Workday:

How to Enter Time and Request Time Off

(Staff, FT Faculty, Student Workers)

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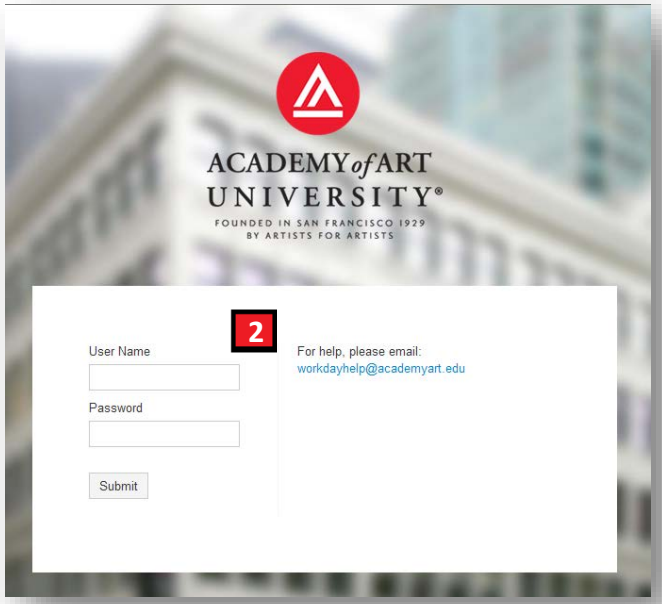
workday.

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

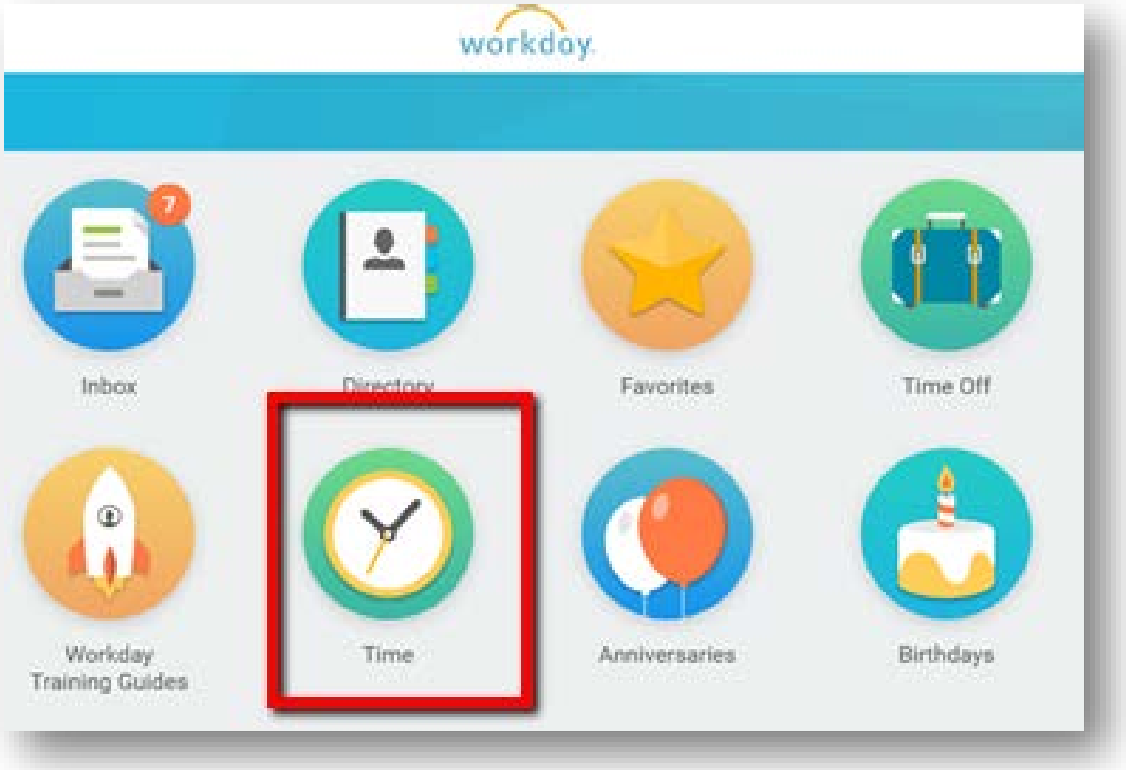
1. From the Intranet (http://intranet.academyart.edu/), click on **Workday Application Link**.
2. Sign on to Workday using your username and password (same login information as PeopleSoft and LMS). If you do not remember your password please contact the IT Department.



Workday: Enter & Submit Time

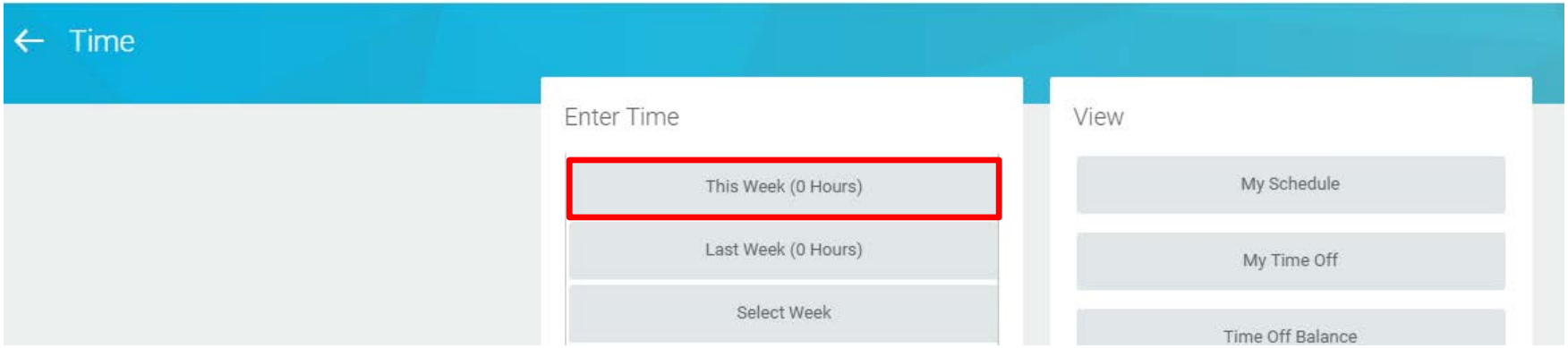
Hourly employees are required to submit time via the Time icon. Salaried employees do not have the Time icon, and can skip this section and move to: Workday: Request Time Off

