Important: Work Schedules are not available for additional roles – if you are an employee who holds more than one position within the College the secondary position will always require manual time entry.

Workdays allow most employees the ability to enter their own worked time. Worked time is defined as the actual start and end time an employee is performing their assigned responsibilities for the College. For those with pre-populated Work Schedules, there will only be a need to enter time if it is an exception, or you can modify a time block to reflect actual worked time. Employees without a pre-populated Work Schedule will need to have all worked time entered into Workday. All modifications to the schedule, whether it be new entries or modified time blocks, will be submitted to your Manager for approval.

Important: Confirm with your direct manager if time entry and modifications are to be completed by the timekeeper or yourself. **Faculty cannot enter their own time, any exceptions to their schedule must be communicated to the designated timekeeper.**

Entering Time

1. Navigate to the Menu.

2. Navigate to the **Time** app.

3. Under 'Enter Time' card select week (this, last or select specific)

4. Navigate to **Actions > Enter Time by Week**

5. Under each applicable date, enter worked time details. It is critical to select the correct Time and Position Type.
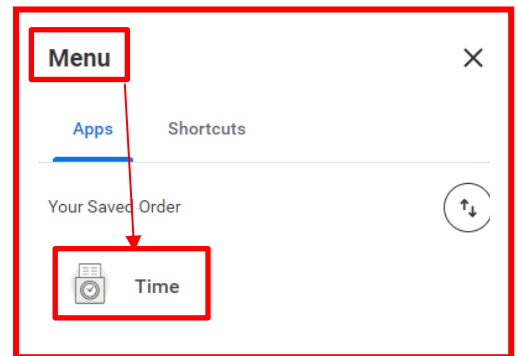
Tip: The table defaults to a **Meal** out reason and an **Out**. Either delete these lines using the minus symbol ⊖ and add a new line using the plus symbol ⊕. Or correctly enter time before break, and after.

6. Select **Next**.

7. Review information on the Enter Time – Confirmation page.

8. Select **Save.**

9. Review information from the table view.

10. Select **Review.**

11. Select **Submit.**

Important: If you don't select **Review > Submit** your entered time will <u>not</u> move through the system to your Manager for approval, and payroll will not be processed.

Modifying a Populate Scheduled Time Block

In order to accurately calculate payroll, time blocks need to be reflective of time actually worked by the employee. In the event that a shift is requested to be worked at an alternative time than the Work Schedule populates, a modification will need to be made. This is a one-off basis, and not a reoccurring change. Should you need a reoccurring modification, please request a new Work Schedule.

> Note: Modification may not be required in select instances when an employee is utilizing College Policy 215: Flexible Work. However, if an entire time block is removed, an absence request, either paid or unpaid, needs to be added.

1. Follow the instructions in **Step 1** through **Step 4** above.
2. Under the applicable date, modify the **start** and **end** times to reflect Worked Time
3. Select **Next**.
4. Review information on the Enter Time – Confirmation page.
5. Select **Save.**
6. Review information from the table view.
7. Select **Review.**
8. Select **Submit.**

> Tip: If there are modifications and entries in the same week, both can be completed at the same time. Only one week can be submitted at a time. Information will not be saved if you navigate to another week without completing all steps above.

Auto-Filling Time From Previous Week

In situations where all or one of your positions do not have an auto-populated work schedule, but the hours worked week over week are consistent, Workday offers employees the option to copy the previous week's schedule into the current week.

> Important: Using the Auto-fill time from Previous Week feature will **override** any information currently in a Time Sheet and will copy exactly as the week prior appeared. If there were manual entries or modifications in the previous week, they will be copied over; if there are manual entries or modifications already processed for the current week they will be overridden.

1. Follow the instructions in **Step 1** through **Step 3** from Entering Time.
2. Navigate to **Actions > Auto-fill from Prior Week.**
3. Select prior week to copy over and days to mirror.
4. Select **OK.**
5. Follow the instructions in **Step 9** through **Step 11** from Entering Time.

