You may also have to correct time for current workers who may have neglected to clock in or out. However, you should keep your corrections to a minimum. Remember it is against University policy to falsify time records. Only agree to correct a time entry for another worker when you are certain the change accurately reflects the worker's attendance.

**Correct Time for Worker**
1. Click on the **Team Time** worklet.

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

3. Fill in the **Worker** field with the name of the Worker by either typing it in, or by clicking on the **Prompt** icon and selecting from the respective drop down menu. Fill in the **Date** field.
4. Click **OK**.

5. Click on the time block that needs to be corrected.

6. When the time block opens up, fill in the appropriate fields based on the correction type you are making.
In the **Time Type** field, select the applicable field regarding the correction you are making.

- Adjust the **In** and **Out** fields if the entered time needs to be corrected.
- Select the appropriate **Out Reason** to adjust a worker's time if they checked out for their Meal or the end of their work period.
- Select the correct position from the **Position** field menu to correct worker's time entries under the incorrect position.

7. Click **OK**.

8. Click **Submit** when you have completed correcting the entered time.
Correcting a Lunch Break

There may be situations when you want to change a lunch break to worked time or even paid absence time. For instance, consider these examples:

- A worker who has a scheduled one-hour lunch break wants to take a half-hour lunch and leave work a half-hour early that day.
- A worker becomes ill at work and clocks out after working four hours. The worker clocks out before a scheduled lunch break and takes the rest of the day off. The worker wants to insert sick pay time for four hours.

In both examples, you will have to correct the worker’s time. If the worker is assigned a schedule with a built-in lunch break, the system will generate the break automatically when time is entered for the day. To correct time that occurs during a lunch break, you must waive the automatic lunch that is generated on the schedule by adding a time block called Waive Lunch.

As a time approver, you can use that time entry code to remove the automatic lunch in Workday. Once the Waive Lunch time type is entered, you can manually correct time for the worker as needed.

### Waive Lunch Process

1. Click on the Team Time worklet

   ![Team Time](image)

2. Click Enter Time for Worker.

   ![Enter Time for Worker](image)
3. Enter the Worker name in the **Worker** field, or select their name from the drop down menu. Enter the **Date** for the specific day that needs to be adjusted.

![Enter Time for Worker](image)

4. Click **OK**.

![OK and Cancel buttons](image)

5. The timesheet will now display. Click on the timesheet to open a new time block, or click on the **Enter Time** button located on the bottom left hand corner of the screen and choose **Enter Time**.

![Enter Time](image)

**Click Enter Time, or click on the Timesheet to enter a new time block**
6. Once the time block opens up, click on the prompt icon in the **Time Type** field, and select **Waive Lunch**.

```
Enter Time  04/09/2018
```

![Time Type Selection](image)

**Note:** For workers with multiple positions, be sure to select the correct position listed in the **Position** field.

7. Fill in the **Hours** field with the hourly amount of the worker’s lunch to remove the automatic lunch from the timesheet. Completing this step will remove the existing lunch break. If the worker took their lunch time in a different increment, that time will need to be reflected on the time block.

![Hours Entry](image)

8. Click **OK** when complete.
9. The waived lunch will now appear on the timesheet.

10. Click Submit to route the correction.

11. A confirmation page will display summarizing the correction being routed for approval. Click Submit.

12. The next page will display confirming the correction has been successfully submitted. Click Done to complete the process.

If the existing time block needs to be corrected, open up the time block to adjust any of the In and Out fields to reflect the newly worked time.
Schedules
Many biweekly workers are assigned work schedules with shifts. In Workday, shifts are labeled as scheduled events. Schedules identify the times and days a worker is expected to work. For example, a schedule may include shifts for Monday through Friday from 8:00 am to 4:00 pm, with a 30 minute lunch.

Some workers may be on open schedules, with no fixed start and end times. Rounding or scheduled lunch breaks do not apply to workers on open schedules.

Workers should clock in and out accurately according to schedule. Clocking in early or out late may add increments of overtime to the workers' records. To avoid paying unapproved overtime hours, each department will need to establish rules for clocking in and out according to schedule.

