

ENTERING TIME IN WORKDAY



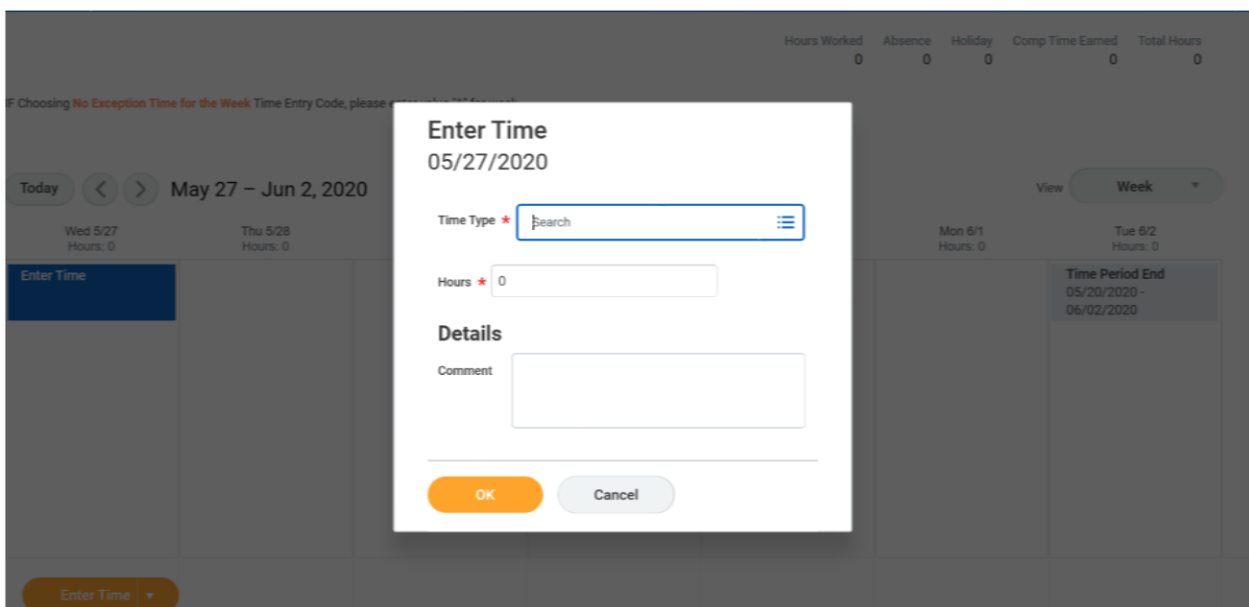
Note:

- All time worked is entered in Workday every week.
- Exempt employees must enter and submit a time sheet so that it can be approved by their manager by noon Wednesday of pay week.
- Time off requests are also submitted in Workday and approved by managers in Workday. They will show on the time sheet.
- Each day must reflect the number of hours you are scheduled to work (if you are on an 8 hour per day schedule, your time sheet must reflect at least 8 hours either worked or absence).
- Exempt employees must record 80 hours in a pay period; that can be a combination of hours worked and time off (vacation, sick, leave)

TO ENTER TIME:

