



City of Dallas

Timekeeper Reports and Review Training

July 23

2:30pm via Microsoft Teams





Agenda

- End of Pay Period Reports and Time Entry Review
- Quality Control Reviews
- Q&A



Review Shifts and Schedules

- Time Tracking Config – Audit

Time Entry Template	Work Schedule	Work Shift (Determines Shift Diff Amount)	Submission Process	Approver
24 Hours - FF	Shift B (24 Hours)	FF - Shift B (24 Hours) (United States of America)	Mass Submit/Auto Submit in Workday	Auto Approve/No Approval in WD
Exempt Workers	08 - SS (Mon, Tue, Wed, Thu, Fri) Off (Sat, Sun)		Submission By Worker in Workday	Workday - Manager / Manager's Manager
Kronos Workers	*Standard 8hr. M-F OFF (SS)		Mass Submit/Auto Submit in Workday	Workday - Manager/Kronos Supervisor
24 Hours - FF	Shift A (24 Hours)	FF - Shift A (24 Hours) (United States of America)	Mass Submit/Auto Submit in Workday	Auto Approve/No Approval in WD

- Review at beginning of PP for any adjustments
- Use first day of PP for changes
 - Assign Schedule
 - Change Job – Assign/Delete Shift Pay on Location Tab
- Scroll to right to view what schedule and shift ee is assigned to
- Can view schedule history from ee profile
 - Actions > Time and Leave > View Schedule History for Worker





Review Time Entries Before PP Ends

- Alert – Workers with No Time Entered

The screenshot shows a Workday alert interface. At the top, there is a blue header with a back arrow, the title "Alert - Workers with No Time Entered", and an "Actions" button. Below the header, there are filters for "Start Date" (07/01/2020) and "End Date" (07/15/2020). A status bar indicates "4808 items". Below this is a table with the following columns: Worker, Worker's Manager, Supervisory Organization, Department ID, On Leave, Exempt, and Kronos?. The table is currently empty.

- Scheduled Report for Managers and Timekeepers
- Includes on those ee's assigned to the manager or TK
- Filter out Kronos ee's before Wednesday morning to focus on WD time entry ee's with no time entered
- Matches info in the Timesheet Not Entered Report



Review Time Entries Before PP Ends

- Alert – Workers with Time Entered but Not Submitted

The screenshot shows a Workday alert interface. At the top, a blue header bar contains the title "Alert - Workers with Time Entered but not Submitted" and an "Actions" button. Below the header, the alert details are displayed: "Start Date 07/15/2020" and "End Date 07/22/2020". The number of items is shown as "4496 items". A table is visible with a column header "Worker".

- Scheduled Report for Managers and Timekeepers
- Includes on those ee's assigned to the manager or TK
- Use the Timesheet Status report to get more detail on Workers
 - Note Timesheet status also includes submitted timesheets that are awaiting approval.



Pending Approvals for Time Offs

- Employee absence requests are approved separately from the timesheet even though they appear on the timesheet with the time worked
- When reviewing timesheets look for any time off requests that have not been approved
- Absence Partner distributes reports to assist in review
 - Business Process Transactions Awaiting Action – Correct Time Off- Request Details
 - Business Process Transactions Awaiting Action – Enter Time Off – Request Details



Time Off for Employees on Leave (FMLA)

- Employees on Leave (FMLA) must Request Return from Leave of Absence through Workday in Absence App (suitcase)
- FMLA coordinator will approve as appropriate
- When ee returns to work, review their timesheet for any absences which are coded as FMLA
- If the employee is no longer on leave, the FMLA absence will not be paid to the ee
- Delete or edit the time blocks once the employee is returned from leave to remove the FMLA absences

Mon 7/6 Hours: 8	Tue 7/7 Hours: 8
Vacation - FMLA Leave 8 Hours ✓ Approved	Regular Hours 8 Hours - Paid ✓ Approved

In this example, the ee was not paid for the vacation time block because they had returned from FMLA and was no longer eligible for this Absence Plan.



Quality Control Reviews

- After time entry/approval closes at Noon on Wednesdays, CCO Payroll will close Workday time entry and begin payroll processing
- Quality Control Review Reports will be available for timekeepers to review and make final updates in Workday
- Estimated timeframe is 2:30-4:30pm
- Reports will be provided for departments to review
 - EE's with less than 80 hours
 - Overtime hours
- Department Timekeepers make adjustments on timesheets as needed



EE's with less than 80 hours

- Research time entered for employees with less than 80 hours
- Correct timesheets as needed
- Provide explanation for employees listed who should indeed have less than 80 hours (e.g. EE separated three days into pay period – should only have 24 hours; or someone who has LWOP).



Overtime hours

- Review workers with overtime in excess of 40 hours
- Correct timesheets as needed
- Provide confirmation of hours for employees with a high number of OT hours (e.g. EE worked extra shift, short staffed dept, overtime valid, etc.)



Timekeeper Reports

- **Run/View Reports**
- Alert – Workers with No Time Entered
- Alert – Workers with Time Entered but Not Submitted
- Timesheet Not Entered – Civilian
- Timesheet Not Entered – Uniform
- Timesheet Status – Civilian
- Timesheet Status – Uniform
- Time Tracking Config - Audit
- **Distributed Reports**
- Business Process Transactions Awaiting Action – Correct Time Off- Request Details
- Business Process Transactions Awaiting Action – Enter Time Off – Request Details
- Audit – Workers with No Time Entered – With Department Details
- Audit – Workers with No Time Entered – With Department Details – Including Kronos
- Audit – Time Submitted, Not Approved – Department Details
- Audit – Workers with Time Entered but not Submitted – By Pay Group



Q&A