Time is interpreted according to university policy and specific union bargaining agreements. These rules are programmed into Workday and time is calculated and paid out accordingly.

Note: Full day workers who are on an open schedule will need to clock in and out for lunch.

To Assign a Work Schedule
1. Click on the Team Time worklet.
2. Under the View section, click on My Team's Schedule.

View

- RPT Worker Schedule LTW
- My Team's Schedule
- Time Clock History
- Time Off & Leave Calendar

3. Enter in the Date.
4. Fill in the Worker field by typing the name of the worker, or choosing the name from the drop down selections.

5. The worker’s schedule will now appear.

6. At the bottom of the screen, click on Add Event and choose the option to Assign Work Schedule.
7. The **Assign Work Schedule** page will display.

![Assign Work Schedule](image)

Fill in the following fields including:

- **Worker**: Enter in the name of the worker or select them using the drop down menus.
- **Start Date**: enter the date for the schedule to begin.
- **End Date**: enter the date for the schedule to end if necessary.

💡 **Note**: *It is recommended to leave the End Date field blank. This will help avoid any overlapping schedules for future correction.*

- **Work Schedule Calendar**: choose from the list of schedules from the drop down menu
Edit a Scheduled Event
As a time approver, you can assign a temporary schedule change to accommodate instances where a worker works a different schedule for a set period of time.

Scheduling a shift change allows you to better track your approvals. If you do not edit a scheduled event and the worker works a different shift, the worker’s time will still be reported properly and the worker will be accurately paid.

In some cases, you may not want to adjust the entire schedule, but merely adjust the start and end times for one specific day. You can make these adjustments by editing the scheduled events within the work schedule.

To Edit a Scheduled Event
1. Click on the Team Time worklet.

2. Under the View section, click on My Team’s Schedule.
3. Enter in the **Date**.

   ![Date field with 03/16/2018 selected]

4. Fill in the **Worker** field by typing the name of the worker, or choosing the name from the drop down selections.

   ![Workers dropdown with options]

5. The worker’s schedule will now appear.
6. You can click on the time blocks to edit the individual time entries for each day to adjust the start and end times.

**Edit Schedule Event**

<table>
<thead>
<tr>
<th>Worker</th>
<th>* David Steele</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>* 03/12/2018</td>
</tr>
<tr>
<td>In</td>
<td>* 08:00 AM</td>
</tr>
<tr>
<td>Out</td>
<td>* 05:00 PM</td>
</tr>
<tr>
<td>Quantity</td>
<td>9 hours</td>
</tr>
</tbody>
</table>

7. Click **OK** when complete.

---

**To View Team Schedule:**

As a Time Approver, you can use the My Team’s Schedule button to view the schedule for an individual worker, or multiple workers on your team.

1. Click **Team Time** worklet

2. Click **My Team’s Schedule**
3. Populate the **Date** field and the **Workers** field with the names of the workers you wish to view.
   a. You can also click the **Prompt** icon to use the sub menus and drill down to select the members of your team

4. The calendar view will display and all schedules will be listed out in a weekly format.
Schedule Errors
If a schedule is assigned and overlaps with an existing schedule, a soft error notated in orange will display. While you can still proceed with your process with this type of error, Time Approvers should be aware of these conflicts to make the appropriate adjustments if necessary.

It is recommended to leave the End Date field blank so that workers will not have a blank schedule. This can potentially cause issues with premiums such as working on unscheduled days for applicable union workers.

Approving Time
Once you have viewed and/or corrected a worker’s entered time, you can proceed to approve the submissions. As a Time Approver, tasks will appear in your Workday Inbox for all of the time entries that need to be approved. If further corrections are needed from the worker, you can send the submitted entry back to the worker or even deny the time entry.

When approving Time in Workday, you can choose from a few responses to approve or deny submitted time entries.

- **Approve**: this selection approves the entered time and updates the status on the time block as Approved.
- **Send Back**: this option does not approve the submitted time, and sends a task back to the worker along with a reason why the time was not approved. This option should only be used for timesheet workers. All other workers will not have the ability to correct their time once submitted.

  **Note**: Using this feature will allow the worker to correct their time, however this option will not restrict the time from being paid whether or not the corrections are made.