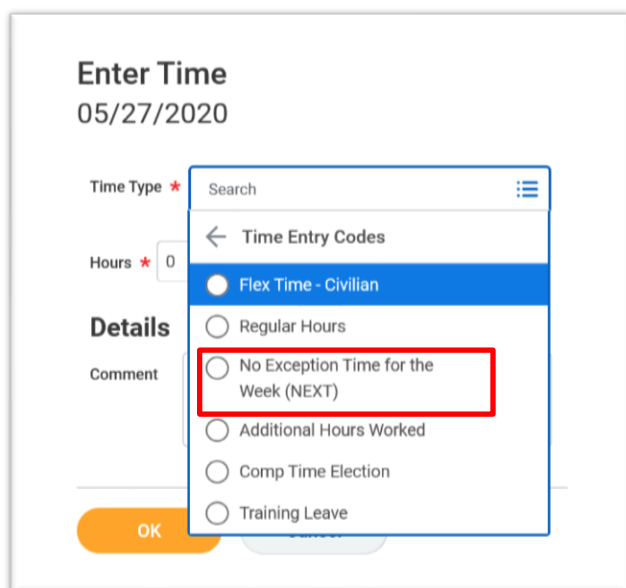


- Click on the Time application on the home page
- This is an example of time all week with **No Exceptions**.
- Choose the week you wish to enter time
 - In Workday time is recorded by your work week (i.e. Wednesday through Tuesday)
 - If this is not the correct week when you are at the calendar use the arrows to go back or forward in time
- From the calendar, click on the first day and the **Enter Time** time block appears

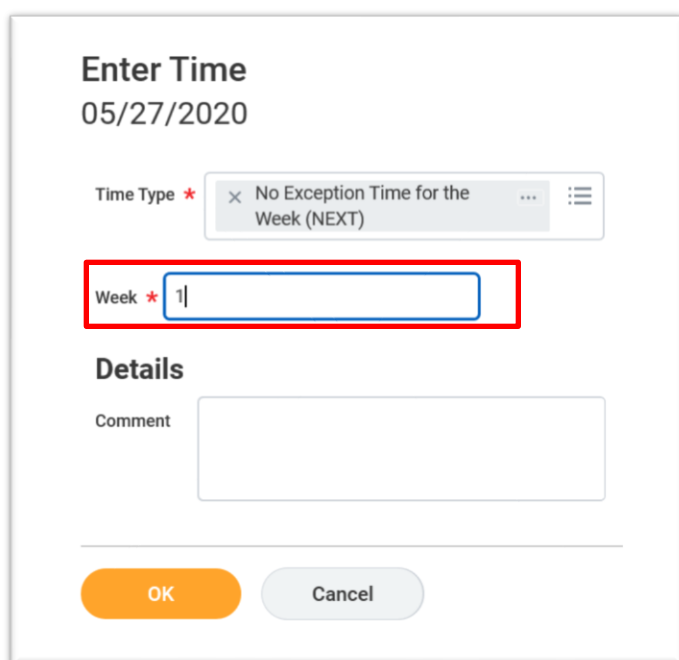


Time Tracking: Exempt Employees Time Entry

- From the **Enter Time** time block click in the **Time Type** field
- Choose **Time Entry Codes**
- Choose **No Exception Time for the Week (NEXT)**
 - Choosing this time type will populate your regular 8 hours per day as long as you do not have exceptions for the week.

