WORKDAY TIME TRACKING & ABSENCE CHANGES

Effective January 3, 2021

OVERVIEW

Employees will notice differences in time tracking and absence processes with the implementation of Workday on January 3, 2021. Most notably, Workday will now be used to process and record most time and time off and all leaves of absence transactions. Training job aids and videos are available on the Administrative Resource Center for both employees and managers to prepare for Workday.

Workday will be used by all employees, including the Health System, to process **leaves of absence**. Depending on the employee, **time and time off** transactions will take place in various systems:

▶ **Monthly Campus Employees**:

- o Enter time off using Workday.

▶ **Biweekly Campus Employees:**

- o Enter, submit, and correct time and request time off using Workday.

- o Employees must submit time _weekly_ in Workday (except external (dormakaba) time clock users).

- o Employees that enter time via web clock today will enter time via Workday Time Clock (webclock).

▶ **Select biweekly employees of certain Campus Units*:**

- o Use new external (dormakaba) time clocks to clock in/out but use Workday to make time tracking corrections if needed, and request time off.

- o Time will be automatically submitted on Sundays for all employees using external time clocks.

- o **This applies to select employees in the Department of Athletics, the Office of Administration and Planning, and the Office of Student Life.*

▶ **Health System employees**:

- o Biweekly employees - continue using Kronos to enter, submit, and approve time.

- o All employees – continue using Kronos to enter time off.

- o All employees - use Workday to enter leaves of absence (New).

- o For additional details on Kronos changes, please refer to the Kronos MyTools page.

IMPORTANT DATES

▶ **eTimesheet** – the last day to enter time will be **Saturday, January 2, 2021**.

▶ **eLeave** – the last day to submit or approve time off requests will be **Thursday, December 31, 2020**.

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CHANGES SPECIFIC TO EMPLOYEES

Time Tracking

The following section highlights changes relating to time tracking processes. These changes apply only to employees who submit time in Workday, which does not include Health System employees.

▶ **Time Entry Corrections**

- o Employees and managers will be able to make corrections to time entered using Workday. Since employees will have the ability to make corrections using Workday, paper forms will no longer be needed.

- o Employees will also be notified in Workday if any changes are made on their behalf.

- o Employees and managers may correct time in Workday for up to three pay periods prior to the current period. All employees must submit any corrections for manager approval.

    ▪ To make corrections beyond three prior pay periods, contact HR Connection for assistance.

▶ **Time Entry Calculations**

- o Workday will calculate total hours worked for the week including weekly overtime, shift differentials, on-call pay, and call-back pay providing employees with greater visibility of how their time is calculated.

- o Time calculations will reflect the changes made to the Scheduling Work and Overtime Compensation Policy 6.10.

▶ **Time Entry Deadlines and Notifications**

- o Time entry and approval deadlines will be consistent across campus. Biweekly campus employees must track, enter, and submit time each week either directly in Workday or using the external (dormakaba) time clocks.

- o Automated weekly notifications will be sent from Workday alerting:

    ▪ Employees to submit time.

    ▪ Employees of any unmatched (missed) time clock punches.

    ▪ Employees of time entry and edits made on their behalf.

▶ **Selecting Compensatory Time in Lieu of Overtime**

- o Workday Time Tracking allows biweekly employees to select compensatory time in lieu of overtime or holiday hours worked for the FLSA week. Compensatory time can also be selected at external (dormakaba) time clocks. Compensatory time is requested on a week by week basis. Workday converts **all** overtime for the week to compensatory time.

    ▪ Changing the time back to overtime or holiday hours must be done in Workday.

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► **Elimination of Automatic Meal Breaks for Biweekly Employees**

- o With Workday go-live, employees are expected to account for their meal breaks.

- o Employees that clock in/out using Workday Time Clock or external (dormakaba) time clocks are expected to clock out for meal breaks.

- o Employees using Workday Time Calendar entry are also expected to enter their meal breaks.

- o If a meal break is less than 20 minutes, Workday will automatically add the 20 minutes to the employees worked time so that they are paid accurately.

► **Workday Mobile Application**

- o Workday's mobile application can be used to enter and submit time and to request time off as an employee, as well as approve time and time off requests as a manager.

Absence

The following section highlights changes relating to absence processes. These changes apply to both campus Health System employees.

► **Workday Absence Calendar**

- o Campus employees and managers will use the Workday Absence Calendar to request and view time offs and leaves of absence.

- o Health System employees and managers will only request leaves of absence using the Workday Absence calendar.

► **Biweekly Time Off Accrual**

- o All employees*, monthly and biweekly, will accrue time off on a biweekly basis.

- o *This is a change for campus monthly employees only.*

► **Absence Balances for Future Dates**

- o Employees will now be able to view their current absence balance and see a forecast of their projected absence balances (e.g. sick and vacation time off) using the Workday Absence Calendar.