- **Deny**: this option is used to deny the submitted time entry, and allows you to state the reason for the denial. Please note that using this option will terminate the entire business process.
Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason

![Submit](submit_button.png)  ![Cancel](cancel_button.png)

**Note:** Using this option will prevent the time from being paid.

**How to Approve Time**

1. When a worker submits their entered time, a task will appear in your Inbox. To check the task, click on the cloud icon in the upper right hand corner of the Workday homepage and click on Inbox. Tasks typically appear with an orange badge icon indicating the number of new tasks housed in the Inbox.
2. The **Inbox** will now display. Click on the tasks listed in the **Action** column. Tasks that indicate time that needs to be approved will typically read: “**Time Entry: Worker Name**” along with the hours and time period that is needing approval.

3. After clicking the task you choose to view, the task will display in the main window. A chart displaying the entries to approve including the specific “in” and “out” times, holiday, or scheduled time will display.

4. Click the Green **Approve** button to approve the entered time.
5. A confirmation page will display showing the entered time has been approved. Click **Done** to complete the process.
Summary
In this chapter, you learned how to:

- Describe the role and responsibilities of a Time Approver for tracking time
- Access the Team Time worklet to review a worker’s recorded time
- Review time entries for workers
- Enter and correct time for workers
- Apply premiums where necessary
- Make temporary schedule changes for biweekly workers
- Approve entered time for workers in your organization
Chapter 5: Absence Management

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

- Identify the worklets used as a Time Approver for Time Off
- Recognize the types of absences used to request or report time off.
- Instruct workers how to view time off balances
- Describe the procedure for requesting time off in Workday.
- View absence requests for individual workers and your team
- Correct Time Off requests for workers
- Approve requested time off

Introduction
As an approver, you will have responsibility for the following absence management activities:

- Reviewing and approving reported absences and pending requests for scheduled time off
- Reviewing and approving Monthly Confirmation Reports for exempt workers
- Entering reported and scheduled absences on behalf of workers if necessary
- Sharing accrual and report information to workers.

To manage absences in Workday, the main worklets that are used to request time off and to review your team’s absences are the Time Off and Team Time Off worklets.
Time Off

The Time Off worklet located on the Workday homepage is your main area to complete activities related to reporting absences and requesting time off.

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

- **Request**: this section is where staff can report absences and request scheduled time off
- **View**: this section is where staff can review any input time off, balances, and time off results by period
- **Available Balance as of Today**: this section provides a quick summary of accrued hours
Team Time Off

The Team Time Off worklet is the main area where you as a time approver can take action on a worker's entered time off, as well as view reports and absences for your team.

- **Actions**: this section is where you can enter or correct time off on behalf of a worker
- **View**: this section is where you can view reports, and summary views of time off and absences for your team.
Time Off Types

Time Off requests, or absences, are any scheduled or unforeseen dates where a worker does not report to work. Future absences are typically any vacation days or personal holidays that the worker plans in advance. The type of time off types that are available will depend on the position of the worker, and if they are on any specific leave type. Workers should refer to the HR policy or their supervisor for any questions on the absence types available to them.

Paid Time Off Balance

Paid time off is available to workers according to their accrued time. At the University of Chicago, workers can accrue paid time off in three banks:

- Vacation time
- Sick time
- Personal holidays

Accruals are automatically calculated by Workday based on your employment history. They are awarded based on payroll completion. You will be able to view the vacation and sick accrual awards by clicking the Time Off Balance report.
Viewing Paid Time Off Balance
Paid time off is available to you according to your accrued time or as described by University policy (for example, jury duty).

Viewing paid time off balances, or accruals, allows you to see how many days are available to you for vacation, personal holidays, and 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. You can also view a detailed report of your accruals using the Time Off Balance with Cap report.
To View Time Off Balance:
1. View and Select Time Off worklet from your home page.

2. Under the View column, click on Time Off Balance with Cap.

3. Populate the Effective as of Date if needed and click OK.

4. The page will display a chart with the accrued balance for each of the Time Off plans including Banked Holiday, Sick Leave, Vacation, and Personal Holidays for benefits eligible staff.
Reporting Time Off
All workers are responsible for reporting unscheduled time off. In most cases, unscheduled absences will be for unforeseen sick time and emergencies. Other absences such as vacation and personal holidays should be scheduled in advance using Workday.

