

# **Workday:**

## **How to Enter Time and Request Time Off**

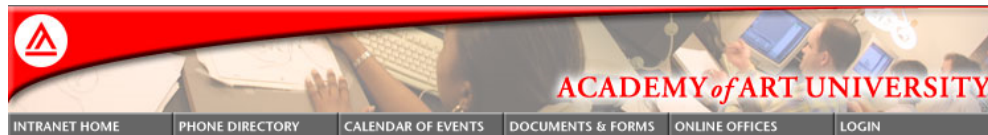
**(Staff, FT Faculty, Student Workers)**

# Workday: Time & Time Off

- Employees are responsible for **timely submission** of Time via Workday for Manager/Timekeeper approval
- Hourly employees must seek pre-approval (*outside of the Workday system*) from Management to work overtime hours
- **Hourly employees are expected to enter & submit Time via Workday each work-week by Sunday**
- Employees are expected to enter **unplanned sick leave** use via Workday immediately upon return to work
- Employees are expected to request approval for **planned Time Off** in advance via Workday for Manager/Timekeeper approval

# Workday: Getting Started

1. From the Intranet (<http://intranet.academyart.edu/>), click on **Workday Application Link**.
2. Sign on to Workday using your username and password (same login information as PeopleSoft and LMS). If you do not remember your password please contact the IT Department.



## Resources

[Admissions](#)  
[Application for Rep](#)  
[ARC Student Referral Form](#)  
[Campus Safety](#)  
[Copy Center-Copy Requests](#)  
[EasyTrip-Transportation Request](#)  
[eMaint-Business Operations Requests](#) NEW  
[Guest Speaker Video Recording Request](#)  
[Human Resources](#)  
[Information Technology](#)

## Workday Login and Assistance

[Workday Login and Password Instructions](#)  
[Workday Application Link](#) **1**  
[Contact Workday Support](#)  
[Workday Training Links](#)

## PeopleSoft Login

[PeopleSoft Student Administration Production](#)  
[PeopleSoft Financials Production](#)

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FOUNDED IN SAN FRANCISCO 1929  
BY ARTISTS FOR ARTISTS

User Name **2**

Password

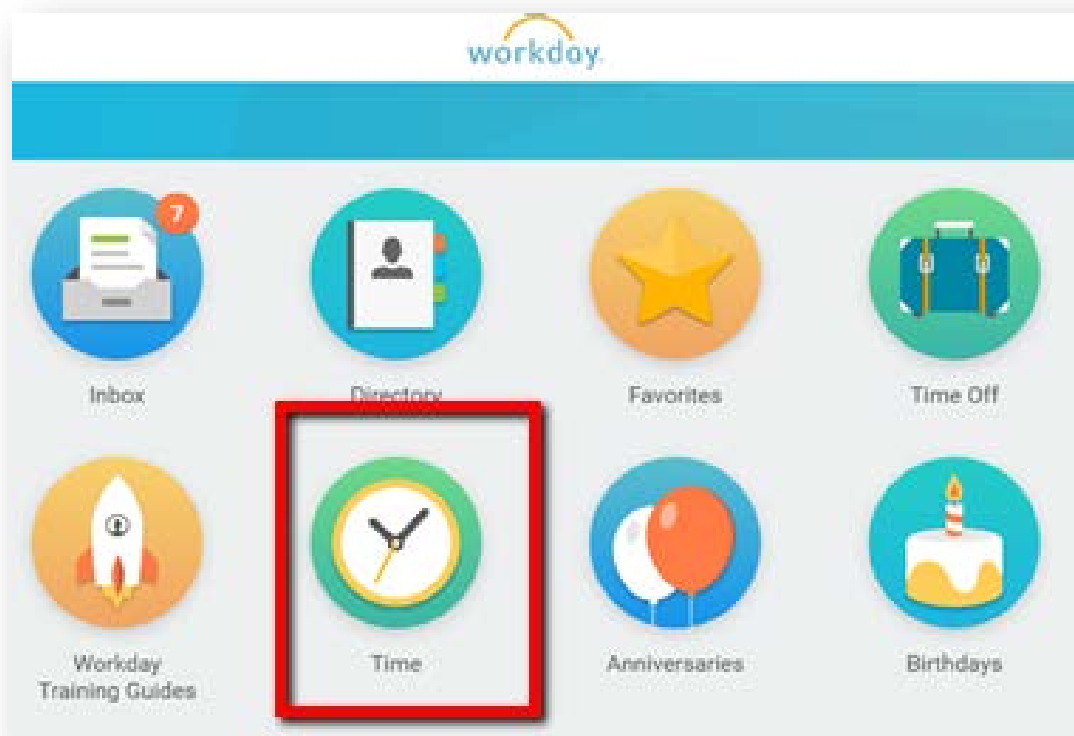
Submit

For help, please email:  
[workdayhelp@academyart.edu](mailto:workdayhelp@academyart.edu)

# Workday: Enter & Submit Time

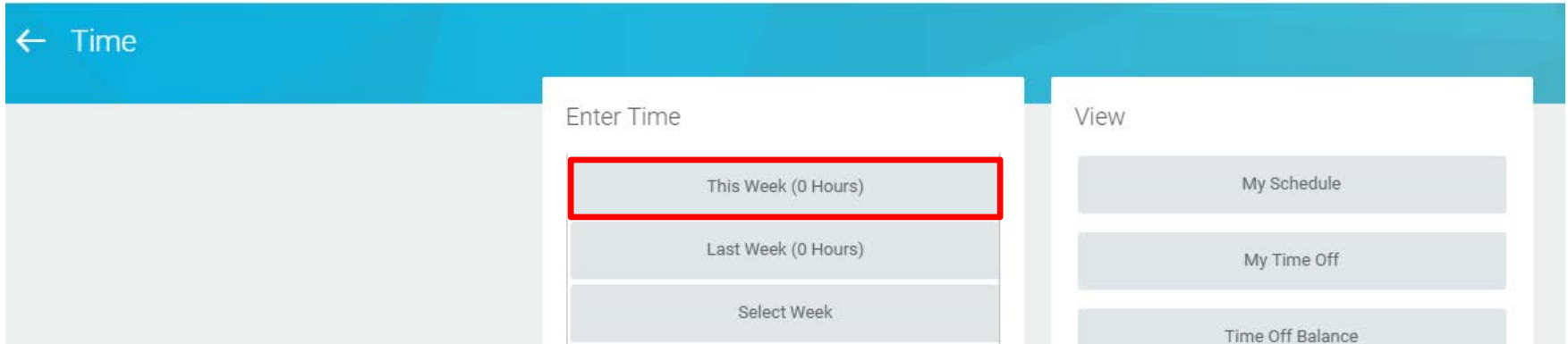
Hourly employees are required to submit time via the Time icon. Salaried employees do not have the Time icon, and can skip this section and move to: [Workday: Request Time Off](#)