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

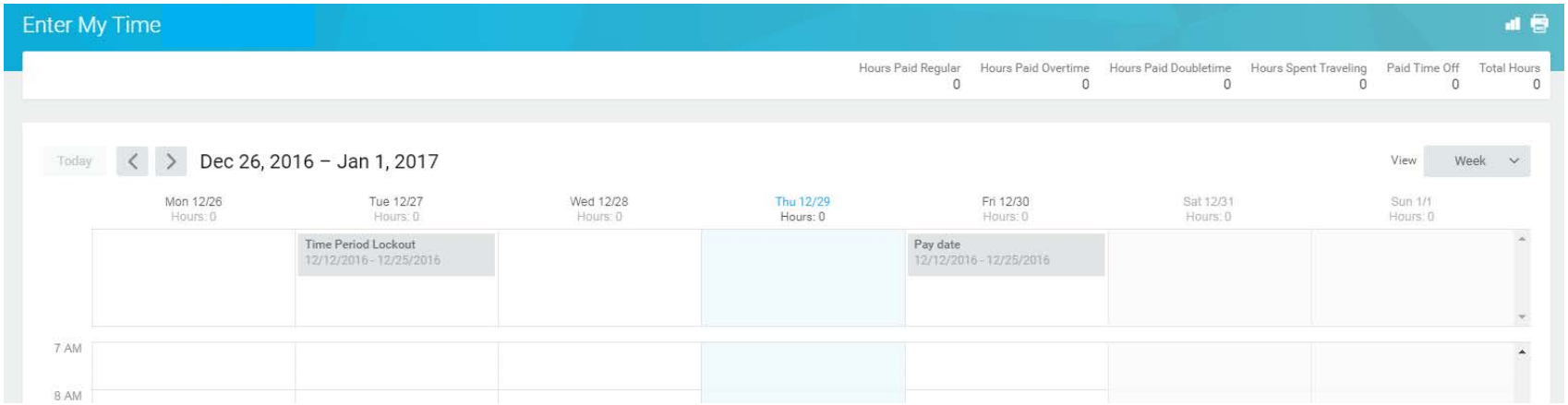


Workday: Enter & Submit Time

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

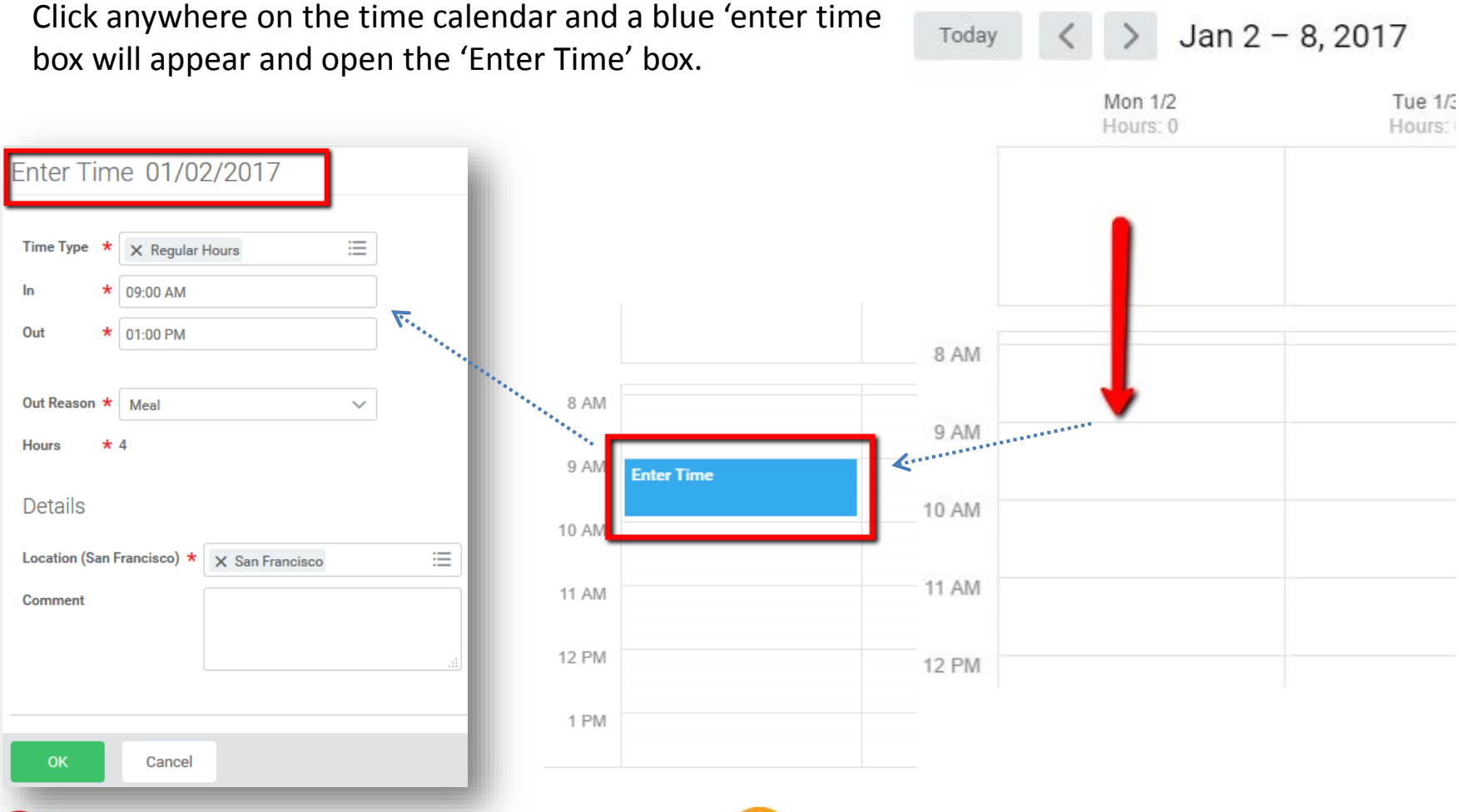


Workday: Enter & Submit Time

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.