In addition to reporting past time off, workers can request future time off. Planned absences include vacation time, personal holidays, and sick days. Workers should first check their accruals to make sure they have paid time off available. Use the following process to instruct a worker on how to request time off, or to request a scheduled absence for yourself.

Note: Workers on an open schedule can request time off as long as they have the adequate time accrued.

To Report Time Off:
1. Click on the Time Off worklet
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. Fill in the **Type** field from the list of absences types, along with the **Daily Quantity** field with the number of hours you are reporting as absences. For multiple days, indicate the daily quantity instead of the total work hours.

Enter time 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.*)

**Note:** The Daily Quantity field will default to your daily scheduled work hours. You can adjust the quantity as needed.
6. Click **Submit** when complete.

**Time Off Balance Errors**
For time off such as sick and vacation, workers will only be able to report an absence if they have accrued enough hours. The worker will see the following error for a previously scheduled absence if hours are unavailable at the start of that day:

```
Errors and Alerts Found

Request Time Off
Total: 7.5 Hours
```

Error:
Unpaid time off is not allowed for Vacation. The Vacation request for 03/21/2018 exceeds the maximum amount of 0 unpaid Hours. Worker cannot request hours that have not accrued.
The error will also appear when the worker or approver attempts to use an absence when the time off balance is not available.

**Enter Time Off for a Worker**

As an approver, you can also schedule an absence for a worker in the event that a worker cannot enter their own time.

**To Enter Time Off for a Worker:**

1. Click on the **Team Time Off** worklet.
2. Under the Actions section, click **Enter Time Off**.
3. Fill in the **Worker** field by typing the name of the worker, or choosing the name from the drop down selections. Click OK.
4. 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.

5. Click the green button titled **Request Time Off** located in the bottom left-hand corner of the screen.

6. Fill in the **Type** field from the list of absences, along with the **Daily Quantity** field with the number of hours you are reporting as absences. For multiple days, indicate the daily quantity instead of the total work hours.

Enter time 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.)
Note: The Daily Quantity field will default to your daily scheduled work hours. You can adjust the quantity as needed.

Request Time Off

When: Monday, December 18, 2017 - Friday, December 22, 2017
Type: 
Daily Quantity: 0
Unit of Time: (empty)
Comment: (empty)

7. Click Submit when complete.

Banking a Holiday
Some union workers and non-union University workers who work on a scheduled holiday have a choice of either receiving an extra full day’s pay for the holiday or banking the holiday in their accrual bank. If they bank the holiday, they can use those hours as a paid absence on another day prior to or after the actual holiday date.

In order to bank the holiday, the worker must have worked at least part of the holiday. The worker must tell their approver to bank the holiday. The approver must then use Workday to indicate a banked holiday.

The worker will need to use the paid absence within a predetermined number of days before or after the actual holiday. Please refer to the respective collective bargaining agreement for the exact number of days allowable for using a Banked Holiday before and after the actual holiday.
Viewing Time Off
You can view all time off requests in your queue or in another worker’s queue. Viewing all absence requests may help you better plan your team’s schedule.

To View Time Off Requests:
1. Click on the Team Time Off worklet

2. Click All Time Off

3. Fill in the Organizations field with your Supervisory Organization. You can choose the Prompt icon to select from the sub menus and select My Organization to fill in this field.
4. Populate the **Start** and **End Date** fields if needed to review time off requests during a certain time period.

5. Click **Ok**.
6. The calendar view will now display with a list view of requested time off, along with a category of **Approved**, **Pending**, and **Denied** requests.
Viewing the Team Absence Calendar
The Team Absence Calendar allows you to view all of the reported time off in a calendar format for the workers on your team.

