Human Resource Management System

Workday Job Aid
Time Entry

Time entry is managed through Workday. Employees can enter their time and correct previous time entry. Once entered, Managers can approve or send back time entries.

- ● Employees
- ○ People Managers
- ○ Human Resources

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1. Time Entry Overview

Workday enables employees and managers alike to easily perform the steps involved in the time entry submission/approval process. There are three variations on entering time depending on your role at the County. For those employees that work a set schedule each week, the system will automatically enter either the number of hours they work each day or the specific hours they are on the clock. It should be noted that these employees are still required to review and edit (if needed) their time each week. For employees whose work schedule is not consistent week after week, they will be required to enter their time for each day they work. In all cases, the employee is required to **SUBMIT** their time during their last shift of the week.

Once an employee **SUBMITS** their time a task will show up in their manager's Workday Inbox. This provides the manager with the details required for them to evaluate the submitted time. If the manager **APPROVES** the time entry submission a notification will be sent to the employee. For those requests **SENT BACK**, the employee will receive a task to process in their Inbox along with an explanation as to why it was not approved.

2. Enter and Edit Time (Hours Only Reported)

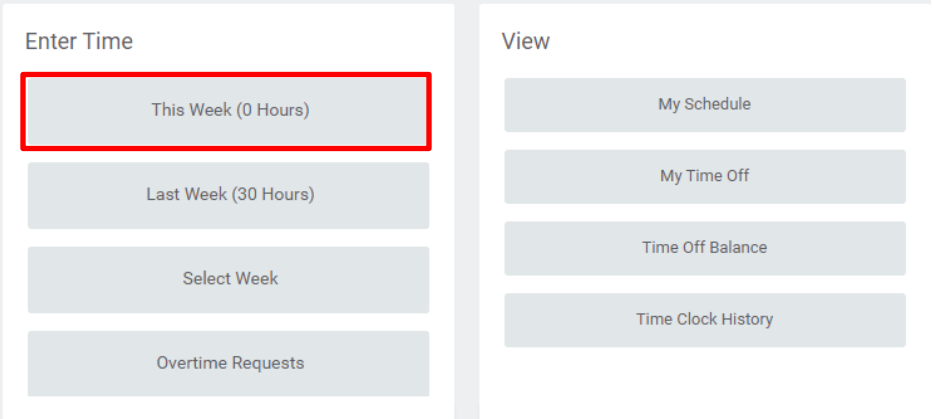
The **Time** application is used by employees to enter/edit their Time in Workday. It is recommended that time be entered daily and required to be submitted during the employee's last shift for the week.

Note: Employees who work a set schedule and have the system enter their time are still required to review, edit their hours, and then SUBMIT their time during their last shift of the week.

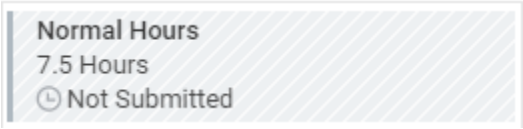
Here are the steps required for an employee to submit their time using Workday.

1. Click the **Time** application on your Workday Home Page.
2. Click **This Week** or navigate to the appropriate week. (The following instructions apply to entering time for **Last Week**, as well.)

   Note: Choosing **Select Week** navigates to a specific week in the past or the future instead of navigating incrementally using left and right arrows.

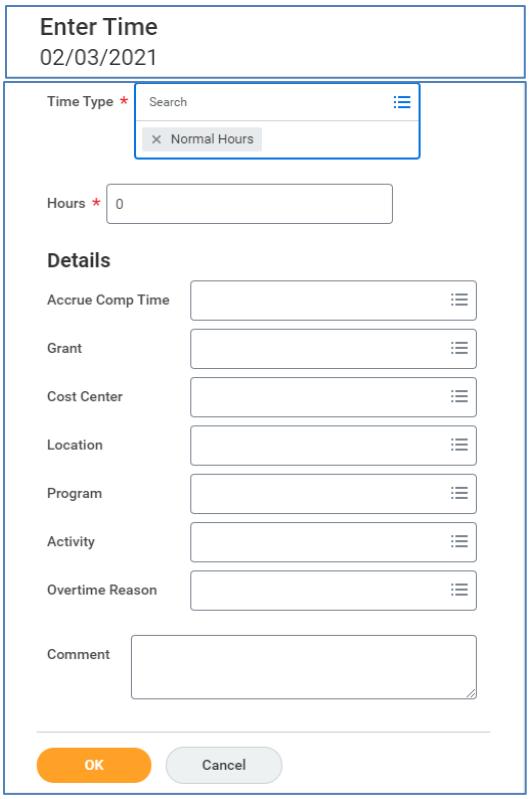


3. A calendar view appears for the week selected. For time entries already entered a box will show up stating the type of hours worked along with the number of hours worked for that day. It will also denote if the hours have been submitted for approval.