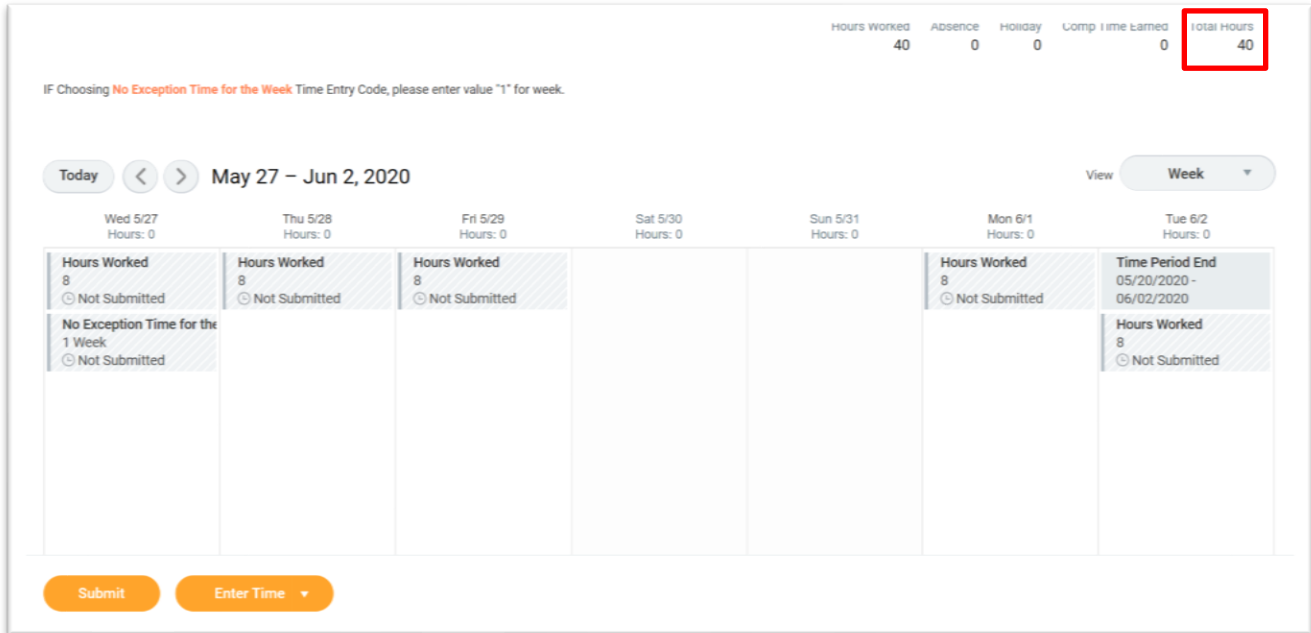


- In the **Week** field enter 1 (for 1 week)
 - You cannot enter two weeks at once, so time needs to be entered for each week.



Time Tracking: Exempt Employees Time Entry

- Time is entered for you - 40 hours per week.
- Click **Submit** to submit time for the pay period.



RECORD ALL HOURS WORKED ON THE DAYS YOU WORKED:

- Flex Time Code has been removed from Workday
- Exempt Employees will enter all hours worked, even if the hours worked are less than your scheduled hours, and any Time Off (sick, vacation, comp, AIL) taken on the applicable days
- If the employee works extra hours on one or more days during the pay period and wants to take off during the same pay period, the employee would simply record fewer hours on the day(s) when the employee took time off. In Lawson this was Flex Time.
- This process may be used instead of using an existing time off balance. (Assuming the employee's manager has approved the time off.) In Workday there is no Flex Time code so the hours are simply not recorded this is used as long as the pay period totals 80 hours (a combination of time worked and time off).

Time Tracking: Exempt Employees Time Entry

Hours Worked: 44, Absence: 0, Holiday: 0, Comp Time Earned: 0, Total Hours: 44

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > Jul 15 – 21, 2020 View Week

Wed 7/15 Hours: 10	Thu 7/16 Hours: 10	Fri 7/17 Hours: 8	Sat 7/18 Hours: 0	Sun 7/19 Hours: 0	Mon 7/20 Hours: 8	Tue 7/21 Hours: 8
Time Period Lockout 07/01/2020 - 07/14/2020	Regular Hours 10 Hours ⊙ Not Submitted	Pay date 07/01/2020 - 07/14/2020			Regular Hours 8 Hours ⊙ Not Submitted	Regular Hours 8 Hours ⊙ Not Submitted
Regular Hours 10 Hours ⊙ Not Submitted		Regular Hours 8 Hours ⊙ Not Submitted				

- Here there are 44 hours worked in the first week and only 36 in the next totaling 80 hours.
- The employee only recorded 4 hours worked on Friday the 24th – they took the afternoon off but didn't need to record a time off because the pay period totals 80.

Hours Worked: 36, Absence: 0, Holiday: 0, Comp Time Earned: 0, Total Hours: 36

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > Jul 22 – 28, 2020 View Week

Wed 7/22 Hours: 8	Thu 7/23 Hours: 8	Fri 7/24 Hours: 4	Sat 7/25 Hours: 0	Sun 7/26 Hours: 0	Mon 7/27 Hours: 8	Tue 7/28 Hours: 8
Regular Hours 8 Hours ⊙ Not Submitted	Regular Hours 8 Hours ⊙ Not Submitted	Regular Hours 4 Hours ⊙ Not Submitted			Regular Hours 8 Hours ⊙ Not Submitted	Time Period End 07/15/2020 - 07/28/2020
						Missing Hours for 40 4 ⊙ Not Submitted
						Regular Hours 8 Hours ⊙ Not Submitted

- Once the employee clicks **Submit** - the Submit screen shows the summary of hours

By clicking submit, you are agreeing to the following.