To View the Team Absence Calendar
1. Click on the Team Time Off worklet

2. Under the View section, click on Team Absence Calendar

3. Fill in the following fields:
   a. Organizations
   b. Workers
   c. Include Self: click this checkbox to include yourself on the calendar display

4. Click OK

5. The calendar will display with the worker names, and any time off reported on the day requested.
Correcting Time Off for Workers
If a worker requests an absence and you approve it, the absence will appear on the worker’s schedule. If a worker wishes to cancel or correct time off, you as the approver, can correct the absence from the worker’s schedule. This process is typically used after the request has been approved, and corrections are needed.

To Correct Time Off
1. Click on the Team Time Off worklet.
2. Under the Actions section, click on Correct Time Off.
3. Type in the worker name into the Worker field, or select them from the drop down menu.
4. Click **OK**.

5. Once the calendar displays, click on the event you are choosing to correct.

6. The event will display showing specific rows for the reported absence dates. Click the check mark for each row you are choosing to correct. For reported absences with multiple dates, you can check the **Select All** box.
To correct a reported absence, there are several options to choose from:

- To remove an absence, click on the minus sign to remove the row containing the requested time off.
- To adjust the absence type, select the corrected absence type from the drop down menu.
- To correct the amount of hours requested, fill in the Daily Quantity field with the corrected units.

Click Submit when complete. Your corrections will now be reflected on the workers timesheet.

**Note:** The absence day(s) will be corrected on the worker's schedule. Also for any absence changes, any accruals reserved for future use will be released and available for future scheduling. Workers will have the ability to delete an absence as long as it is not approved.
Approving Time Off
When approving Time Off in Workday, you can choose from a few responses to approve or deny submitted time off requests.

- **Approve**: this selection approves the entered time off and updates the status as Approved.

- **Send Back**: this option does not approve the submitted time off request, and sends a task back to the worker along with a reason why the request was not approved.

- **Deny**: this option is used to deny the submitted time off request, and allows you to state the reason for the denial. Please note, using this option will terminate the entire business process.

**Note**: Using this option will restrict the time off request from being paid.
As an approver, you will need to approve (or deny) time off for your workers. When you approve an absence, the worker’s schedule is automatically adjusted to show the absence. Remember, workers on an open schedule can request time off as long as they have the adequate time accrued. After a worker requests an absence, you will receive a task via the Inbox requesting an approval. You should approve any absence requests right away.

To Approve Pending Time Off Requests

1. On the workday homepage, click on the **Cloud Icon** located in the upper right hand corner of the screen. Click on **Inbox** to view tasks. An orange badge will appear on the cloud icon anytime a new task arrives in the Inbox.

2. The **Time Off Request** task will display. In the task, select the green **Approve** button to approve the time off request. You can click on **View Balances** to view the workers accruals for verification.
3. A task displaying the successful approval of time off will display. Click **Done** to complete the process.
Summary
In this chapter, you learned how to:

- Identify the worklets used as a Time Approver for Time Off
- Recognize the types of absences used to request or report time off.
- Instruct workers how to view time off balances
- Describe the procedure for requesting time off in Workday.
- View absence requests for individual workers and your team
- Correct Time Off requests for workers
- Approve requested time off
Chapter 6: Using Monthly Time Off Confirmation Reports

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

- View, correct, and submit your own Monthly Time Off Confirmation Reports.
- View, correct, and approve your workers’ Monthly Time Off Confirmation Reports.

Overview
The Monthly Time Off Confirmation Report is only required of monthly-paid workers. All monthly, non-academic workers must complete and submit a Monthly Confirmation Report by the last work day of the month.

If you, as an approver, are a monthly staff worker, you are also required to submit a Monthly Time Off Confirmation Report.

Submitting Your Own Monthly Time Off Confirmation Report
1. Click the Time Off worklet.

2. Under the Request section, select Time Off.

3. The monthly calendar will display. To confirm all monthly absences have been requested, select a date on the calendar and click on the green Request Time Off button.
4. **The Request Time Off** pop up window will display.

   ![Request Time Off Pop-Up Window]

   - **Total:** 1 Hour
   - **When:** Sunday, December 31, 2017
   - **Type:** Monthly Time Off Confirmation
   - **Daily Quantity:** 1
   - **Unit of Time:** Hour
   - **Reason:** [Select this to confirm all time off requests have been submitted for this month]

5. The In the **Type** field, choose the **Prompt** icon to display the drop down values. Select **“Monthly Time Off Confirmation”** from the list.