Entering Eligible Overtime (Not applicable for all Workers)

📢 <u>**Important**</u>: **DO NOT EXTEND YOUR EXISITING SHIFT, ADD A NEW TIME BLOCK**

1. Navigate to the Menu.

2. Navigate to the **Time** app

3. Choose the week you want to enter Overtime. For example, use **This Week (35 Hours)**
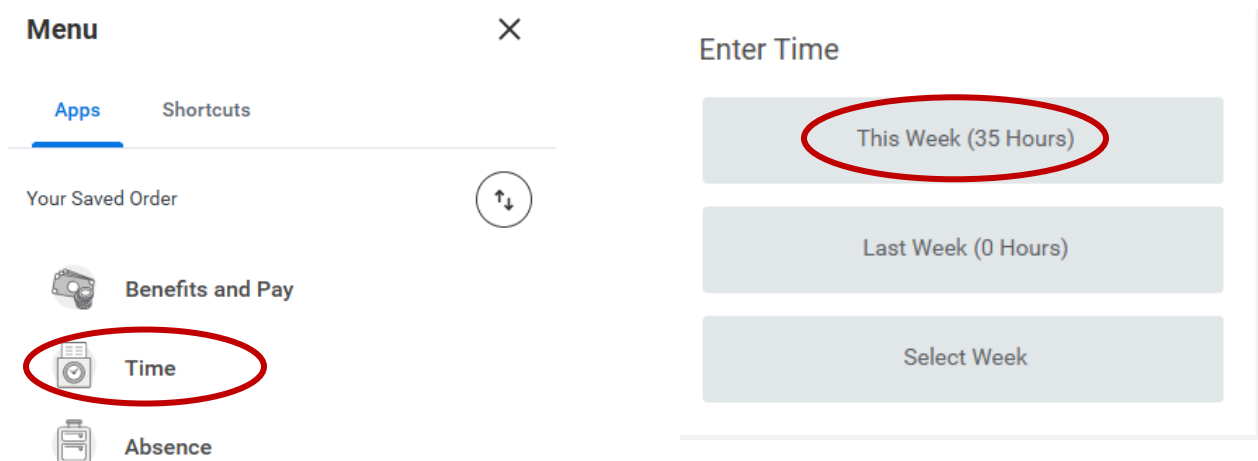
4. On the calendar, navigate to the time block you worked additional hours.

5. In the Enter Time window

    a. Ensure that the correct Time Type is Hours Worked

    b. Position has the correct role selected (only applicable for those with multiple roles)

    c. Enter the start and end time of your extra hours (In/Out).

    d. Ensure out reason is 'Out'

6. Select **OK.**

7. You should now notice the 'Summary' has auto-calculated the amount of eligible time and they are showing as **Overtime at 1.5** with the quantity of overtime hours.

8. Select **Review** in the bottom right hand corner**.**

9. Review the summary page and if it is correct select **Submit** to flow through to your Manager for approval.

Enter Time   ✕

2024-11-19

Time Type	*	✕ Hours Worked	☰
In	*	04:30 PM	
Out	*	06:00 PM	
Out Reason	*	Out ▼	
Hours	*	1.5	
Position	*	ISSDATCOMSF001 Data Managemen... ▼	

Details

| Time Tracking Projects | | ☰ |
| Comment | Worked overtime on Project | |

Cancel   OK

Summary

Nov 18–24, 2024

Regular Hours	35
Overtime 1.0	0
Overtime 1.5	1.5
Overtime 2.0	0
Hours Worked on a Stat Holiday 1.5	0
Total Time Off/Holiday	0
Banked Overtime In Lieu	0
Total Premium Hours	0
On Call	0
Call Back - 4 Hr Guarantee	0
Other Hours Worked	0

Note: if you wish to be **paid out** or are an **Averaging of Hours** contract then no additional steps are required.

Banking Eligible Overtime as Lieu (Not applicable for all Workers)

Important: If you do not bank your overtime as lieu, it **will be paid out.** Once it has been paid out there is no reversal option.