All Human Resources and payroll information (including Workday the City of Dallas Human Resource Information System (HRIS), ESS and Kronos time clock data) are official City property and are subject to laws and regulations governing accuracy, access, retention, and the Texas Public Information Act requirements. An Employee's submitted times worked or leave time in ESS, Kronos or any other City time system is considered to be the true and accurate representation of the actual time worked. Falsification of Human Resources and/or payroll data, including but not limited to time or leave entries or omissions of time and leave entries and approvals, is a violation of the City of Dallas Personnel Rules, Section 34-36 Rules of Conduct (b) (8) (B). City employees who violate this directive will be subject to appropriate disciplinary action up to and including termination.

Following date range will be submitted for approval.

July 15 – 28, 2020 : 80 Hours Total

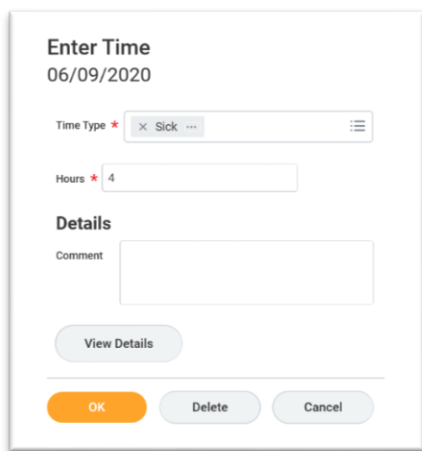
Total for July 15 – 28, 2020

Hours Worked	80
Absence	0
Holiday	0
Comp Time Earned	0
Total Hours	80

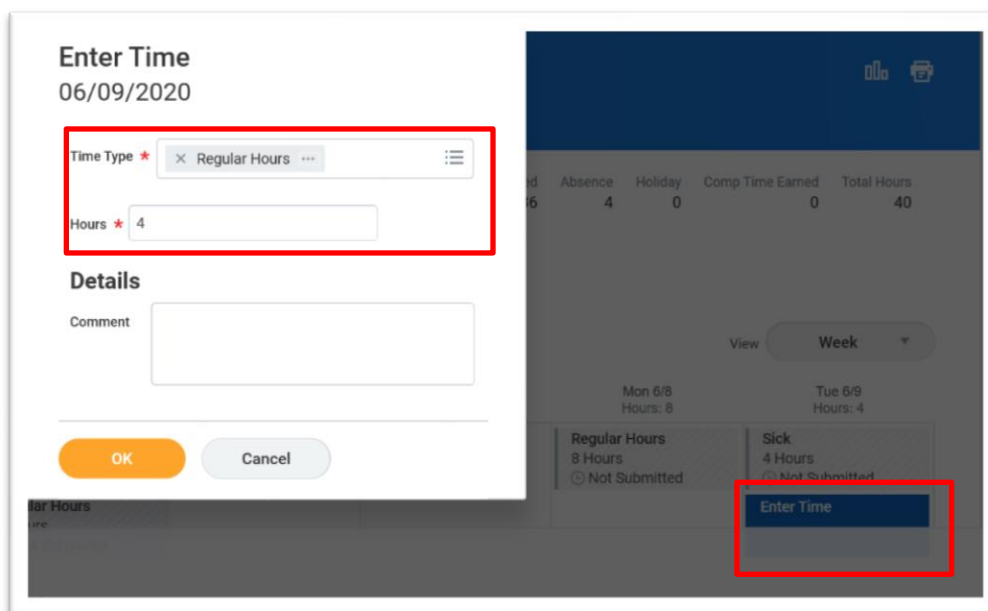
Time Tracking: Exempt Employees Time Entry

SPLITTING TIME:

- Hours worked can be split in the same day into more than one Time Type.
- In the calendar, click on the time block for the day in which the hours need to be split.
- Choose the appropriate Time Type - this example is 4 hours sick. Sick is a Time Type of Absence



- Click on the time block again to indicate the remaining hours. These were regular hours but they could have been for a project as well.