Workday: Enter & Submit Time

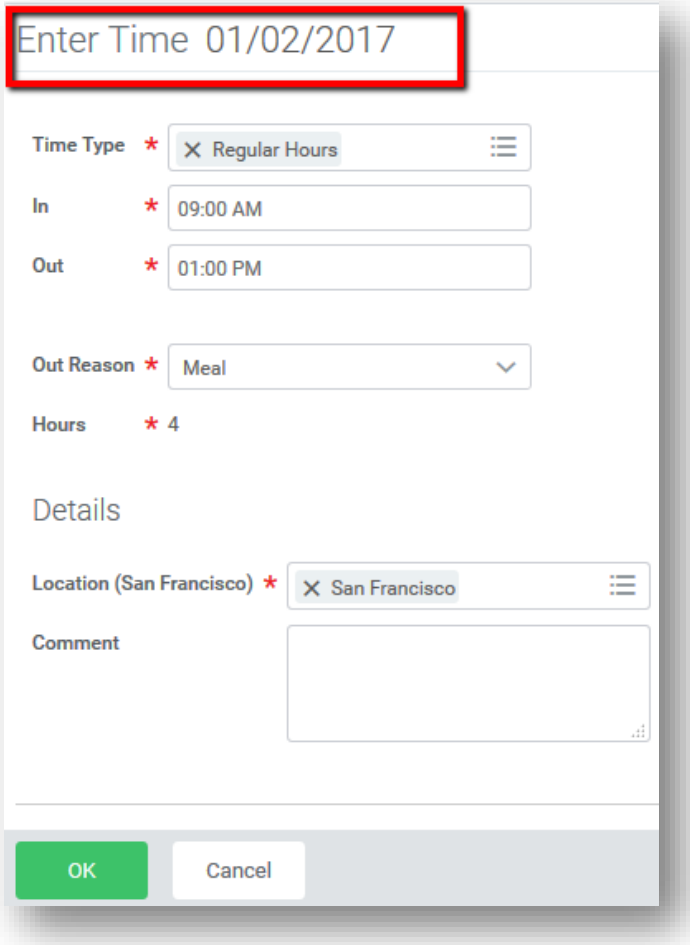
4. Enter Time Worked

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.*

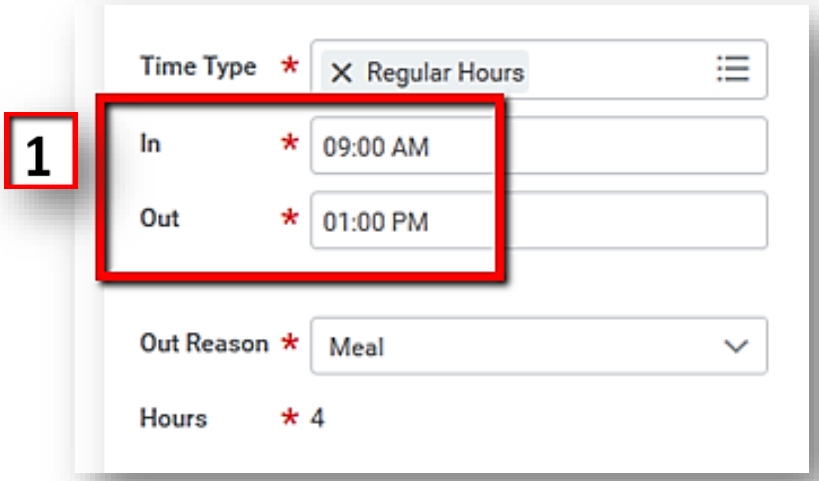


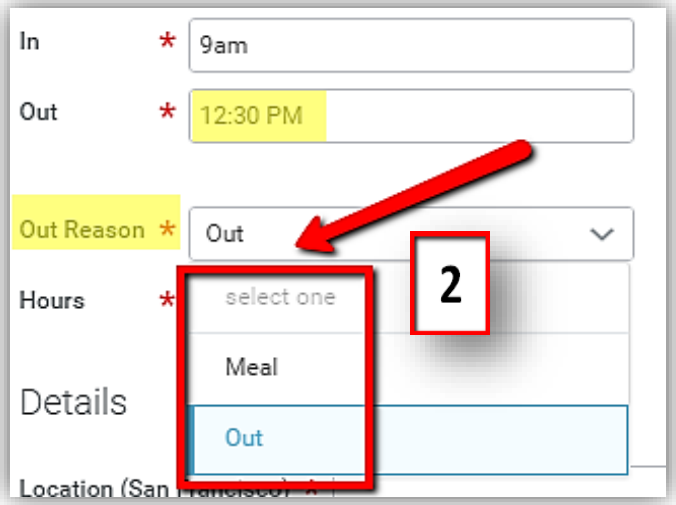
Workday: Enter & Submit Time

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





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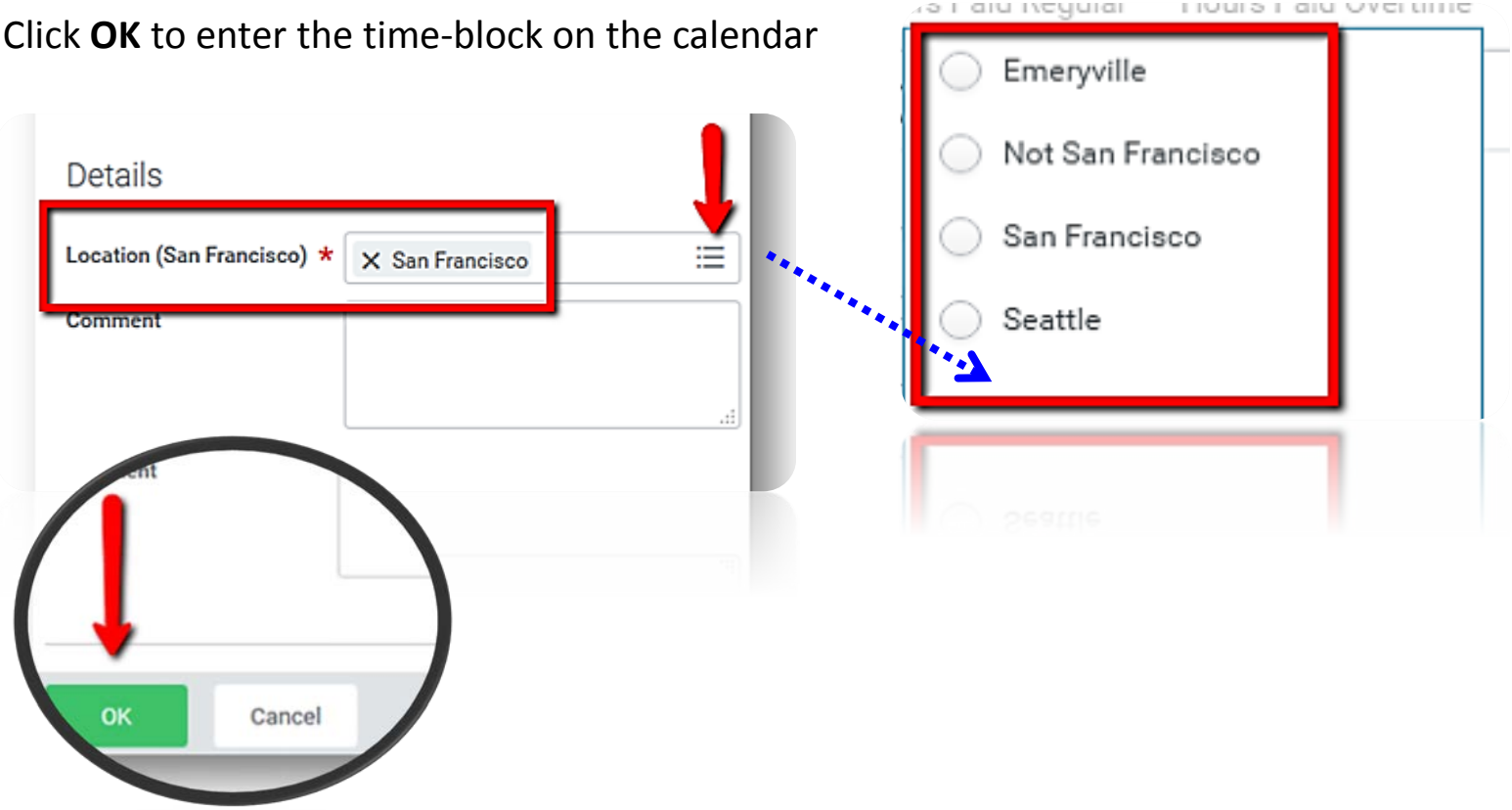
Workday: Enter & Submit Time

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**"

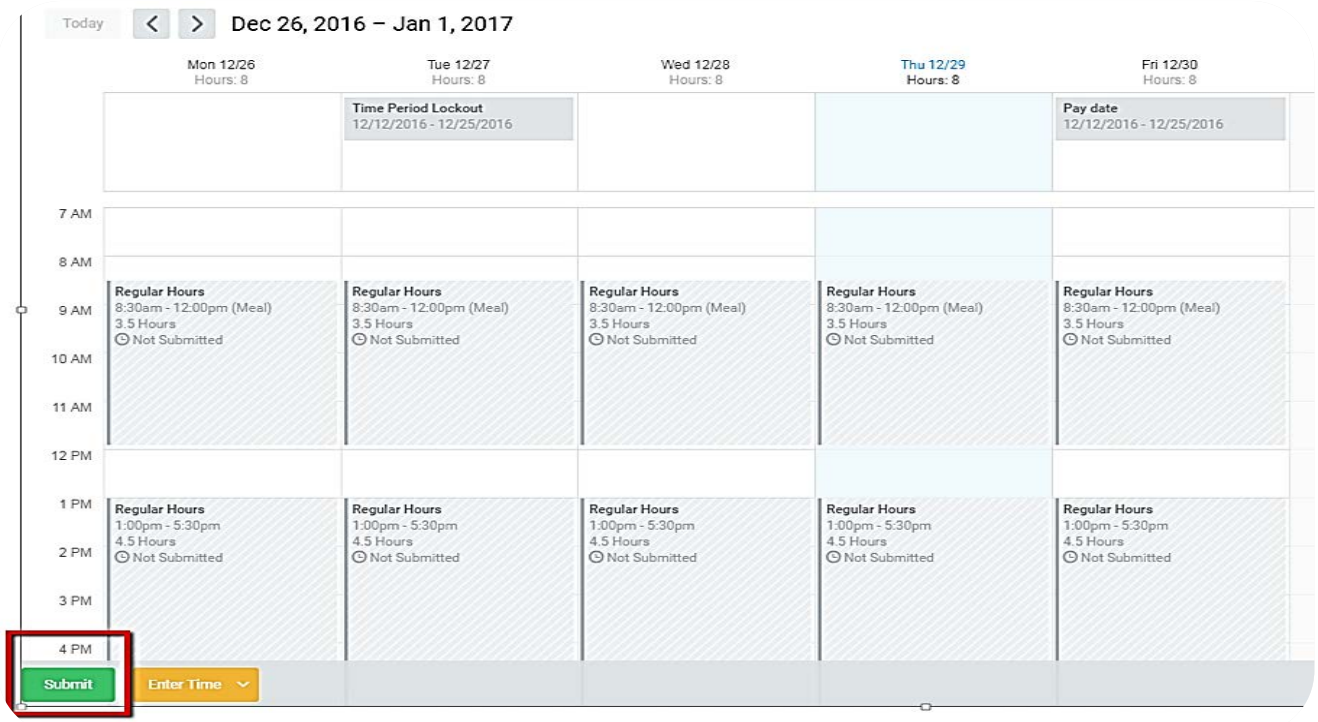
- Click **OK** to enter the time-block on the calendar