► **New Time Off Types and Balances**

- o A time off code for pre-scheduled sick leave will no longer be available. Instead, reasons of "planned" and "unplanned" will be used for sick, vacation and unpaid time off to differentiate planned vs. unplanned time offs

- o Parental and organ donation time off balances are now displayed and tracked in Workday Absence.

- o For additional details on Kronos changes, please refer to the Kronos MyTools page.

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▶ **Leave of Absences**

- o Employees and managers can request leaves of absence in Workday.

- o In general, employees should be on a leave of absence if their absence lasts for 30 days or more

- o All leaves of absence are approved centrally, except for *Other Leave of Absence,* which managers approve and *Faculty Professional Leave* with the reason of special assignment, which is handled by the HR Consultant in the unit.

- o All leaves of absence stop salary pay except for Faculty Professional Leave, Intermittent FMLA, short-term disability (reduced schedule), and worker's compensation (reduced schedule)

  - ▪ For this reason, it is critical that time off (paid and unpaid) is entered for employees while on leave in addition to entering the leave itself.

    - • This is for all leaves of absence except *Faculty Professional Leave.*

▶ **Return from Leave**

- o Employees and Managers must request a return from their leave of absence for the following leave types:

  - ▪ Family & Medical Leave (FMLA)

  - ▪ Medical Leave (non-FMLA)

  - ▪ Military Leave

  - ▪ Other Leave of Absence

- o No employee action is required to return from any further leave types.

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CHANGES SPECIFIC TO MANAGERS

▶ **Time Entry Approvals**

- o Managers (or managerial liaisons) will be responsible for reviewing and approving employee time weekly in Workday; this includes time entered on external (dormakaba) time clocks.

- o Workday allows managers to delegate some tasks to a colleague on a short-term basis if they are unable to perform the actions themselves due to time off or a leave of absence. If delegating a task, the manager is still accountable for the actions taken on their behalf.

▶ **Time and Absence Dashboard**

- o Managers can use the Time and Absence Dashboard to view:
  - Requests pending their approval, such as time entry submissions, time off requests, leave of absence requests, and return from leave requests.
  - Time Off & Leave Calendar, which provides the manager a holistic view of all time off and leave requests and approvals for their team.
  - All time entry statuses and deviations.
  - Time entry edits made by time clock employees in Workday.

▶ **Automated Time Approval & Missed Punch Reminders**

- o Automated weekly email notifications will be sent from Workday alerting:
  - Managers of employee time submitted but not approved
  - Managers of any unmatched (missed) time clock punches
- o Managers can also run the Unmatched Time Clock Events report to quickly identify their employees with unmatched (missed) punches.

▶ **Time and Time Off Cancellation/Correction Process**

- o Managers (and managerial liaisons) can enter, submit, and correct time on behalf of employees and will be responsible for making any funding corrections if needed.
  - If a given manager would like to request time off, they can either submit the request themselves or it can be done by their manager (or their manager's liaison).
- o Managers will also be able to cancel or correct any time off requests on behalf of an employee.
- o Employees are notified of any corrections made on their behalf.

▶ **Return from Leave**

- o All employees (or a manager on their behalf) must request a return from their leave of absence for the following leave types:
  - Family & Medical Leave (FMLA)

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- Medical Leave (non-FMLA)

- Military Leave

- Other Leave of Absence

o Managers must approve an employee's return from any of the above leave types.

o Returns for all other leave types will be handled centrally.

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TRAINING RESOURCES

Log in to the [Administrative Resource Center](#) to access the various training resources below.

Job Aids for Managers

- ▶ [Time and Absence Dashboard](#)
- ▶ [Time Tracking for Managers](#)
- ▶ [Managing Employee Absences](#)
- ▶ [Approve Leave of Absence, Request Leave & Leave Return](#)
- ▶ [Review & Correct Funding Overrides](#)
- ▶ [Edit Time Entry Method & Meal Length](#)
- ▶ [Approving Time Off: Mobile](#)

Videos for Managers

- ▶ [Time and Absence Dashboard](#)
- ▶ [Time Tracking and Approvals for Managers](#)

Job Aids for Employees

- ▶ [Time Entry Processes](#)
- ▶ [Time Entry Corrections](#)
- ▶ [Time Off Processes](#)
- ▶ [Timesheet Overview and Statuses](#)
- ▶ [Request Leave of Absence & Return From Leave](#)
- ▶ [Correct Unmatched Time Clock Events](#)
- ▶ [Enter Time Off for Intermittent FMLA](#)
- ▶ [Short Term Closure](#)
- ▶ [Enter Tips in Workday](#)
- ▶ [Requesting Time Off: Mobile](#)

Videos for Employees

- ▶ [Check In / Out – Workday Time Clock](#)
- ▶ [Enter Time (Time Calendar)](#)
- ▶ [Correct Time](#)
- ▶ [Request Time Off](#)
- ▶ [Request Leave of Absence](#)

Job Aid for Health System Employees

- ▶ [Time Off & Leave Processes (Health System)](#)

Job Aids for Specific Biweekly Employee Groups

- ▶ [Sick to Vacation Conversions (Unions)](#)

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