1. Starting on your Home page– Click on the Time icon

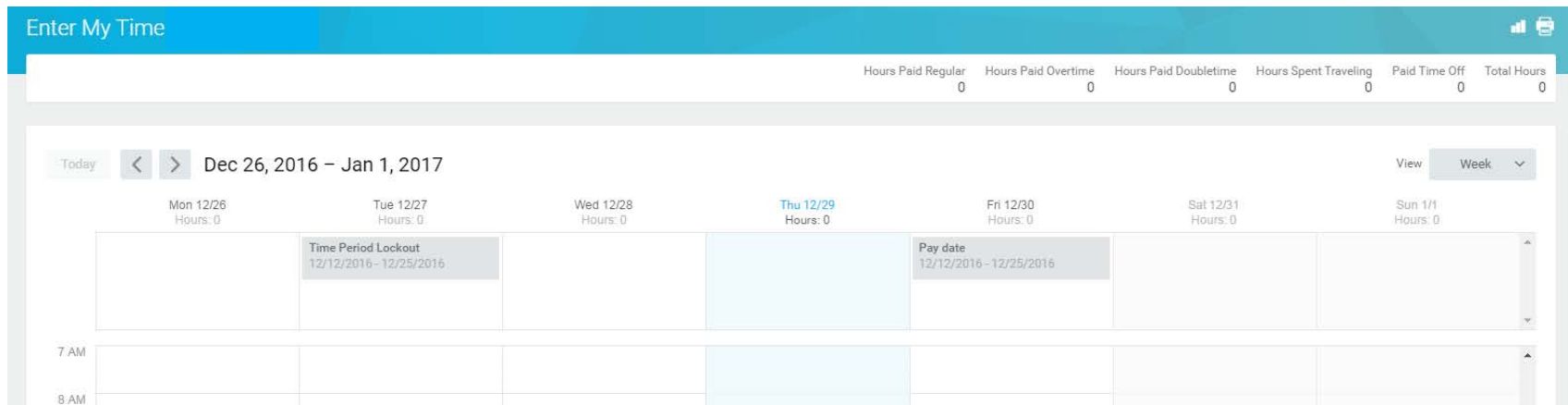


# Workday: Enter & Submit Time

2. **Time page**- Click on **This Week** to submit hours for the current week



3. **Enter My Time page**- Here you will input your hours worked on the Time Calendar



# Workday: Enter & Submit Time

## Enter Time for Worker

### Enter time directly on time calendar

- Click anywhere on the time calendar and a blue 'enter time box will appear and open the 'Enter Time' box.

Today < > Jan 2 – 8, 2017

Mon 1/2 Hours: 0 Tue 1/3 Hours: 0

8 AM		
9 AM		
10 AM		
11 AM		
12 PM		
1 PM		

Enter Time 01/02/2017

Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 4

Details

Location (San Francisco) \*

Comment

OK Cancel

# Workday: Enter & Submit Time

## 4. Enter Time Worked

### Enter one time-block for each In & Out period

Most employees will have at least 2 time-blocks each day on their Time Calendar.

The first will be from shift start until meal break. The second time-block will be from the meal break return time until the end of shift 'out' time.

- Enter the following:
  - ✓ **Time Type\***
  - ✓ **In and Out time**
  - ✓ **Out Reason** (Meal break or End of Day)
  - ✓ **Location**

*\*\*Time types Training & Travel may not be applicable for your position. The Academy compensates hourly employees at the rate of \$13.00 per hour for work-related travel and training.*

Enter Time 01/02/2017

Time Type \* X Regular Hours

In \* 09:00 AM

Out \* 01:00 PM

Out Reason \* Meal

Hours \* 4

Details

Location (San Francisco) \* X San Francisco

Comment

OK Cancel

# Workday: Enter & Submit Time

## Enter Time for Worker

Enter time directly on time calendar

- ✓ Enter **In** and **Out** time for the worked hours **1**
- ✓ Enter **Out reason** for the time-block **2**

**Meal:** used when you stop work to take a required meal break of at least 30-minutes

**Out:** used when you end a work-period or end work for the day

A screenshot of the Workday time entry form. A red box labeled '1' highlights the 'In' and 'Out' time fields. The 'In' field contains '09:00 AM' and the 'Out' field contains '01:00 PM'. Below these fields, the 'Out Reason' dropdown is set to 'Meal' and the 'Hours' field shows '4'. The 'Time Type' dropdown at the top is set to 'Regular Hours'.

A screenshot of the Workday time entry form. The 'In' field is '9am' and the 'Out' field is '12:30 PM'. The 'Out Reason' dropdown is open, showing options: 'select one', 'Meal', and 'Out'. A red arrow points to the 'Out' option, which is highlighted. A red box labeled '2' is placed next to the dropdown menu. The 'Hours' field is visible below the dropdown.