Workday: Enter & Submit Time

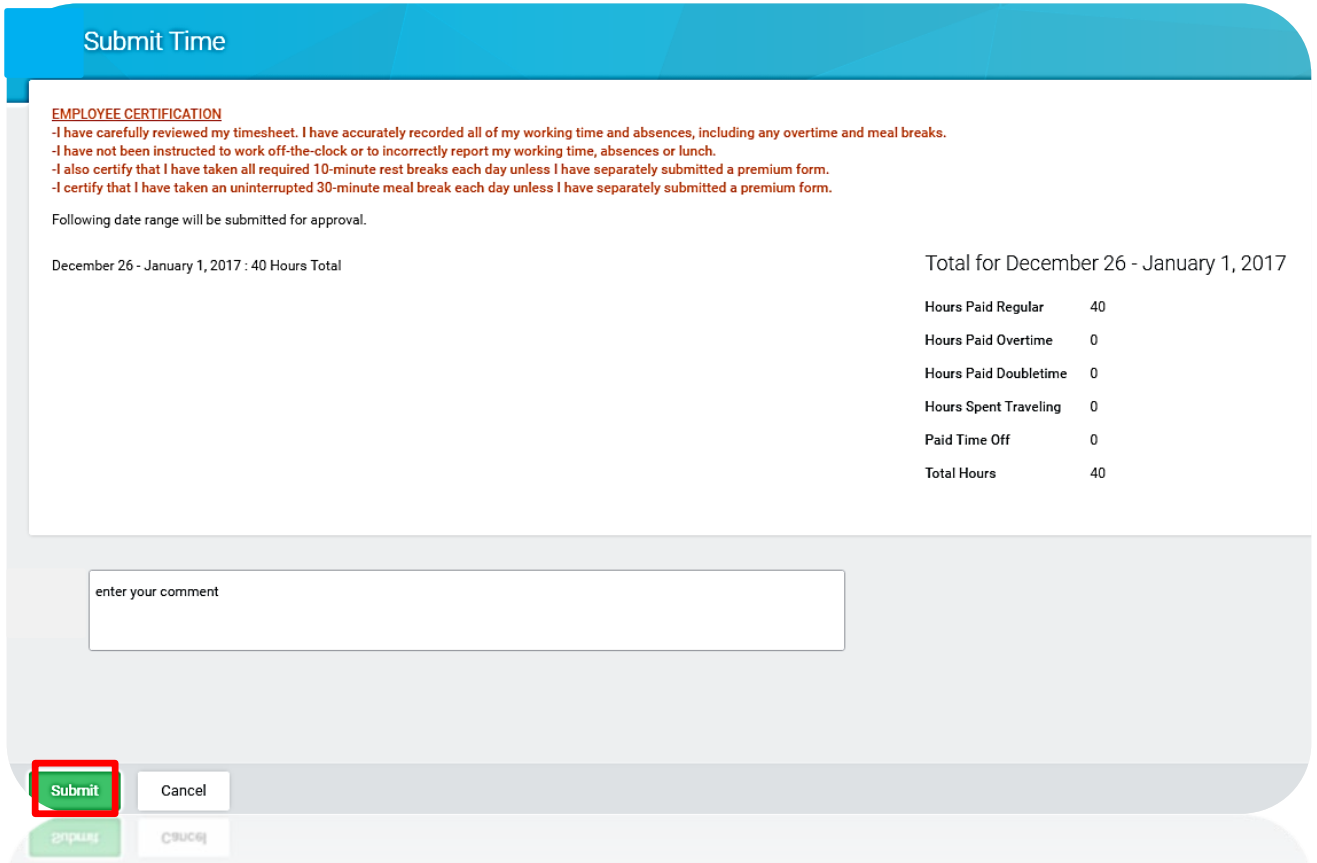
6. **<u>Review Summary of Hours</u>**- Once you have entered your hours worked for the week, a summary of your hours can be found at the top right of the page

7. **<u>Submitting Hours for Manager's Approval</u>**- Once your hours **<u>for the week</u>** are entered, click the **Submit** button at the bottom of the page. Hours entered will remain greyed out until submitted.



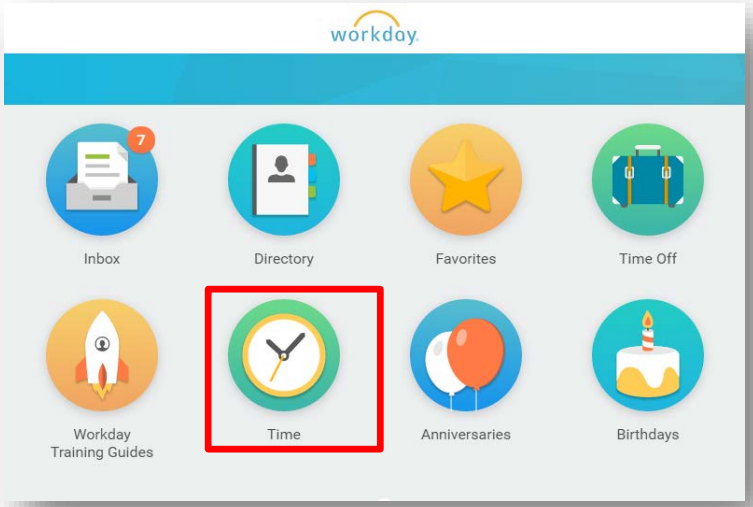
Workday: Enter & Submit Time

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.

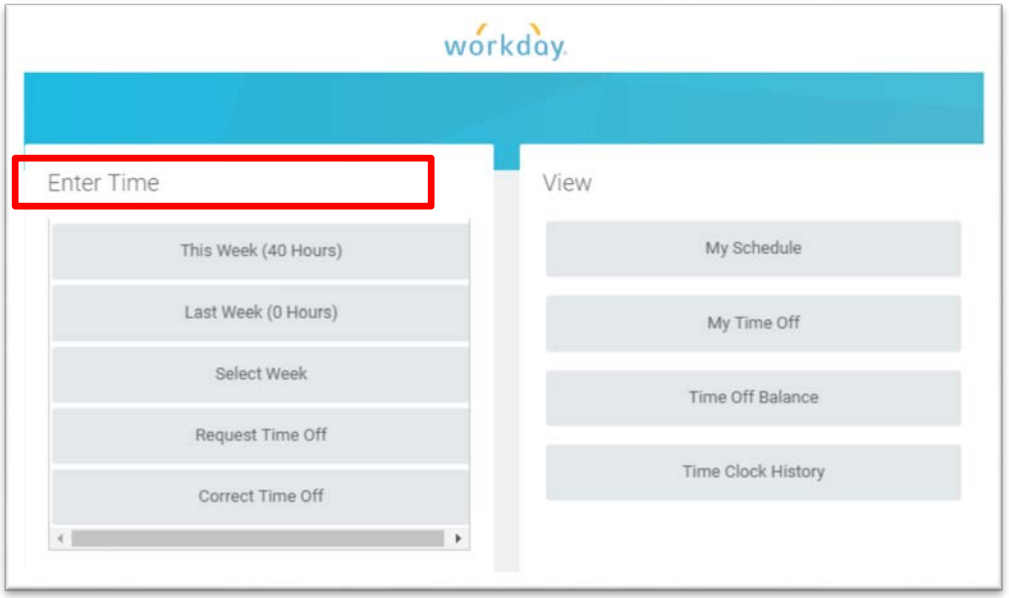


Workday: Enter & Submit Sick Time

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.



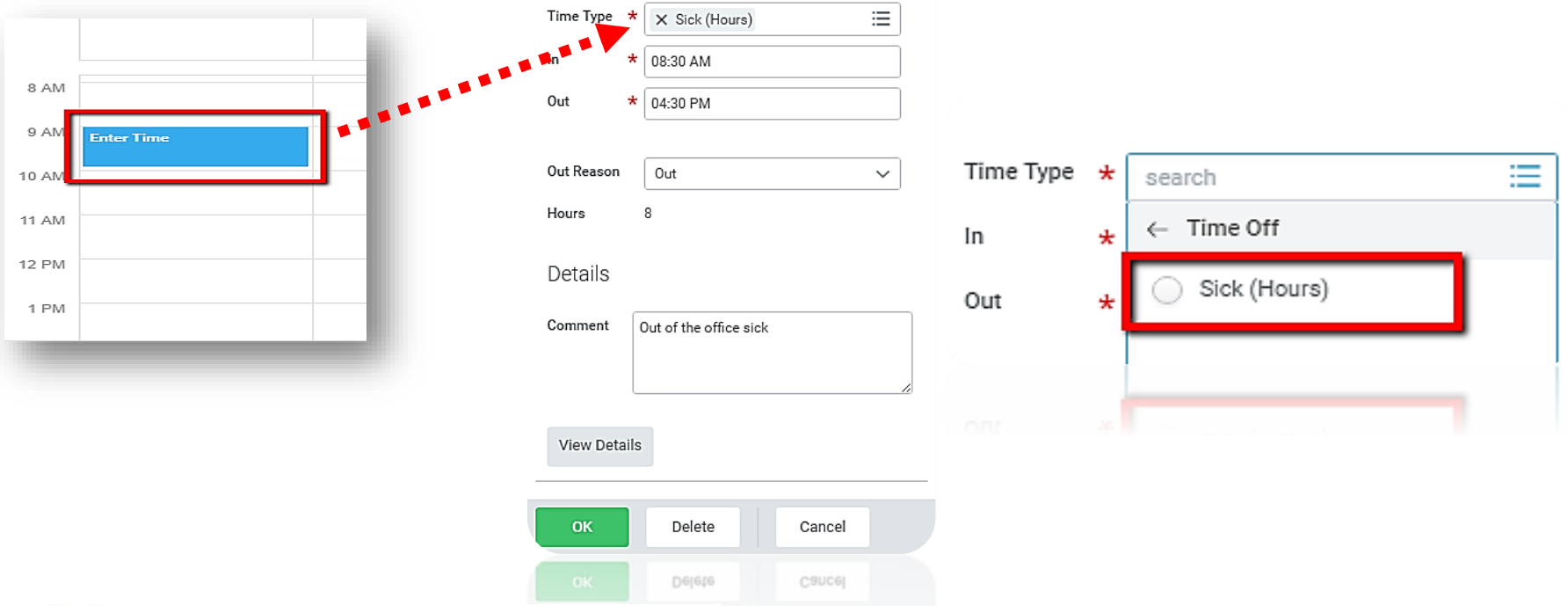
2.Time page- Click on **This Week** to submit hours for the current week



Workday: Enter & Submit Sick Time

3. <u>Entering Sick Time</u> - 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. <u>Entering Sick Time</u> – 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.