Notice the click was in a blank part of the time block not the sick time.

- The calendar shows two types of time on Tuesday the 9th. Your timesheet may have multiple time blocks on each day and may be a combination of various types of time off, time worked and project time that are recorded in accordance with the City's Personnel Rules.

Time Tracking: Exempt Employees Time Entry

Hours Worked: 40, Absence: 4, Holiday: 0, Comp Time Earned: 0, Total Hours: 44

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today Jun 3 – 9, 2020 View Week

Wed 6/3 Hours: 8	Thu 6/4 Hours: 8	Fri 6/5 Hours: 8	Sat 6/6 Hours: 4	Sun 6/7 Hours: 0	Mon 6/8 Hours: 8	Tue 6/9 Hours: 8
Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 8 Hours <input type="radio"/> Not Submitted	Pay date 05/20/2020 - 06/02/2020 Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 4 Hours <input type="radio"/> Not Submitted		Regular Hours 8 Hours <input type="radio"/> Not Submitted	Sick 4 Hours <input type="radio"/> Not Submitted Regular Hours 4 Hours <input type="radio"/> Not Submitted

EARNING COMP TIME:

- Comp Time is earned once 80 hours are worked in a pay period.
If the employee has any time off (except Holiday), the comp time will not accrue.

Scenario 1:

- In this example-there are 44 hours worked in week 1 of the pay period. Comp time is not earned yet
- Notice that this employee worked Regular 4 hours on Saturday

Hours Worked: 44, Absence: 0, Holiday: 0, Comp Time Earned: 0, Total Hours: 44

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today Jun 3 – 9, 2020 View Week

Wed 6/3 Hours: 8	Thu 6/4 Hours: 8	Fri 6/5 Hours: 8	Sat 6/6 Hours: 4	Sun 6/7 Hours: 0	Mon 6/8 Hours: 8	Tue 6/9 Hours: 8
Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 8 Hours <input type="radio"/> Not Submitted	Pay date 05/20/2020 - 06/02/2020 Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 4 Hours <input type="radio"/> Not Submitted		Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 8 Hours <input type="radio"/> Not Submitted

- In the second week of the pay period there are 4 hours of **Comp Time Earned** due to the 4 hours worked on Saturday the prior week. Comp Time will only be displayed in the second week, regardless of which week the extra hours were worked.

Time Tracking: Exempt Employees Time Entry

Hours Worked	Absence	Holiday	Comp Time Earned	Total Hours
36	0	0	4	40

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > Jun 10 – 16, 2020

View Week

Wed 6/10 Hours: 8	Thu 6/11 Hours: 8	Fri 6/12 Hours: 8	Sat 6/13 Hours: 0	Sun 6/14 Hours: 0	Mon 6/15 Hours: 8	Tue 6/16 Hours: 8
<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>			<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Time Period End 06/03/2020 - 06/16/2020</div> <div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>

Scenario 2:

- In the scenario below the employee worked the 4 hours on Saturday but was sick for 4 hours on Tuesday.
- The employee earned no Comp time.

Hours Worked	Absence	Holiday	Comp Time Earned	Total Hours
40	4	0	0	44

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > Jun 3 – 9, 2020

View Week

Wed 6/3 Hours: 8	Thu 6/4 Hours: 8	Fri 6/5 Hours: 8	Sat 6/6 Hours: 4	Sun 6/7 Hours: 0	Mon 6/8 Hours: 8	Tue 6/9 Hours: 8
<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Pay date 05/20/2020 - 06/02/2020</div> <div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 4 Hours <input type="radio"/> Not Submitted</div>		<div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 8 Hours <input type="radio"/> Not Submitted</div>	<div style="background-color: #f2f2f2; padding: 5px;">Sick 4 Hours <input type="radio"/> Not Submitted</div> <div style="background-color: #f2f2f2; padding: 5px;">Regular Hours 4 Hours <input type="radio"/> Not Submitted</div>