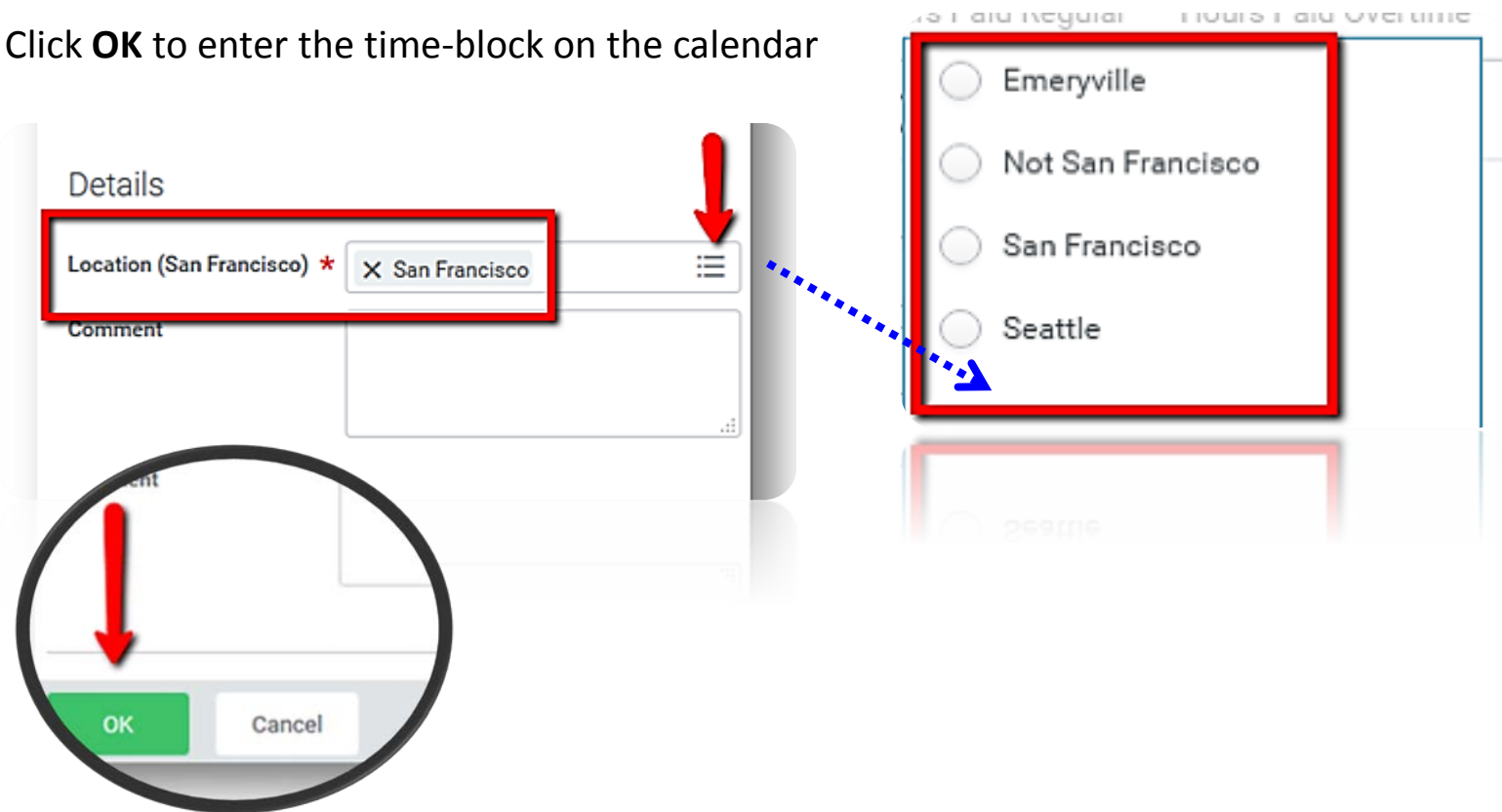


# Workday: Enter & Submit Time

## Enter Time for Worker

5. Select **location** of work performed

- Note: This is for reporting to the City of San Francisco for Healthcare funding. Work performed remotely from South San Francisco, is “**Not San Francisco**”
- Click **OK** to enter the time-block on the calendar



# Workday: Enter & Submit Time

- Review Summary of Hours**- Once you have entered your hours worked for the week, a summary of your hours can be found at the top right of the page
- Submitting Hours for Manager's Approval**- Once your hours **for the week** are entered, click the **Submit** button at the bottom of the page. Hours entered will remain greyed out until submitted.

The screenshot displays the Workday time entry interface. At the top, it shows the date range "Dec 26, 2016 – Jan 1, 2017". Below this is a grid of time slots for each day of the week. The days shown are Mon 12/26, Tue 12/27, Wed 12/28, Thu 12/29, and Fri 12/30. The time slots range from 7 AM to 3 PM. Each slot contains information about regular hours, meal breaks, and whether the hours have been submitted. A "Time Period Lockout" is shown for the week of 12/12/2016 - 12/25/2016. A "Pay date" is shown as 12/12/2016 - 12/25/2016. At the bottom left, a "Submit" button is highlighted with a red box, and an "Enter Time" button is visible next to it.

Time	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30
7 AM		Time Period Lockout 12/12/2016 - 12/25/2016			Pay date 12/12/2016 - 12/25/2016
8 AM					
9 AM	Regular Hours 8:30am - 12:00pm (Meal) 3.5 Hours ⊙ Not Submitted	Regular Hours 8:30am - 12:00pm (Meal) 3.5 Hours ⊙ Not Submitted	Regular Hours 8:30am - 12:00pm (Meal) 3.5 Hours ⊙ Not Submitted	Regular Hours 8:30am - 12:00pm (Meal) 3.5 Hours ⊙ Not Submitted	Regular Hours 8:30am - 12:00pm (Meal) 3.5 Hours ⊙ Not Submitted
10 AM					
11 AM					
12 PM					
1 PM	Regular Hours 1:00pm - 5:30pm 4.5 Hours ⊙ Not Submitted	Regular Hours 1:00pm - 5:30pm 4.5 Hours ⊙ Not Submitted	Regular Hours 1:00pm - 5:30pm 4.5 Hours ⊙ Not Submitted	Regular Hours 1:00pm - 5:30pm 4.5 Hours ⊙ Not Submitted	Regular Hours 1:00pm - 5:30pm 4.5 Hours ⊙ Not Submitted
2 PM					
3 PM					

# Workday: Enter & Submit Time

8. **Employee Certification** You will be directed to the Employee Certification section and will need to click **Submit** one last time to send your timesheet to your Manager.

### Submit Time

**EMPLOYEE CERTIFICATION**

- I have carefully reviewed my timesheet. I have accurately recorded all of my working time and absences, including any overtime and meal breaks.
- I have not been instructed to work off-the-clock or to incorrectly report my working time, absences or lunch.
- I also certify that I have taken all required 10-minute rest breaks each day unless I have separately submitted a premium form.
- I certify that I have taken an uninterrupted 30-minute meal break each day unless I have separately submitted a premium form.

Following date range will be submitted for approval.