Workday: Enter & Submit Sick Time

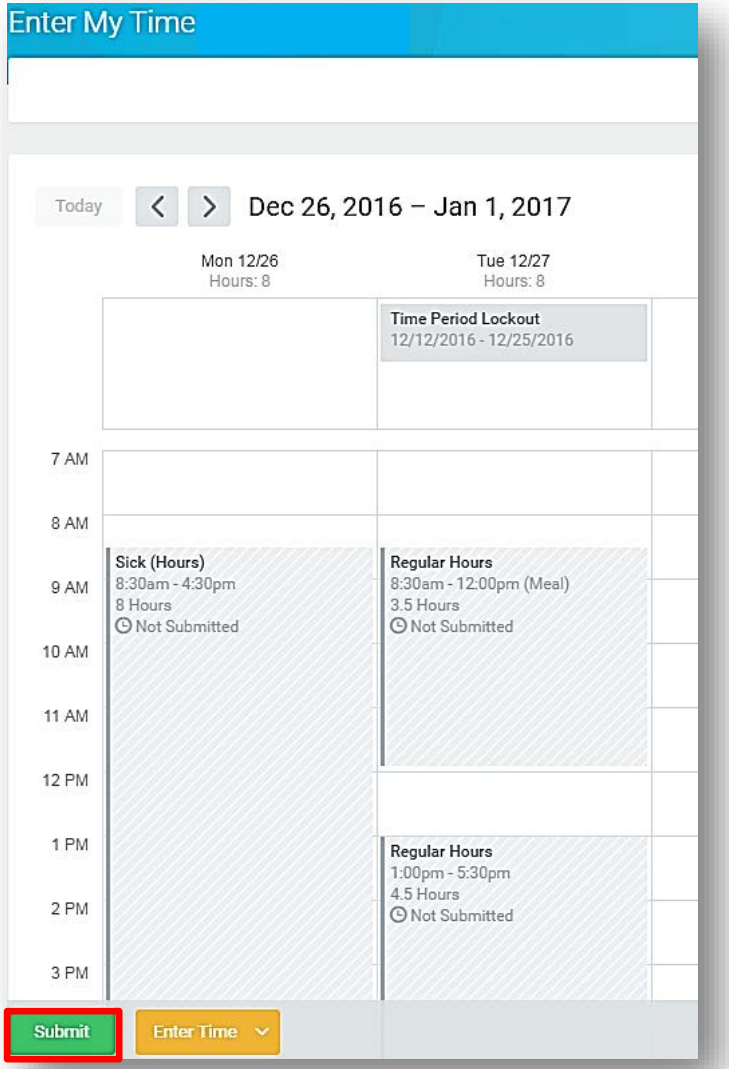
5. Submitting Hours for Manager's Approval

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.