6. In the **Reason** field, click the **Prompt** icon to choose **“Select this to confirm all time off requests have been submitted for this month”** value.

   ![Prompt Icon]

---

4. **The Request Time Off** pop up window will display.

   ![Request Time Off Pop-Up Window]

   - **Total:** 1 Hour
   - **When:** Sunday, December 31, 2017
   - **Type:** Monthly Time Off Confirmation
   - **Daily Quantity:** 1
   - **Unit of Time:** Hour
   - **Reason:** [Select this to confirm all time off requests have been submitted for this month]

5. The In the **Type** field, choose the **Prompt** icon to display the drop down values. Select **“Monthly Time Off Confirmation”** from the list.

6. In the **Reason** field, click the **Prompt** icon to choose **“Select this to confirm all time off requests have been submitted for this month”** value.
7. Click **Submit** when complete.

### Approving a Monthly Time Off Confirmation Report

If you are an approver, you have the authority and responsibility to review and approve Monthly Time Off Confirmation Reports for any monthly-paid employees assigned to you. Time Approvers who are biweekly-paid may in some cases serve as approvers (delegates) who approve Monthly Time Off Confirmation Reports.

**Note:** *Monthly Time Off Confirmation Reports should be approved in chronological order. For instance, if September’s report for a worker is not approved, you should reach out to the worker as a reminder to submit the report prior to submission for the next month’s report. Workday will not prevent the submission of future reports.*

**To Approve a Monthly Time Off Confirmation Report:**

1. Access your Inbox from the cloud icon in Workday.

2. Click on the specific time off request from the Actions column.
3. Click **Approve**, **Send Back**, or **Deny** from the main window.

Review Time Off Request  Han Solo  
15 day(s) ago - Effective 02/28/2018

Details to Review

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Requested</th>
<th>Unit of Time</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2018</td>
<td>Wednesday</td>
<td>Monthly Time Off Confirmation</td>
<td>1</td>
<td>Hours</td>
<td>Select this to confirm all time off requests have been submitted for this month.</td>
</tr>
</tbody>
</table>

View Balances

Previous Time Off Requests

enter your comment

Approve  Send Back  Deny  Cancel
Summary
In this chapter, you learned how to:

- View, correct, and submit your own Monthly Time Off Confirmation Reports.
- View, correct, and approve your workers’ Monthly Time Off Confirmation Reports.
Chapter 7: Reports

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

- Recognize the purpose of the various data reports available to you as a Time Approver.
- Run data reports in Workday.

Introduction
As a Time Approver, reports can help you track information on your workers for your own purposes. Reports can also aid you in delivering information to other management and administration personnel. In addition, you may need to run a report in order to answer a worker’s question regarding time data.

Various reports will be accessible through the related worklet. For time tracking reports, access the Time or Team Time worklets. For reports related to absence management, use the Time Off and Team Time Off worklets. Additional reports are available by using the search function, and typing in the prefix of “RPT” in the Workday search bar.

You can run a report on demand or schedule a report to run on a recurring basis. By filtering the information, you can easily manipulate the data that displays in your selected report. Options to export the list to Excel and print as a .pdf file are also available.
### Report List