December 26 - January 1, 2017 : 40 Hours Total

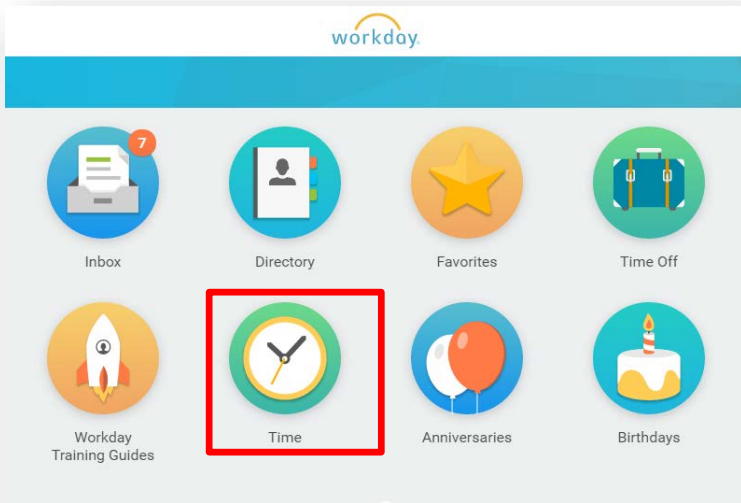
Total for December 26 - January 1, 2017	
Hours Paid Regular	40
Hours Paid Overtime	0
Hours Paid Doubletime	0
Hours Spent Traveling	0
Paid Time Off	0
Total Hours	40

enter your comment

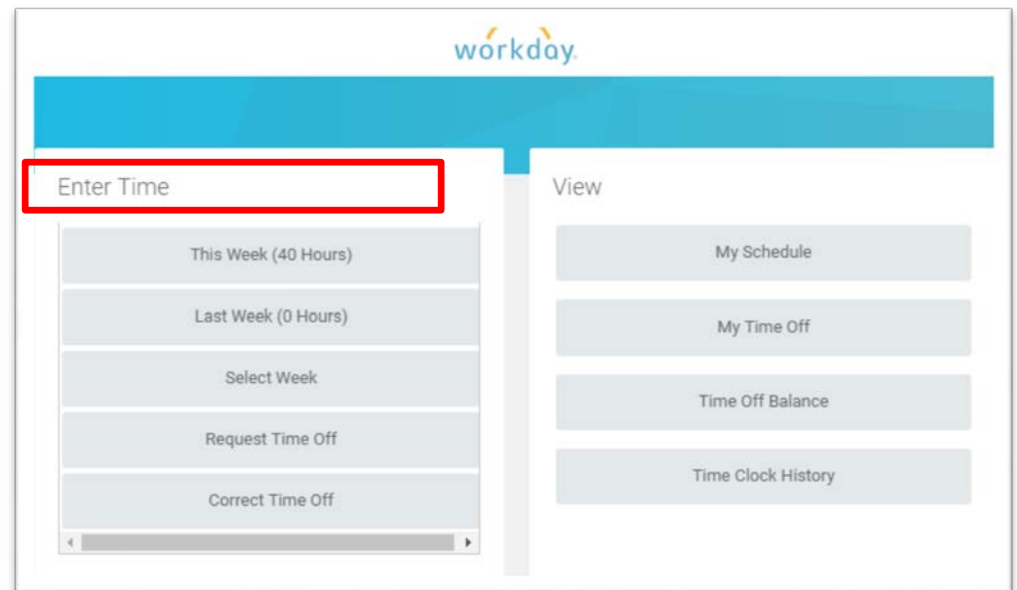
**Submit** Cancel

# Workday: Enter & Submit Sick Time

1. **Starting on your Home page**– Click on the **Time** icon. Sick time must be entered on the Time Calendar and **NOT** the time-off icon.



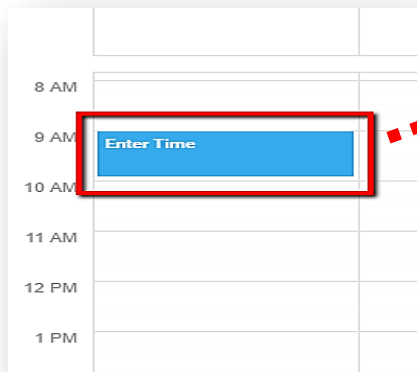
2. **Time page**- Click on **This Week** to submit hours for the current week



# Workday: Enter & Submit Sick Time

**3. Entering Sick Time** - Double click in the area of the appropriate day and time to get the Enter Time box to open. To get the **Sick (Hours)** Time Type, select the **Time Off** selection under **Time Type**

**4. Entering Sick Time** – Select the **Time Type** field and choose **Time Off**, then **Sick**. If you do not have sick leave available for use you will not have the sick option.



Enter Time 12/26/2016

Time Type \*

In \*

Out \*

Out Reason

Hours 8

Details

Comment

Time Type \*

In \*

Out \*  Sick (Hours)

# Workday: Enter & Submit Sick Time

## 5. Submitting Hours for Manager's Approval

Once your regular work hours and sick pay time are entered for the current week, click the **Submit** button at the bottom left of the page. Hours entered will remain greyed out until submitted.

### Important Note:

When submitting sick pay time, be sure the total number of hours worked match the total number of hours worked on a regular work day

**Example:** A regular work day IN time is 8:30am and OUT time is 5:30pm with a one-hour unpaid lunch. Sick pay time would be entered with an IN time at 8:30am and OUT time is 4:30pm. Total hours for both scenarios is 8 hours.

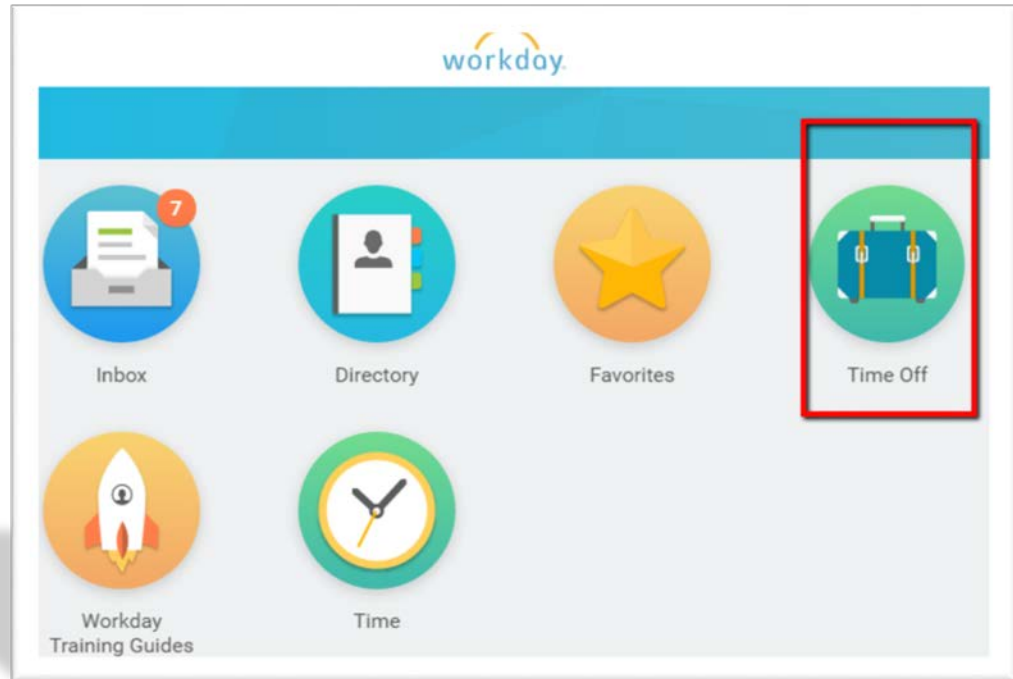
The screenshot displays the 'Enter My Time' interface in Workday. At the top, there's a blue header with the text 'Enter My Time'. Below it, a navigation bar shows 'Today', navigation arrows, and the date range 'Dec 26, 2016 - Jan 1, 2017'. The main area is a calendar grid. For Monday, 12/26, it shows 'Hours: 8' and a shaded area for 'Sick (Hours)' from 8:30am to 4:30pm, totaling 8 hours. For Tuesday, 12/27, it shows 'Hours: 8' and two shaded areas for 'Regular Hours': one from 8:30am to 12:00pm (Meal) totaling 3.5 hours, and another from 1:00pm to 5:30pm totaling 4.5 hours. A 'Time Period Lockout' is indicated for the period 12/12/2016 - 12/25/2016. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Enter Time' (with a dropdown arrow).