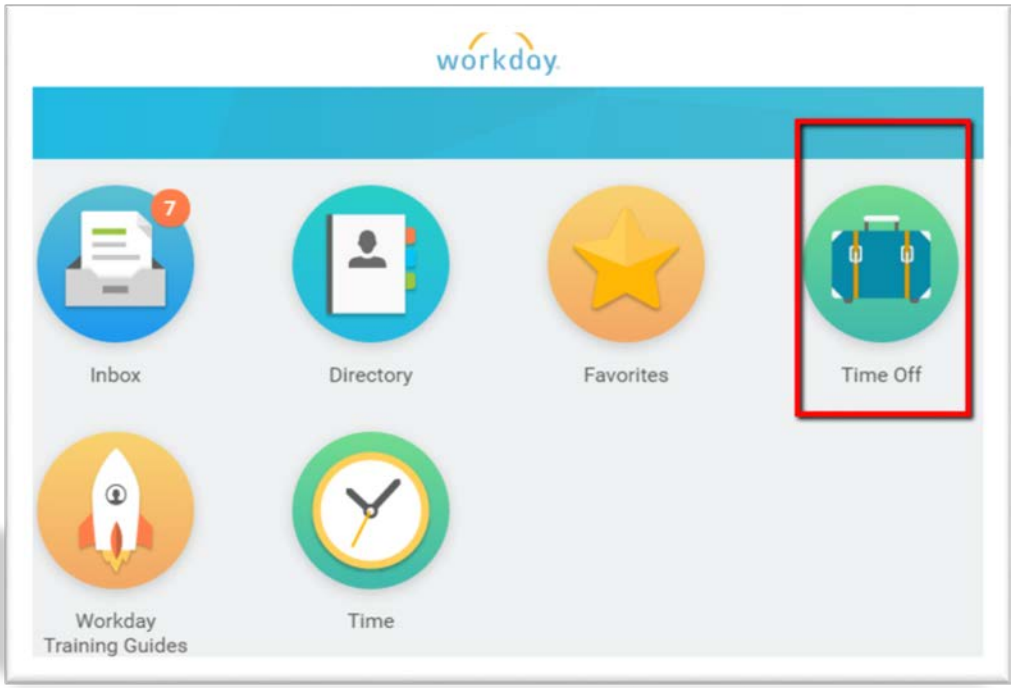


Workday: Request Time Off

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

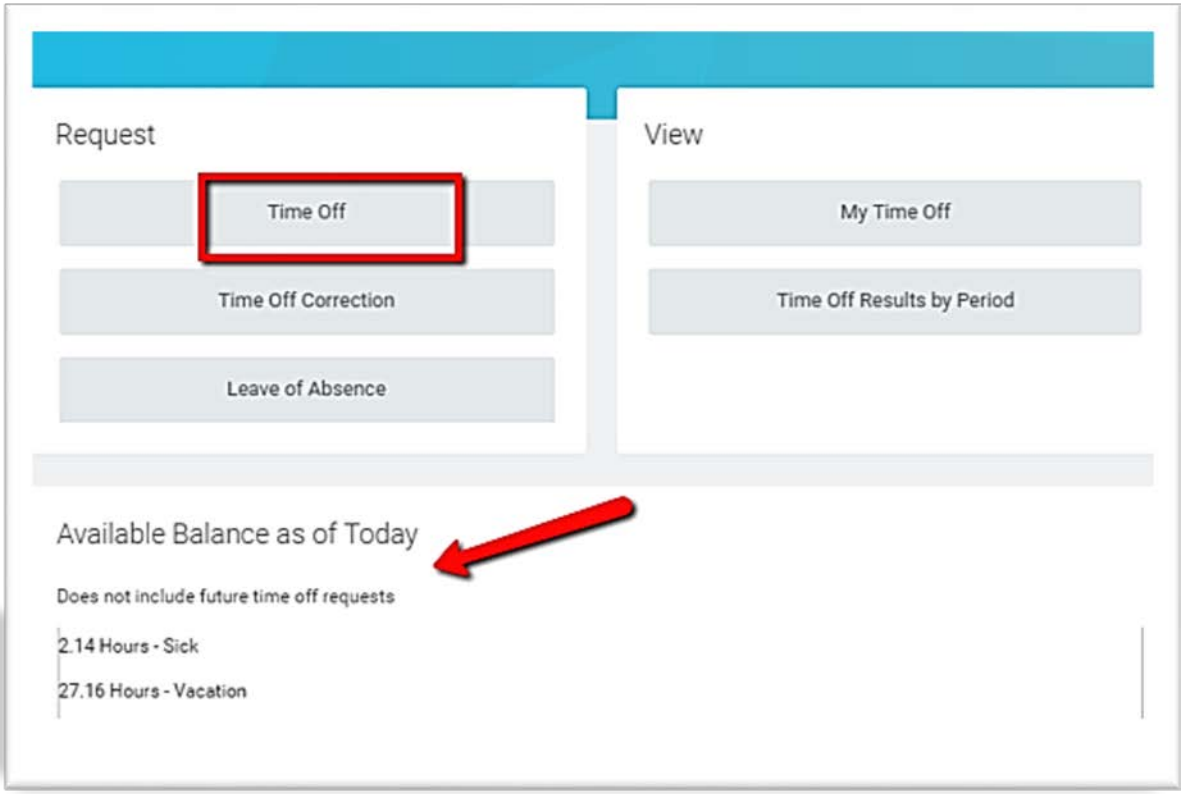


Workday: Request Time Off

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

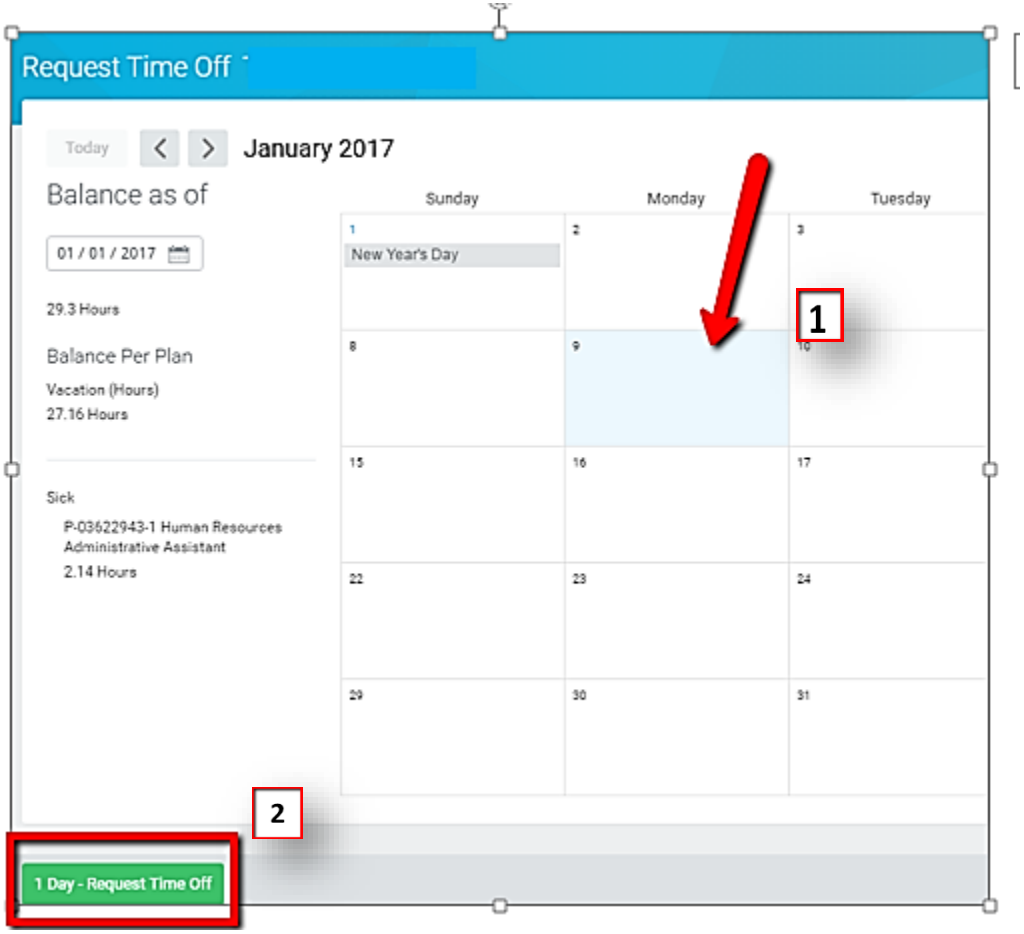
3. Request Time Off

- 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

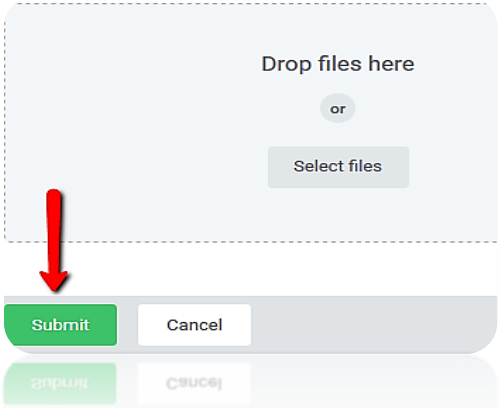


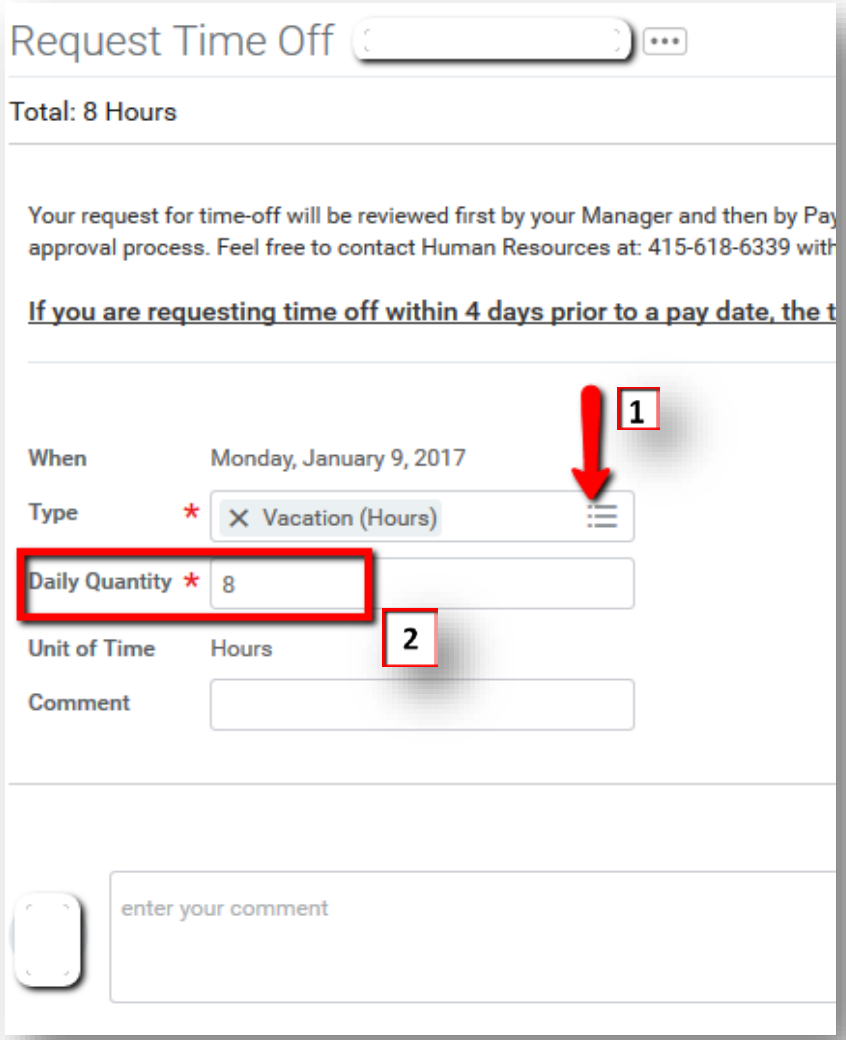
Workday: Request Time Off

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.