4. To enter time click on the day you wish to enter time for and then click on the Enter Time button. Fill in the necessary fields and click OK.

a. Complete Enter Time form (* indicates required information).



Note: There may be times when the employee will need to fill in fields listed under the **Details** heading (See Figure above). This will typically occur when the employee is working on a project that is not part of their normal responsibilities. This would include putting work toward a specific grant, or cost center, as well as working at a location that is not their regular work location. If the employee has any questions regarding fields in this section they should contact their department's **Payroll Partner**.

b. Once all pertinent information for the day has been entered, click **OK**.

c. Click on the next day and repeat for the remaining days of the week.

d. Click **Review** once all time has been entered.

e. Perform a final review of the information you entered.

f. Click the **Submit** button to submit the time to your manager for approval.

Note: Although time can be entered daily it should only be submitted once per week.

3. Enter and Edit Time (In/Out Times Reported)

The **Time** application is used by employees to enter/edit their Time in Workday. It is recommended that time be entered daily and required to be submitted during the employee's last shift for the week.

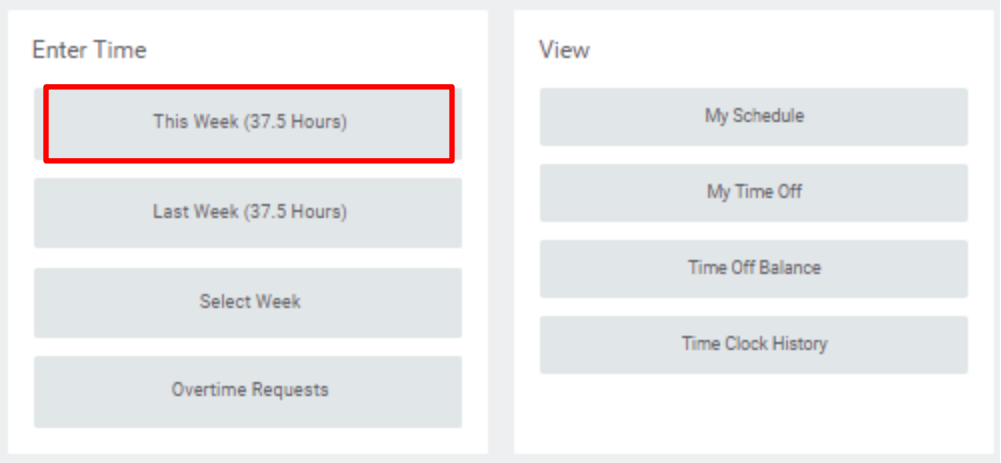
Note: Employees who work a set schedule and have the system enter their time are still required to review, edit their In/Out times, and then SUBMIT their time during their last shift of the week.

Here are the steps required for an employee to submit their time using Workday.

5. Click the **Time** application on your Workday Home Page.

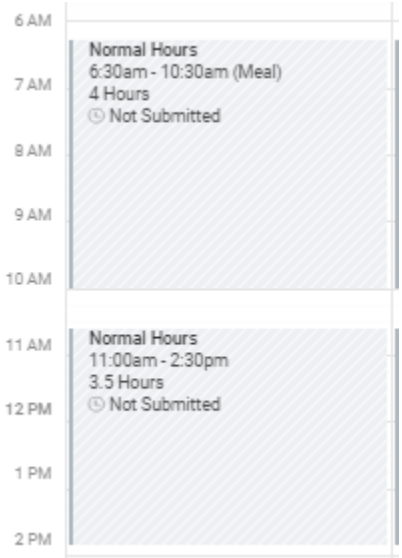
6. Click **This Week** or navigate to the appropriate week. (The following instructions apply to entering time for **Last Week**, as well.)

Note: Choosing **Select Week** navigates to a specific week in the past or the future instead of navigating incrementally using left and right arrows.



7. A calendar view appears for the week selected. For time entries already entered the In/Out times for each period the employee was on the clock will be displayed under each day worked. Each box will list the type of hours (e.g. Normal), the In/Out times worked for that period, the corresponding total hour count, and the status of the submission (e.g. Not Submitted, Submitted, or Approved).