# Workday: Request Time Off

## 1. Request Time Off

**Vacation, Floating Holiday, Sick (for salaried employees), and other Time-off** is requested via the Time Off icon. Hourly employees must submit sick time via the *Time* icon. See these instructions for hourly sick leave: [Workday: Enter & Submit Sick Time](#)

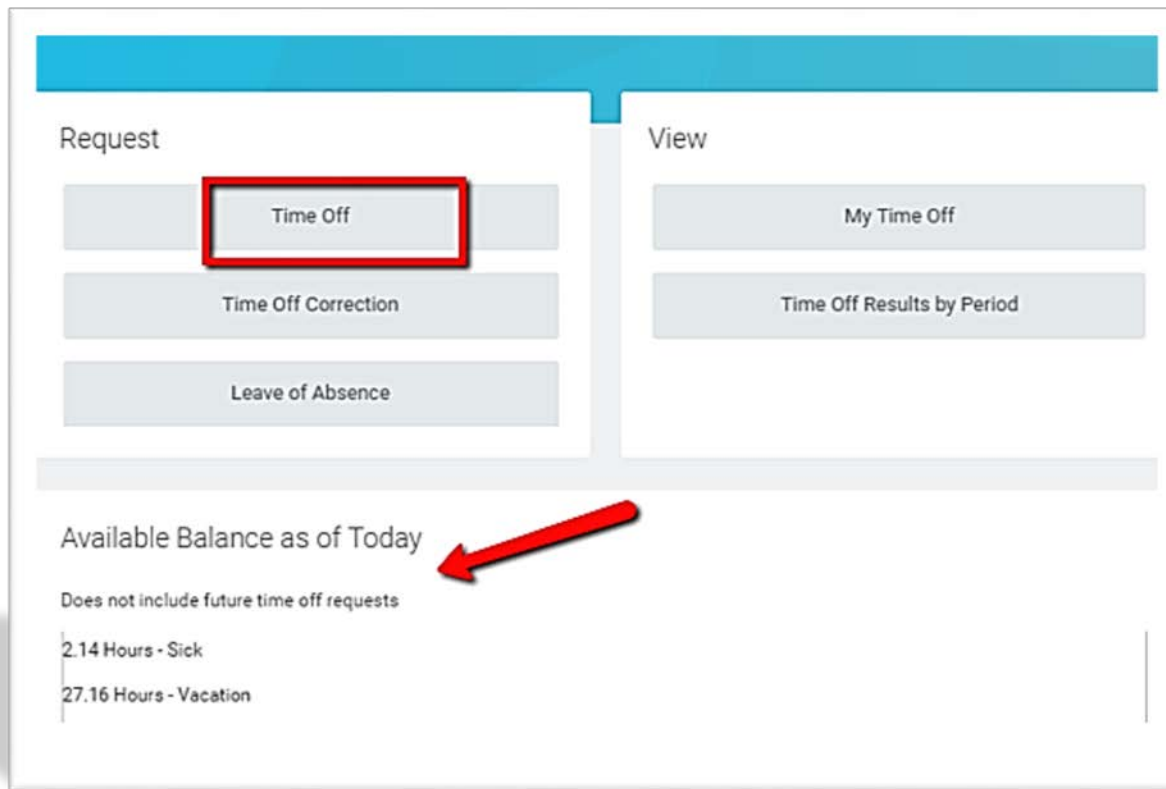
1. Click on the **Time Off** icon



# Workday: Request Time Off

## 2. Request Time Off

- Click on **Time Off** to submit vacation or other time off request
  - \* *This page will show a current summary of your accrued and available Vacation and Sick hours*





# Workday: Request Time Off

## 3. Request Time Off

- Click on the Calendar date(s) for your time-off request. **1**

With each additional day selected, the green **Request Time Off** button will update the total number of days at the bottom

## 4. Request Time Off

- Click the **1 Day- Request Time Off** button on the bottom of the screen to enter specific hours of time-off being requested **2**