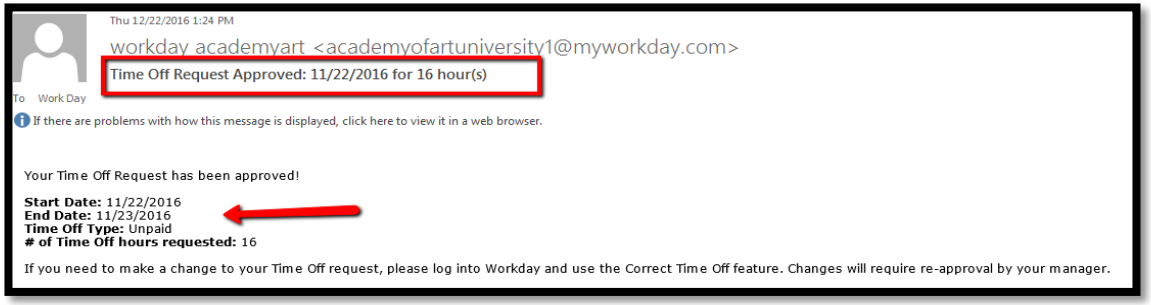
Workday: Request Time Off

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

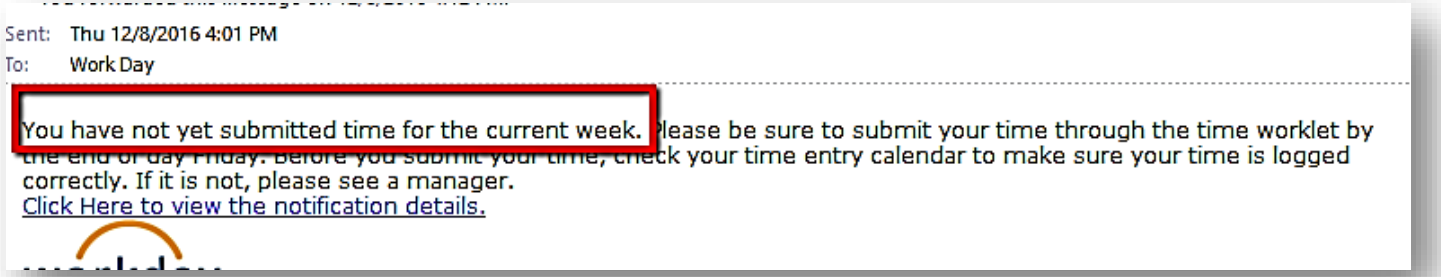
Time & Absence Alerts & Notifications

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. lease 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.

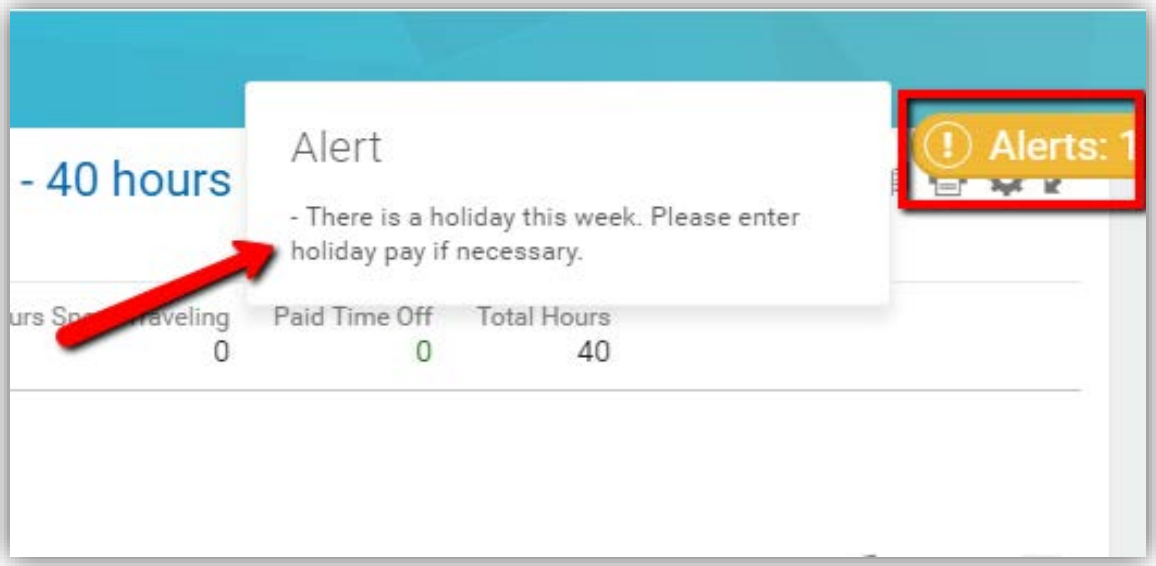
Time & Absence Alerts & Notifications

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.

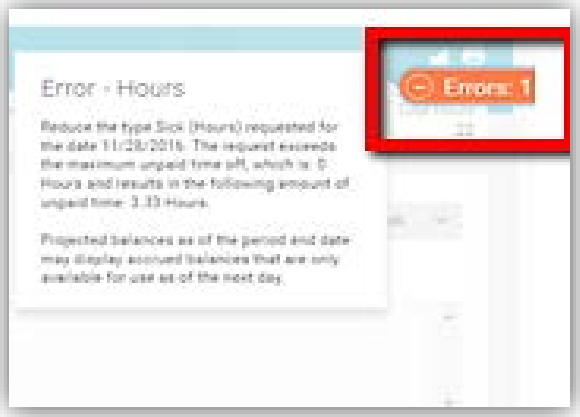


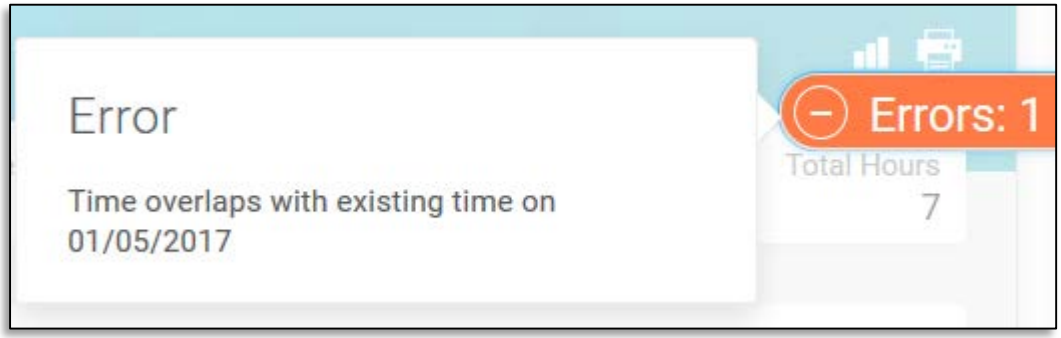
Time & Absence Alerts & Notifications

Error Message:

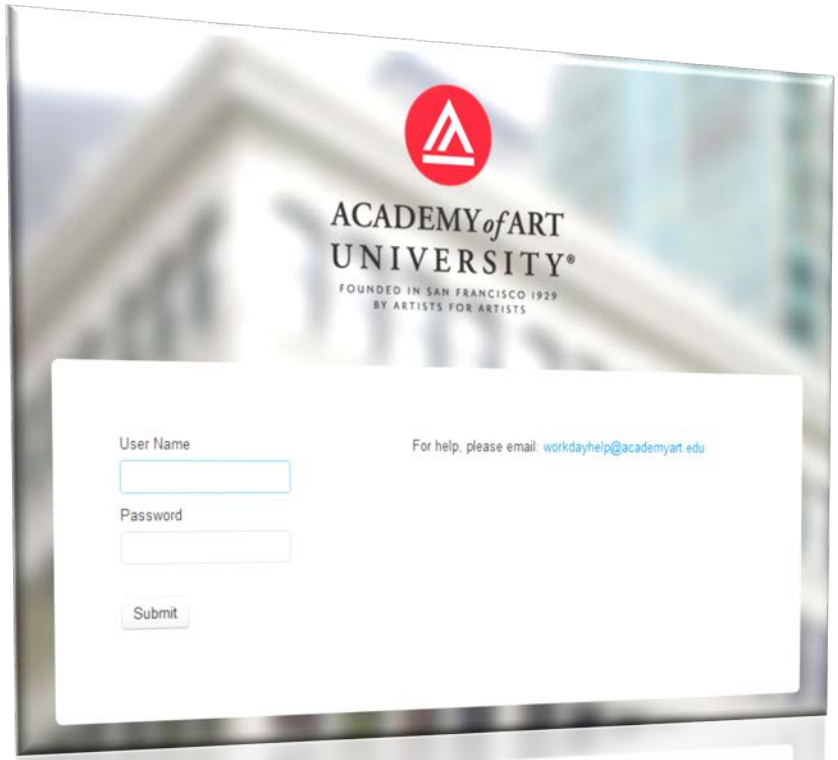
When you see a red error message this indicates that there is a problem with the time entry. You will need to remove or change the entry in order to clear the error and submit time. The most common error occurrence is requesting more time-off than available.

If you receive an error that does not seem valid, please contact Workdayhelp@academyart.edu for assistance.