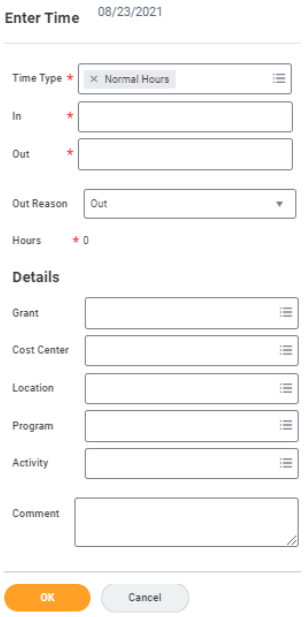
Note: For a period that ends just before a break, the selected **Out Reason** is "Meal". For an end-of-day period, the selected **Out Reason** is "Out". Only the Meal reason is listed on the calendar display.



8. To enter time click on an open spot on the day you wish to enter time for. To edit time click on the period you wish to update.

Note: The Enter Time page will display after the calendar is clicked. If an existing time is clicked the page will be filled in. If a blank area is clicked, an unfilled Enter Time page will display.

9. Update the Enter Time form (* indicates required information) and then click the **OK** button.



Note: There may be times when the employee will need to fill in fields listed under the **Details** heading (See Figure above). This will typically occur when the employee is working on a project that is not part of their normal responsibilities. This would include putting work toward a specific grant, or cost center, as well as working at a location that is not their regular work location. If the employee has any questions regarding fields in this section they should contact their department's **Payroll Partner**.

a. Once all pertinent information for the period has been entered, click **OK**.

b. Create additional periods (if necessary) for that day to define all hours worked.

c. Repeat this process for the remaining days of the week.

d. Click **Review** once all time has been entered.

e. Perform a final review of the information you entered.

f. Click the **Submit** button to submit the time to your manager for approval.

Note: Although time can be entered daily it should only be submitted once per week.

4. Approve and Send Back Time Entry

Managers will receive a **Time Entry Approval** request in their Inbox whenever one of their employees submits their completed timesheet. The information provided is a daily breakdown of hours worked by the employee. The manager is to review the request and either approve it or send it back to the employee for corrections.

Note: Managers are required to approve each of their employee's timesheets by 11 AM of the following Monday.

1. On the Workday homepage, click the **Inbox** icon and then click on the specific Time Entry Approval item listed.
2. Review the information provided and determine if it can be approved in its current state or if adjustments are needed.
   a. To approve click on the **Approve** button at the bottom of the page. An optional comment can be entered at this time in the comment box at the bottom of the page.
   b. If adjustments need to be made by the employee enter a comment explaining what needs to be changed and then click the **Send Back** button. This will send a task to the employee's Inbox which will show the manager's comments so that the employee knows what they need to do to get their time submission approved.
   c. Click **Done**.

5. Time Entry Submission & Approval Schedules

For the County, time submission is performed weekly. Employees with a set schedule will find that their daily hours have been entered for them. Those with varying schedules will be required to enter their own time. Click here to go to the Lesson that explains how to enter time in Workday. All employees are required to review and **SUBMIT** their time during their last shift for the week.

Here are some key points regarding weekly time submission.

- A weekly **time period** starts at 12:00 AM Monday and ends on the following Sunday at 11:59 PM.
- An employee is to **submit** their time during their last shift for that week.
- Managers must **approve** their employee's time submission by 11 AM on Monday for the previous week.
- Payroll runs every other Tuesday.
- A **Time Period Lockout** is a point on the calendar when no changes can be made to time entries for the specified period. This occurs the Monday or Tuesday after the week ends depending on whether it is the first or second week of the biweekly period.
- The Wednesday before Payday is when the time period opens back up for adjustments.

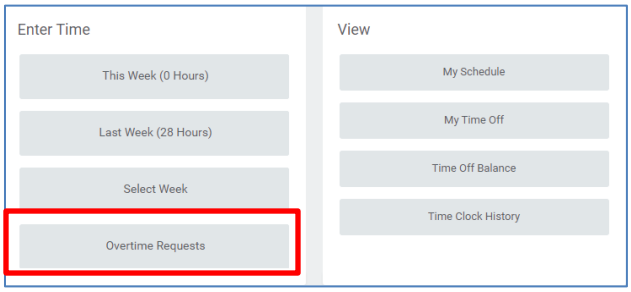
6. Entering Grant and Activity Information

When entering time through Workday there may be situations when an employee will need to provide additional details on the work they performed. One such situation is when the employee is putting time toward a project that is tied to a **Grant**. In those situations, the County will get reimbursed for the time an employee puts toward grant-related work. To track and document this work the employee needs to identify the **Grant** and the specific **Activity** they performed. Both these fields are search fields on the **Enter Time** form (See Figure above).