Request Time Off

Today < > January 2017

Balance as of

01 / 01 / 2017

29.3 Hours

Balance Per Plan

Vacation (Hours)  
27.16 Hours

Sick

P-03622943-1 Human Resources  
Administrative Assistant  
2.14 Hours

Sunday	Monday	Tuesday
1 New Year's Day	2	3
8	9	10
15	16	17
22	23	24
29	30	31

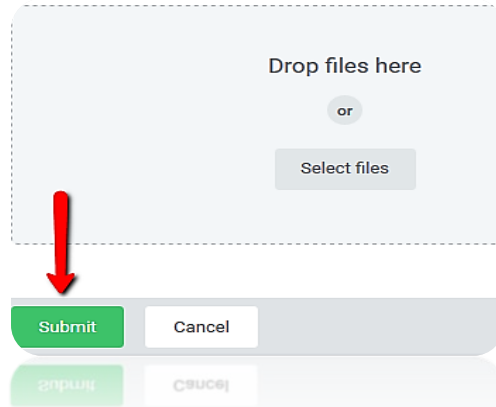
1 Day - Request Time Off

# Workday: Request Time Off

## 5. Request Time Off

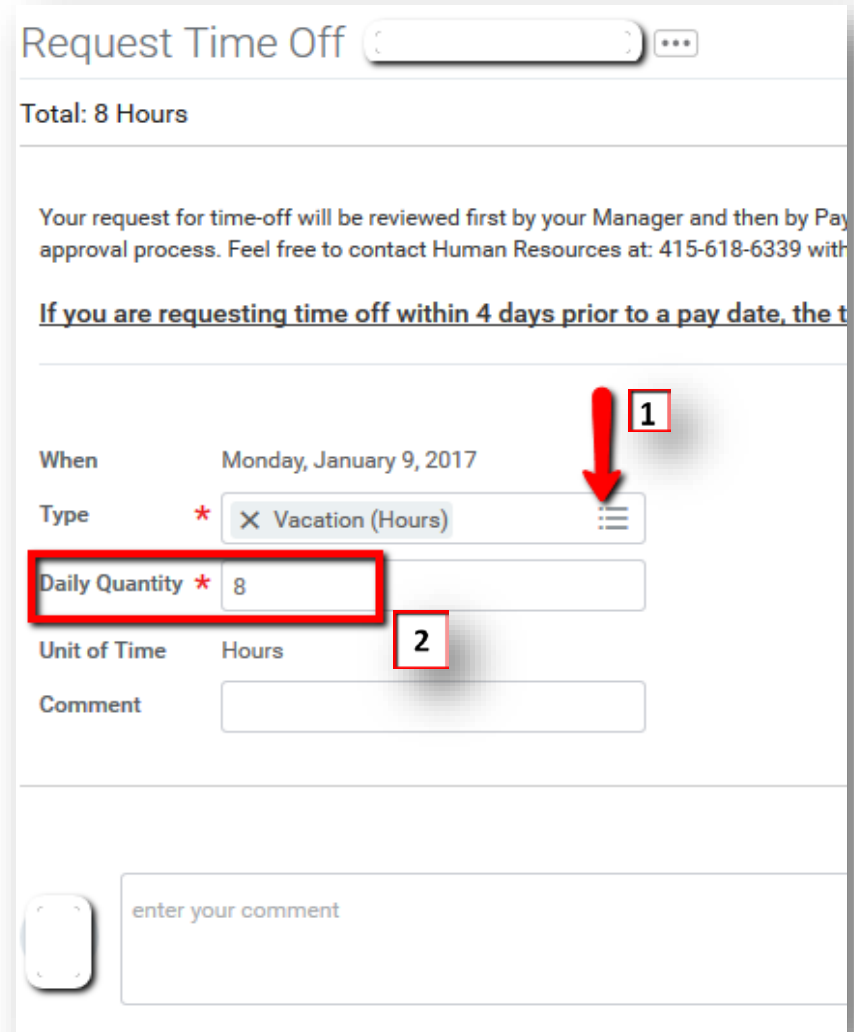
- Enter **Type** of time off requested **1**
- Enter/update the Daily Quantity (hours)
- Click **Submit** once comments (optional) are entered **2**

Note: When entering multiple days of time-off as one task the Daily Quantity amount must be the same for each day. Otherwise, you'll need to enter the days one at a time if the amount of time-off is different for some of the days being requested.



Drop files here  
or  
Select files

Submit Cancel



Request Time Off

Total: 8 Hours

Your request for time-off will be reviewed first by your Manager and then by Pay approval process. Feel free to contact Human Resources at: 415-618-6339 with

If you are requesting time off within 4 days prior to a pay date, the t

When Monday, January 9, 2017 **1**

Type \* X Vacation (Hours) **1**

Daily Quantity \* 8 **2**

Unit of Time Hours **2**

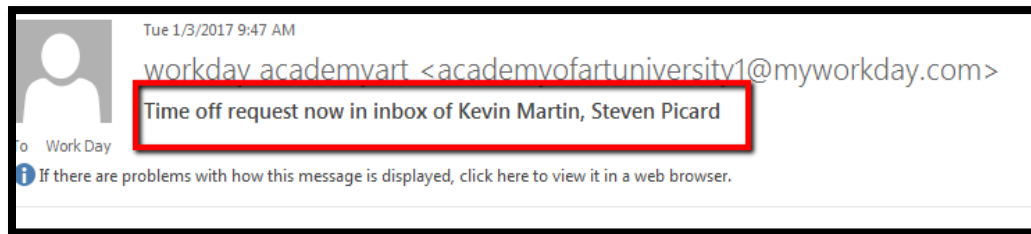
Comment

enter your comment

# Workday: Request Time Off

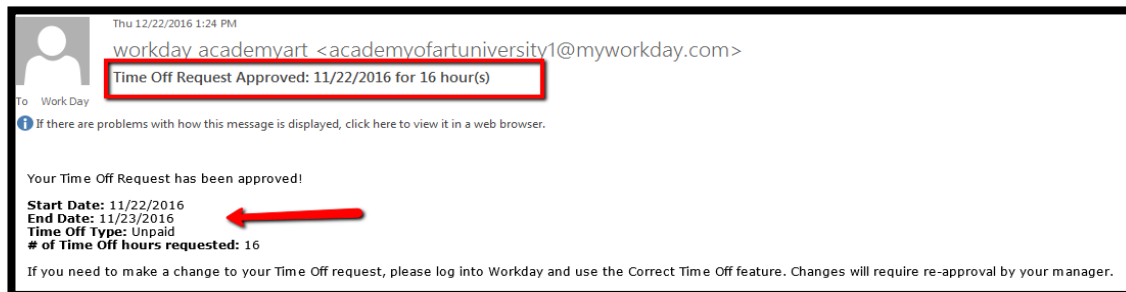
## 6. Request Time Off

**Email verification from Workday:** Once vacation/time off request is submitted, confirmation of the submission to your Manager will be sent to your work email account.



## 7. Request Time Off

**Approval verification from Workday:** Once vacation/time off request is approved, confirmation of the approval will be sent to your work email account.



# Workday: Time & Absence Alerts & Notifications

# Time & Absence Alerts & Notifications

## Alerts – Notifications, Warnings & Reminders

Workday has a number of automated system email notifications, alerts and warnings to help employees, Managers and Timekeepers with time entry and time-off tasks.

### **Email Notifications:**

- Managers & Timekeepers who are responsible for approving time and time-off in Workday will receive “Task” notification emails when a request has been submitted to their Workday inbox for approval.
- Employees, Timekeepers and Managers will receive emails from the Workday system to remind us to enter time, submit time, and approve time for Payroll processing.
- Employees will receive Workday confirmation emails when time-off requests are submitted and approved by their Manager/Timekeeper.