Workday System Access



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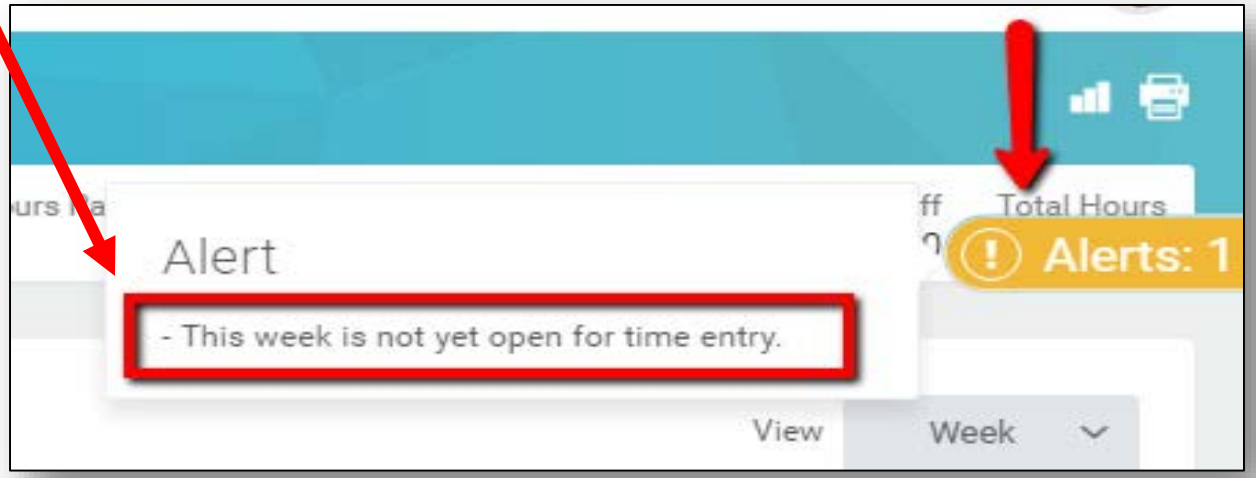
workday.

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 9th, 2017 (the start of the pay period). On Monday, January 9th time can be entered for any day up to the pay period end date of Sunday, January 22nd.



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.

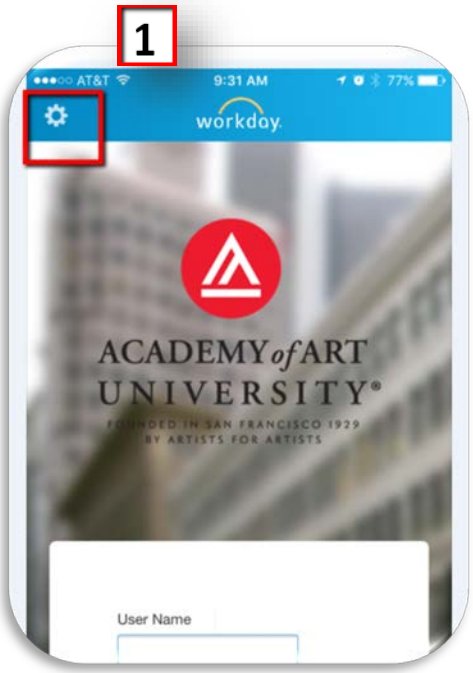
Workday Mobile Access

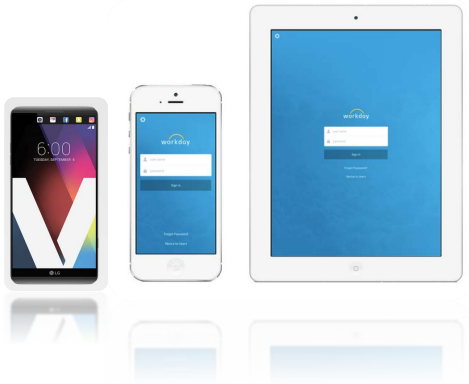
<u>Workday Mobile Apps</u> - iPad, iPhone & Android devices

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



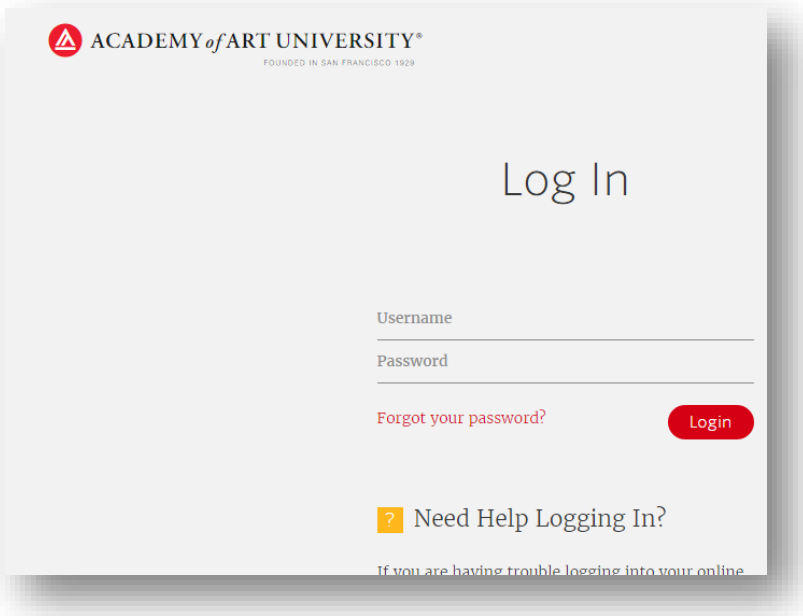


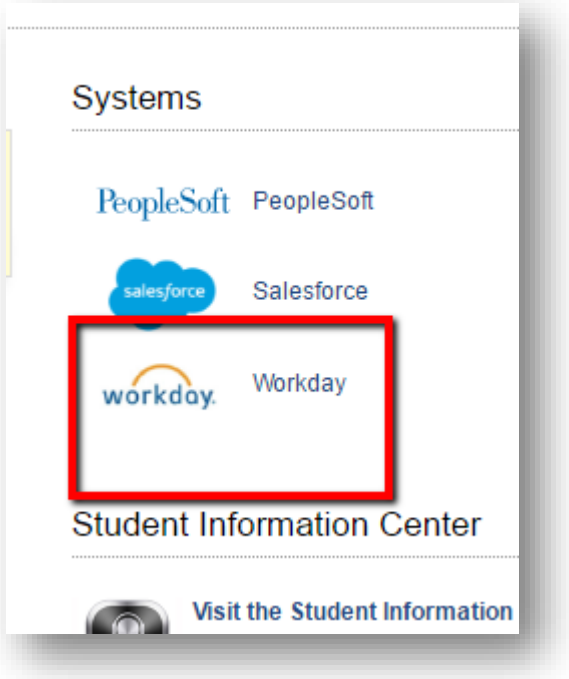
Workday Application Access

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).



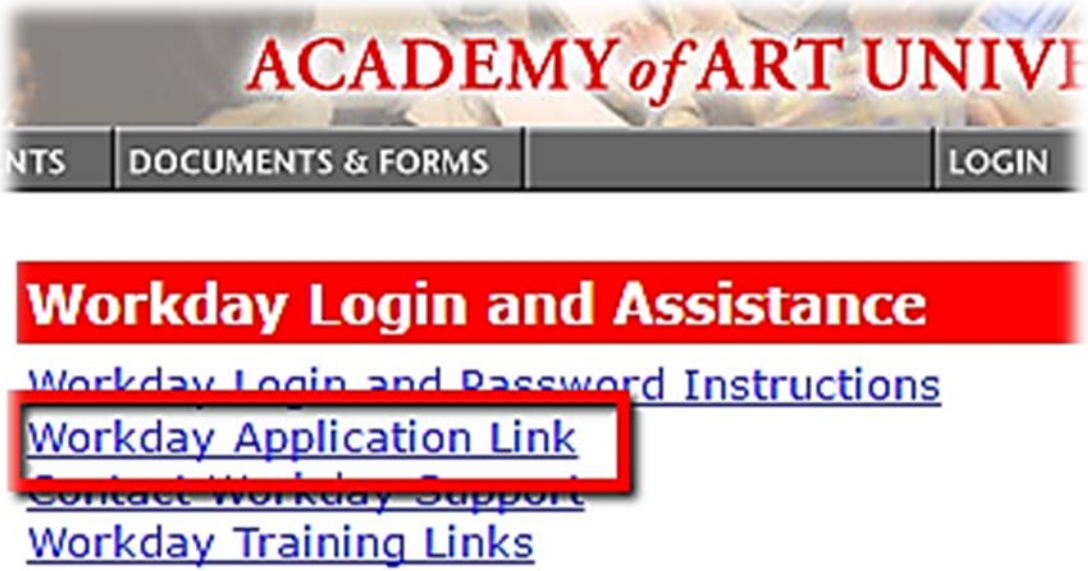


Workday Application Access

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.



Questions

Contact WorkdayHelp@academyart.edu for any questions or issues.