Time Tracking: Exempt Employees Time Entry

Hours Worked: 40, Absence: 0, Holiday: 0, Comp Time Earned: 0, Total Hours: 40

IF Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > Jun 10 – 16, 2020 View Week

Wed 6/10 Hours: 8	Thu 6/11 Hours: 8	Fri 6/12 Hours: 8	Sat 6/13 Hours: 0	Sun 6/14 Hours: 0	Mon 6/15 Hours: 8	Tue 6/16 Hours: 8
Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 8 Hours <input type="radio"/> Not Submitted	Regular Hours 8 Hours <input type="radio"/> Not Submitted			Regular Hours 8 Hours <input type="radio"/> Not Submitted	Time Period End 06/03/2020 - 06/16/2020 Regular Hours 8 Hours <input type="radio"/> Not Submitted

USING COMP TIME:

- If you are using comp time for a day - you need to enter a different Time Type.
 - Click in the day you are using Comp Time
 - Under Time Type choose - **Absence**
 - Choose **Compensatory** time
 - Your calendar is populated with the Comp time on the day you've chosen.
 - You can adjust the hours by clicking into the **Compensatory** time block, changing the hours

Hours Worked: 0, Absence: 8, Holiday: 0, Comp Time Earned: 0, Total Hours: 8

F Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > May 20 – 26, 2020 View Week

Wed 5/20 Hours: 0	Thu 5/21 Hours: 0	Fri 5/22 Hours: 0	Sat 5/23 Hours: 0	Sun 5/24 Hours: 0	Mon 5/25 Hours: 8	Tue 5/26 Hours: 0
		Pay date 05/06/2020 - 05/19/2020			Compensatory 8 Hours <input type="radio"/> Not Submitted	

Submit Enter Time

- Workday will not allow you use Comp Time if you don't have enough hours in your bank

Time Tracking: Exempt Employees Time Entry

Errors and Alerts Found

Error - Hours

The amount of time requested can not exceed the available balance.
Unpaid time off is not allowed for Compensatory. The Compensatory request for 05/25/2020 exceeds the maximum amount of 0 unpaid Hours.

Enter Time

05/25/2020

Time Type *

x

Compensatory

...

Hours *

8

Details

Comment

OK

Cancel

Time Tracking: Exempt Employees Time Entry

CHARGE TIME TO A PROJECT:

- Click on the day for which you need to charge your time to a project (activity) code.
- In the **Enter Time** time block choose **Projects** for a Time Type
- In the field labeled **Additional Time Type** - choose **Hours Worked**
 - Although this isn't additional hours this step needs to be included to record time accurately to the project.
- Click **OK** to put the hours with a project code on your time sheet.

Enter Time

05/29/2020

Status Not Submitted

Time Type * COVID-CH

Hours *

Details

Additional Time Type Hours Worked

Comment

[View Details](#)

[OK](#) [Delete](#) [Cancel](#)

Hours Worked	Absence	Holiday	Comp Time Earned	Total Hours
40	0	0	0	40

Choosing **No Exception Time for the Week** Time Entry Code, please enter value "1" for week.

Today < > Jun 10 - 16, 2020 View Week

Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Mon 6/15	Tue 6/16
Regular Hours 8 Hours Not Submitted	Regular Hours 8 Hours Not Submitted	COVID-CH 8 Hours Not Submitted			Regular Hours 8 Hours Not Submitted	Time Period End 06/03/2020 - 06/16/2020 Regular Hours 8 Hours Not Submitted

Time Tracking: Exempt Employees Time Entry

Notes:

- The **NEXT** Time Type should not be used when you are recording other Time Types during the week.
- **Holiday Time** – when holiday is entered, Workday automatically converts the hours to days since employees are entitled to a day off for the holiday.
 - 2 Entries show up on the timesheet for the holiday.
 - Holiday Time counts as time worked for comp time calculation purposes.
- Comp time will still be earned as long the employee records more than 80 hours worked in a pay period.