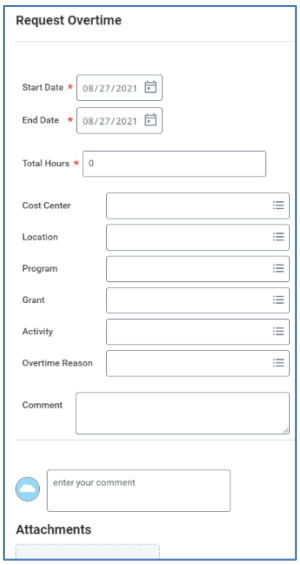
7. Request Overtime (Hours Only Reported)

For an employee to work overtime they must receive approval from their manager as well as their manager's manager. Overtime requests are submitted using the **Time** application.

1. Click the **Overtime Requests** link on the Enter Time tab.



2. Then click the **New Request** button at the bottom of the page. This will open the **Request Overti**me page.

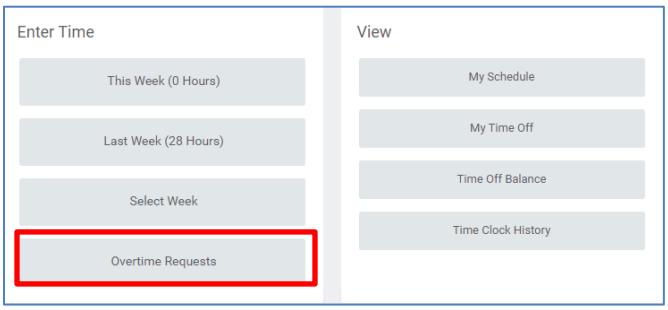


3. Fill in all required fields (* indicates required information) and any other ones (e.g. Overtime Reason) that are needed for your specific request. Once complete, click the **Submit** button.

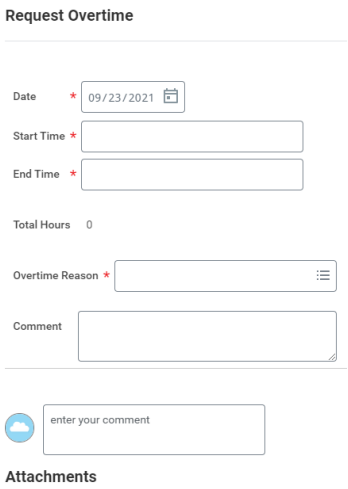
8. Request Overtime (In/Out Times Reported)

For an employee that logs their time in In/Out periods, these are the instructions on how to request overtime. Employees must remember that this request must be approved by their manager as well as their manager's manager. Overtime requests are submitted using the **Time** application.

4. Click the **Overtime Requests** link on the Enter Time tab.



5. Then click the **New Request** button at the bottom of the page. This will open the **Request Overti**me page.



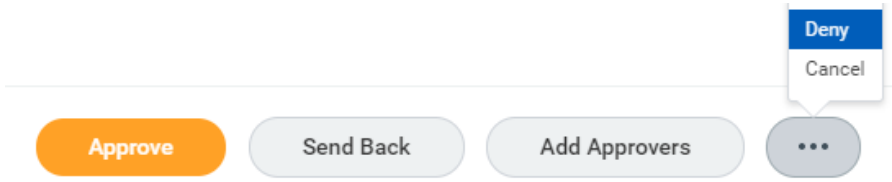
6. Fill in all required fields (* indicates required information) and any other ones that are needed for your specific request. Once complete, click the **Submit** button.

9. Approve Overtime Requests (Managers)

Overtime requests submitted through Workday always require a two-level approval. The first approval is performed by an employee's manager and the second approval is performed by the manager of the manager. Once an employee's overtime request is submitted an approval task is created and routed to the Manager's **Inbox**. To view these tasks, the manager will access their Inbox and look for the tasks that start with **Request Overtime**. If the manager approves the Overtime request a similar approval task is sent to the manager's manager for final approval.

1. Click on the specific overtime request listed in the Inbox to be reviewed.
2. On the right side of the page, the manager will see the details of the request.
3. The manager has four options concerning the processing of an overtime request.
   a. They can click the **Approve** button to process the request. If this is the immediate supervisor an approval task will be sent to the manager's manager for final approval. If it is the manager's manager, their approval will generate a notification that is sent to the employee.
   b. They can click the **Send Back** button requesting the employee to make changes to the request before resubmitting it. During this process, the manager will enter a reason as to why the request is being sent back. This reason should provide the employee with the necessary information to make adjustments that will cause the manager to approve the request. This task will generate a task for the employee that will reside in their Inbox.
   c. They can click the **Add Approvers** button to include additional individuals in the approval process for this request.
   d. Finally, they can click the **Deny** button to deny the request. The manager will enter a reason for the denial. This task will generate a notification that will be sent to the employee.