The list below outlines the frequently used reports for time approvers, and Human Resource Partners.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Request Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1T</td>
<td>RPT Workers with No Time Entered</td>
<td>Returns non-exempt workers with no hours entered for a given period.</td>
</tr>
<tr>
<td>2T</td>
<td>RPT Workers with Time Entered but Not Submitted</td>
<td>Returns timesheets that have been submitted but not approved.</td>
</tr>
<tr>
<td>3T</td>
<td>RPT Time Exceptions for a Period</td>
<td>Returns workers that have errors with their time tracking data by time frame (e.g. two simultaneous time blocks, more than 24 hrs. etc.).</td>
</tr>
<tr>
<td>4T</td>
<td>RPT Reported Time Status for a Period</td>
<td>Shows the status of timesheets for a given period (submitted, approved, has exceptions).</td>
</tr>
<tr>
<td>5T</td>
<td>RPT Scheduled vs. Worked - Time Day</td>
<td>Compares when workers clock in and out vs. their scheduled in and out times.</td>
</tr>
<tr>
<td>6T</td>
<td>RPT All Work Schedules for Worker</td>
<td>Allows managers, Time Approvers and HR Partners to view their team schedules.</td>
</tr>
<tr>
<td>7T</td>
<td>RPT Overtime Hours by Org</td>
<td>Returns all overtime hours for a given organization broken down by worker.</td>
</tr>
<tr>
<td>8T</td>
<td>RPT HGD &amp; Lump Sum Audit</td>
<td>Shows when Higher Grade Differential or Lump Sums have been applied to someone's time and for what amounts.</td>
</tr>
<tr>
<td>9T</td>
<td>My Team's Reported Time</td>
<td>For Time Approvers, this report provides the hours worked by day for workers.</td>
</tr>
<tr>
<td>10T</td>
<td>Timesheet Audit Report</td>
<td>For central users, returns raw data vs. edits made to time cards by day.</td>
</tr>
<tr>
<td>11T</td>
<td>Payroll Changes Unprocessed for Retro (filter for time, exclude benefits and comp changes)</td>
<td>For payroll, provides Time adjustments for prior pay periods to ensure the impacted employees are identified.</td>
</tr>
<tr>
<td>12T</td>
<td>Unmatched Time Block Report</td>
<td>Report used to alert Time Approver of unmatched time. I.e. workers who clocked in but did not clock out.</td>
</tr>
<tr>
<td>13T</td>
<td>RPT Holidays Only</td>
<td>Holidays Only - The only paid time recorded for the person is the university holiday in the pay period. This is used to remove paid holiday as the employee will likely not be eligible for this pay.</td>
</tr>
<tr>
<td>ID #</td>
<td>Name</td>
<td>Request Description</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14T</td>
<td>Workers with Simultaneous Check-ins</td>
<td>An audit to find workers with multiple jobs who have checked-in to two or more jobs at the same time without the system stopping them. This is meant to prevent workers with multiple jobs from getting paid for 'time worked' simultaneously.</td>
</tr>
<tr>
<td>15T</td>
<td>Day of Week Analysis</td>
<td>Last 12 months of time off for the worker(s) selected in the prompts. Shows the distribution of time by day of the week.</td>
</tr>
<tr>
<td>16T</td>
<td>RPT Resource Time Reported Previous Quarter</td>
<td>Matrix report that takes all time blocks and groups them by job profile. The total hours are tracked based upon the previous quarter. Prompts: Calculated Date. Recommend removing from list.</td>
</tr>
<tr>
<td>17T</td>
<td>Workers Work Schedule Calendar</td>
<td>This report shows all workers in a given work schedule.</td>
</tr>
<tr>
<td>18T</td>
<td>RPT Pay Calculations Results Earning-HR &amp; Budget</td>
<td>For HR Partners, this report returns the total hours, rate, and amount submitted on each position by earning within a pay period for your organization.</td>
</tr>
<tr>
<td>19T</td>
<td>Approval Needed</td>
<td>For Time approvers, returns the Biweekly time cards that are not approved. Supports alerts to departments for unapproved time and for mass approval. Displays all Time Approvers for that organization.</td>
</tr>
<tr>
<td>20T</td>
<td>Late Arrival / Left Early</td>
<td>Calculates the quantity of time the worker was late or left early. Report ignores rounding and looks at punch data. Only returns workers who have come late or left early.</td>
</tr>
<tr>
<td>21T</td>
<td>One Day Rest in Seven</td>
<td>Returns workers who have clocked 7 subsequent days with the identified time week (i.e. Sunday - Saturday, does not cross weeks). Weekly alert. There will also be a separate report to pull in all employees who have worked six days straight.</td>
</tr>
<tr>
<td>22T</td>
<td>Overtime_Trending_By_Month</td>
<td>This report shows overtime broken out by organization and month.</td>
</tr>
<tr>
<td>ID #</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>23A</td>
<td>RPT - Eligible Time Off Plan for Worker RPT - Time Off Plan Analysis</td>
<td></td>
</tr>
<tr>
<td>24A</td>
<td>RPT - Banked Holiday Audit</td>
<td></td>
</tr>
<tr>
<td>25A</td>
<td>RPT - Monthly Confirmation Taken RPT - Monthly Confirmation Last 12 Months RPT - Monthly Confirmation Last 12 Months for Employee</td>
<td></td>
</tr>
<tr>
<td>26A</td>
<td>RPT Time Off Balance with Cap</td>
<td></td>
</tr>
<tr>
<td>27A</td>
<td>RPT Forecasting Absence Report</td>
<td></td>
</tr>
<tr>
<td>28A</td>
<td>Time Off Result by Period</td>
<td></td>
</tr>
<tr>
<td>29A</td>
<td>Time Off Balance / Time Off Results Summary</td>
<td></td>
</tr>
<tr>
<td>30A</td>
<td>RPT - Vacation at 80% or Greater</td>
<td></td>
</tr>
<tr>
<td>31A</td>
<td>Time Off Results Summary</td>
<td></td>
</tr>
</tbody>
</table>