Sent: Thu 12/8/2016 4:01 PM

To: Work Day

You have not yet submitted time for the current week. Please be sure to submit your time through the time worklet by the end of day Friday. Before you submit your time, check your time entry calendar to make sure your time is logged correctly. If it is not, please see a manager.  
[Click Here to view the notification details.](#)

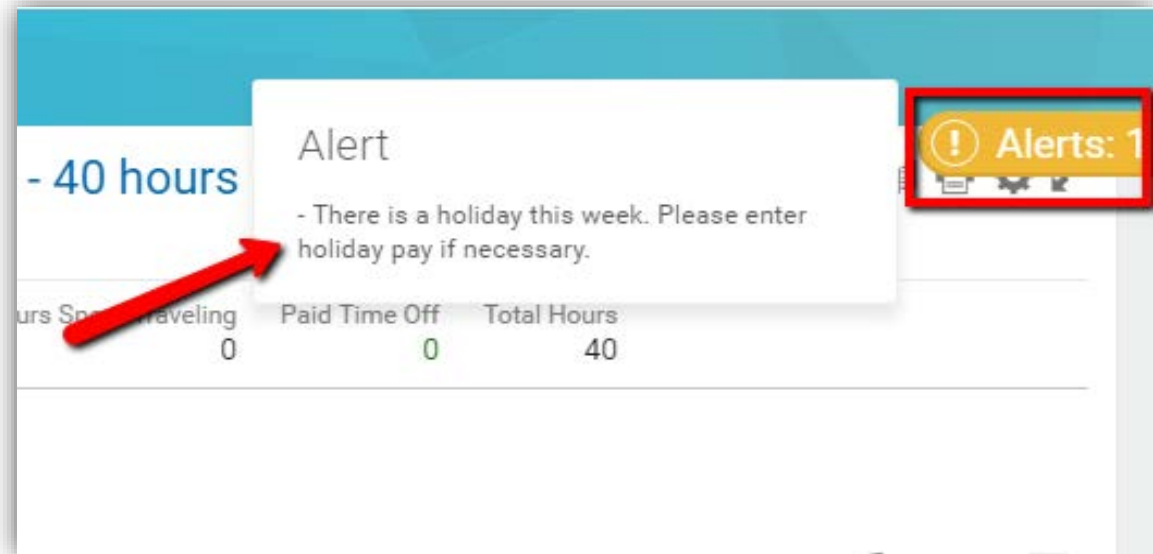
# Time & Absence Alerts & Notifications

## Alerts & Warnings

When submitting weekly time or entering time-off, you may encounter a **soft “Alert”** (soft alerts still allow you to submit & approve time) or an **“Error” message** (error messages do not allow you to submit or approve time). Soft alerts are always orange and Errors are always red.

## Soft Alert:

When you see an orange Alert, be sure to select it and read the message. These are notifications, reminders and warnings for you to review. Ex: Holiday reminder, meal break reminder, overtime reminders, etc.

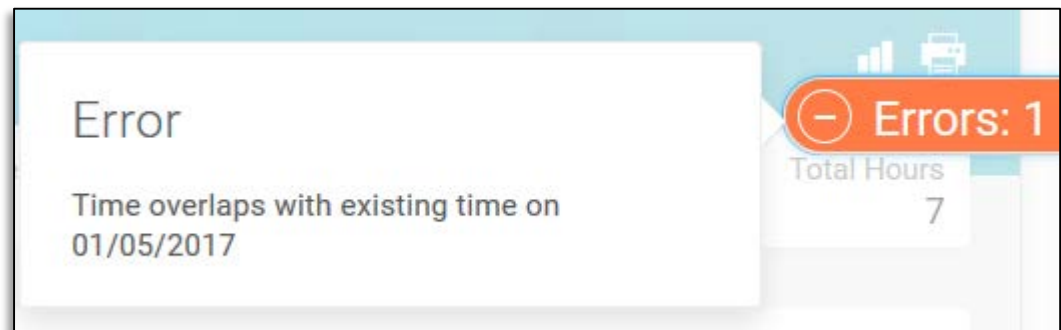
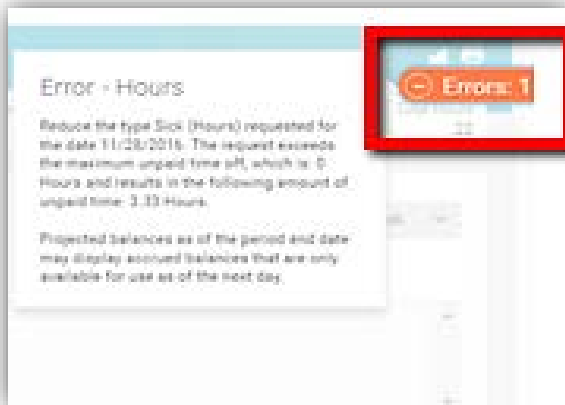


# Time & Absence Alerts & Notifications


## Error Message:

When you see a red error message this indicates that there is a problem with the time entry. You will need to remove or change the entry in order to clear the error and submit time. The most common error occurrence is requesting more time-off than available.

If you receive an error that does not seem valid, please contact [Workdayhelp@academyart.edu](mailto:Workdayhelp@academyart.edu) for assistance.



# Workday System Access



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User Name For help, please email: [workdayhelp@academyart.edu](mailto:workdayhelp@academyart.edu)