NOTE: All options are located at the bottom of the page.



10. Flexible Schedules (Employees)

There is a small population of County workers that are assigned to work a flexible schedule. If you are a member of that population, this lesson applies to both you and your manager.

The term **Flexible Schedule** states that although an employee has a set number of hours that they work per week, the hours they work on any given day during that week can differ. In fact, the hours worked on a given day of the week can fluctuate from week to week.

Being able to work a flexible schedule is considered a privilege here at the County. Those employees who are afforded that opportunity are required to follow specific rules regarding the tracking of their time.

1. Weekly schedules are to be posted (in Workday) based on your department's rules regarding time entry.

   Note: It is considered a best practice to have the schedules posted a minimum of two weeks in advance (when possible).

2. Employees are to follow their entered scheduled hours per day and report them accurately.

   Note: If a last-minute schedule change is needed, the employee must reach out to their manager to make the necessary adjustment(s) for any period that has already taken place. The Payroll Partner does not have the authority to make such changes.

Here are the steps an employee follows to define their schedule for a given week:

1. Click on the Time application from the Workday Homepage.
2. From the View section, click on the My Schedule option.
3. Use the navigation buttons at the top of the screen to display the week you wish to update.

4. Click on the first day of the week you wish to update.

   Note: If this schedule change is for a specific period enter the **End Date** at the top of the screen.

   Note: If you will be working the same hours each day update the information displayed under the **Daily Schedule** section.

   Note: If you will be working different hours each day, or you wish to change your mealtime, click on the **Edit Days Individually** button.

5. For same-hour changes update the **In**/**Out** times and then click **OK**.

6. For different hour changes, after you have clicked on the **Edit Days Individually** button, make the necessary adjustments to the hours listed.

   Note: Make sure to maintain the same total hour count as the original unless your total hours for the week have changed.

7. Once all changes have been made, click the **OK** button.

   IMPORTANT: DO NOT click on the **OK** button located at the bottom of the **Edit My Schedule** page unless you have made changes on that screen. Doing so will update your schedule with the times listed for all days going forward unless an End Date was entered. Always click the **Cancel** button if no changes were made.

You will be returned to the My Schedule screen where you will see the updates you made reflected on the calendar schedule before you.

Need more help? Contact us via email at HRMShelpline@suffolkcountyny.gov.

11. Flexible Schedules (Managers)

For managers whose staff are afforded the privilege to work a flexible schedule the burden of overseeing their schedules and confirming their accuracy lies with the manager. Employees can change their schedules for any future period. There are no approvals required when an Employee adjusts their weekly schedule in Workday. It is the responsibility of the manager to carefully review each weekly submitted timesheet to confirm that the correct hours were worked for the week.
IMPORTANT: Any changes to an employee's work schedule for events that occurred in the past can only be performed by the employee's manager.

Using the **Team Time** application, the manager can review their team's work schedule as well as make changes to it on the employee's behalf.

1. Click on the **Team Time** application located on the Workday Homepage.
2. Under the **View** section click on the **My Team's Schedule** menu item.
3. Enter the **Date** you wish to start from. (System will default to today's date).
4. Select the **Worker**(s) you wish to view.
5. Click the **OK** button.

You will be presented with a screen that lists the selected employees' schedules for the week requested. Hovering over an individual time box will display the details of said box. The calendar navigation buttons at the top of the screen allow the manager to access the defined work schedule for a given week.

Changing the work schedule for a member of your team can be performed from the **My Team Schedule** grid that is displayed after step 5 above.

1. Click on the day-specific time box of the employee you wish to update.
2. Update the **In**/**Out** times as well the **Meals** time (as necessary).
3. Click the OK button.

Note: Repeat steps 1 – 3 for any other day-specific time boxes that need to be updated.

4. Click the Workday icon to return to the Workday homepage.

Change Log

Revision Number	Date of Change	Affected Lesson	Action	Initials
1.1.1.1	09/15/2021		Log Created	RK
1.1.1.2	11/04/2021	Time Entry & OT Request Lessons	Updated titles of lessons	RK
1.1.1.3	12/8/2021	Approve and Send Back Time Entry	Added Note to Manager – Approve timesheet by…	RK
1.1.1.4	12/17/2021	Approve and Send Back Time Entry	Changed approval Deadline from 12 PM to 11 AM.	RK