**Request Description**

- **23A**: Returns workers in an organization that are eligible for PTO accruals.
- **24A**: Banked Holiday should be used 14/28 days after accrual. Provides the number of days since taking the banked holiday so balance can be zeroed out.
- **25A**: Provides a list of months employees didn't complete their monthly confirmation report. On each month a report will be scheduled to show who has taken the report. An audit can be run over the previous 12 months to show which periods the employee confirmed their time.
- **26A**: Shows the max balance of PTO plans for the year.
- **27A**: For HR Partners and Time Approvers only, this report uses the prior month balance to provide a forecast of a worker’s accrual over the course of a period. Doesn’t include any requested future time off for the worker.
- **28A**: Provides the accrual and time off taken for a prior pay period.
- **29A**: To-date balances for current period.
- **30A**: Returns workers who are at 80% of their vacation accrual maximum.
- **31A**: Personal Holiday balance remaining. Generally run at end of year to remind workers to use time. When Completed combine with accrual for worker.
<table>
<thead>
<tr>
<th>ID #</th>
<th>Name</th>
<th>Request Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32A</td>
<td>Leave Results for Organization</td>
<td>Displays FMLA entitlement, status, FMLA entitlement used over a period of time.</td>
</tr>
<tr>
<td>33A</td>
<td>View All Worker Time-off</td>
<td>View time off requests for the current week as a whole without having to receive a notification or Inbox item for each and every one.</td>
</tr>
<tr>
<td>34A</td>
<td>My team's upcoming time off</td>
<td>Returns upcoming Time off in the next 12 Months. It can also be used to input a start and end date to determine whom in your supervisory organization has requested time off in advance.</td>
</tr>
<tr>
<td>35A</td>
<td>RPT - Time-off Analysis</td>
<td>Review the requested sick time requested over a period of time</td>
</tr>
</tbody>
</table>
Summary
In this chapter, you learned how to:

- Recognize the purpose of the various data reports available to you as a Time Approver.
- Run data reports in Workday.

There are many other types of reports that can be run by HR and Payroll administrators. These reports give you an easy way to assess and plan your workforce usage.
Chapter 8: Additional Information

Human Resource Partners
In Workday, Human Resource Partners (HRP) will mirror the same functionality as Time Approvers to help them administer to the department or entity as a whole.

HR Partners can enter and correct time, and address most of the issues that may arise within their supervisory organization. HR Partners can also request and correct absences on behalf of the worker. These tasks will route to the Time Approver’s Inbox for approval instead of the HR Partner’s Inbox.

Requesting and Approving Vacation Advances
A biweekly employee may request a vacation pay advance using Workday. Vacation advances are only allowed for five consecutive days or greater within a given pay period. Advances are not available for personal holidays or sick time. These requests will be routed to the Payroll team for additional approval.

**Note**: A vacation advance should be submitted by the approver ten days prior to the first vacation day. If the request is submitted within the ten day processing period, the advance may not be processed.

Intermittent Leave
When a worker is placed on intermittent leave, they can supplement any additional time using FMLA Sick or FMLA Vacation. The HRP or worker as self can enter in this absence in Workday using the specific absence types.
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

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