Password

Submit



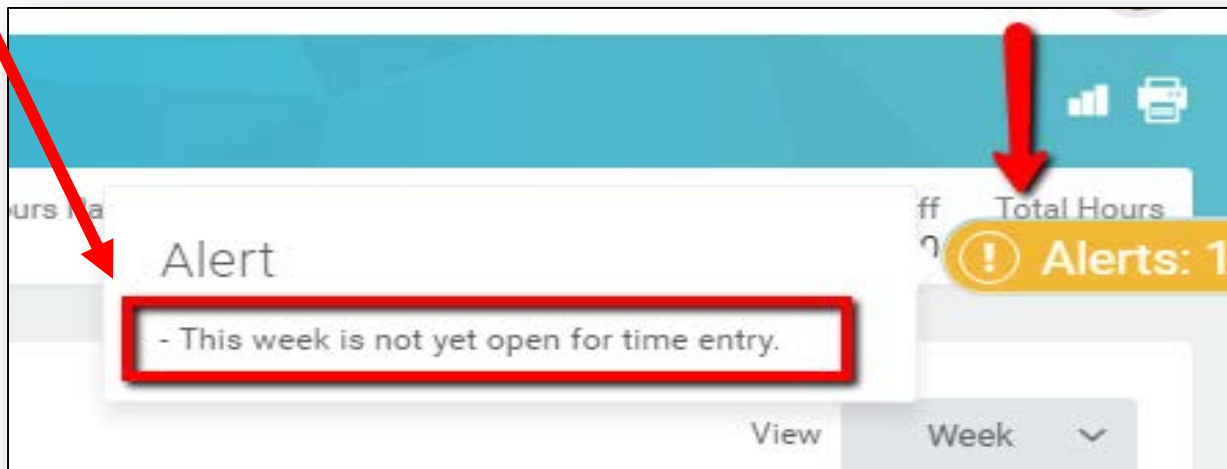


# Time Entry Open & Close Dates

## Weekly Time Entry Open and Close Dates for Hourly Timesheets

Employees, Managers and Timekeepers have access to enter time for hourly employees as of the **Monday of the pay period start date**. When the time calendar for a particular week is not open for entry there will be an Alert notifying you that entry for that week is not yet open.

Example: For the pay date of January 27, 2017, time can be entered for that pay period beginning Monday, January 9<sup>th</sup>, 2017 (the start of the pay period). On Monday, January 9<sup>th</sup> time can be entered for any day up to the pay period end date of Sunday, January 22<sup>nd</sup>.



# Weekly Workday System Maintenance

## Workday is Unavailable for System Maintenance

**Every Friday 11:00 PM – Saturday 3:00 AM** pacific Time

Every week the Workday System is unavailable during this timeframe for routine technical maintenance.

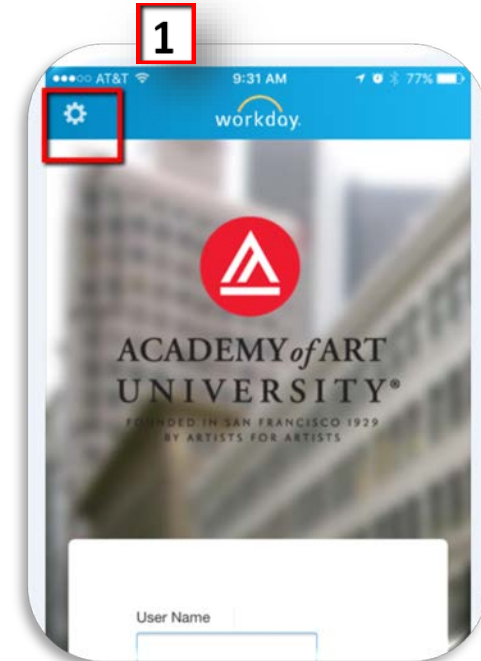
# Workday Mobile Access

## Workday Mobile Apps - iPad, iPhone & Android devices

The Workday mobile app requires iOS 8.0 or higher for iPad & iPhone touch

When you launch the mobile app for the first time, you'll need to change its settings.

- a. Launch the Workday mobile app;
- b. Select Setting (the Gear icon); **1**
- c. Change the Web Address to:  
<https://wd5.myworkday.com>
  - Our Tenant name is:  
**academyofartuniversity**
- d. Select Save and sign in

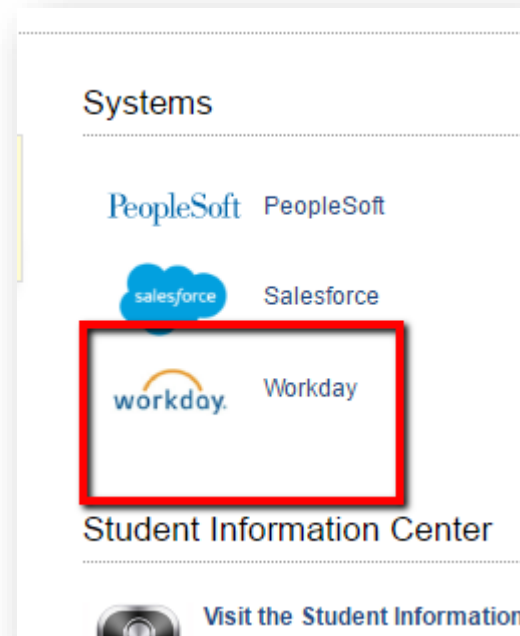
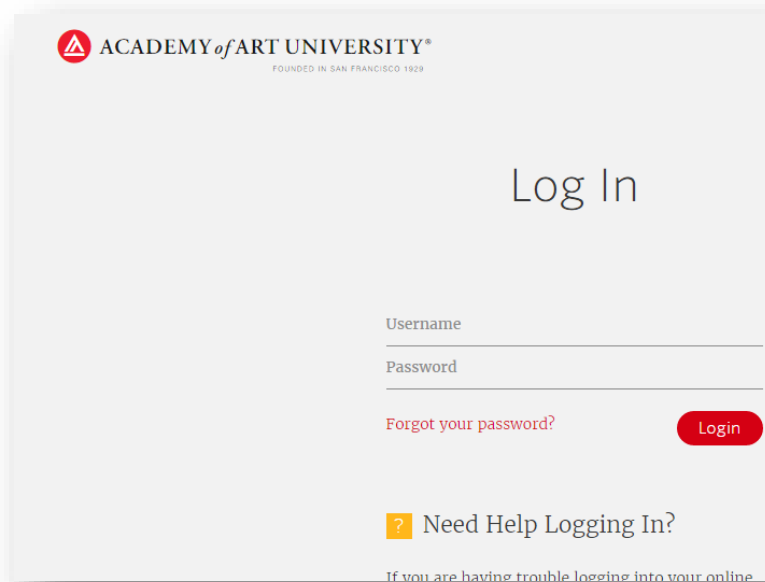


# Workday Application Access

## Where to find Workday URL/Web Address /Link

### 1. **LMS Portal** [<https://admin.academyart.edu/login?0>]

LMS portal, unlike the Intranet, is accessible by any employee with internet access and Workday login credential (same as PeopleSoft/Salesforce/SSO credentials).



# Workday Application Access

## Where to find Workday URL/Web Address /Link

### 2. AAU Intranet [intranet.academyart.edu]

To access the intranet you must be using a computer/laptop on the AAU network, or connected to the network using VPN access which is managed by the I.T. department.



## Workday Login and Assistance

[Workday Login and Password Instructions](#)

[Workday Application Link](#)

[Contact Workday Support](#)

[Workday Training Links](#)

# Questions



Contact [WorkdayHelp@academyart.edu](mailto:WorkdayHelp@academyart.edu) for any questions or issues.