1. Select the top box under the date overtime occurred. A pop up window will appear.

Mon, 10-07 Hours: 7	Tue, 10-08 Hours: 7	Wed, 10-09 Hours: 7	Thu, 10-10 Hours: 10	Fri, 10-11 Hours: 7	Sat, 10-12 Hours: 0	Sun, 10-13 Hours: 0
					Time Period End 2024-09-29 - 2024-10-12	

7 a.m.

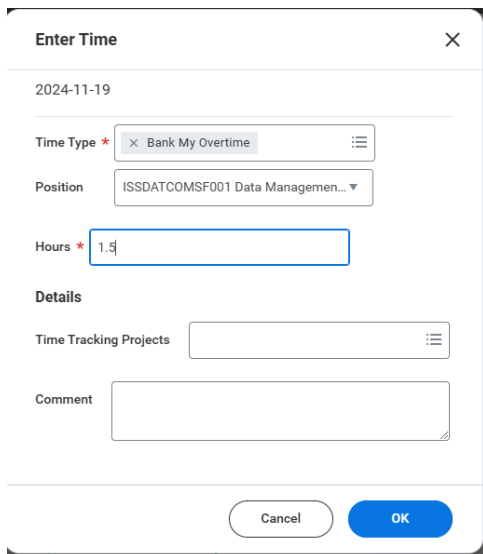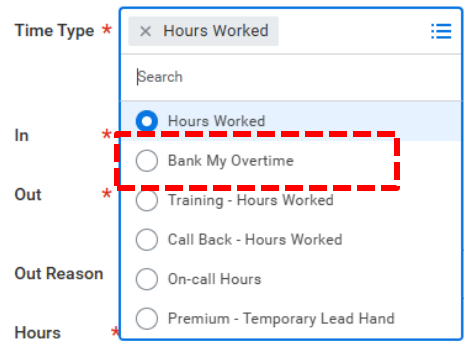**2.** Under 'Time Type' select **Bank My Overtime**.

Instead of being prompted for start and end times, you will be prompted to enter the total number of hours you want to bank (note: it does not have to be all of them)

3. Select how many hours to bank.

4. The position needs to match the position accruing overtime.
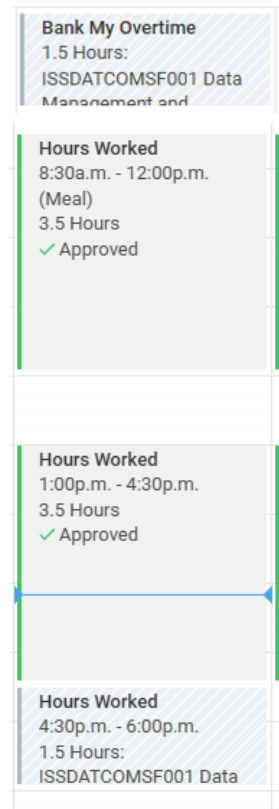
5. Select **OK.**

6. Now if you look at the Summary, you will see the requested quantity of hours have been moved to the **Banked Overtime In Lieu** line

7. In addition to the 'Bank My Overtime' time block, two other time blocks will appear reflecting the adding of 'Lieu Time 1.5' and the subtracting of 'Overtime 1.5.'

Your calendar for that day will now look like the following.

Notice that the new time blocks are not green along the side and have a pattern to them. This means they have not yet been approved. To do that you have to first Review them and then Submit them to your manager.

8. Select **Review** in the bottom right hand corner**.**

9. Review the summary page and if it is correct select **Submit** to flow through to your Manager for approval.

Once it is approved the boxes will all have a green bar along the sides and will no longer have a patterned background.
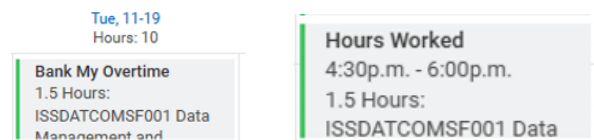
## Verifying Assigned Work Schedule

1. Navigate to the Menu.

2. Navigate to the **Time** app.

3. Under 'View' card select **My Schedule**.

4. Review schedule by day, week, or month

> Tip: If you want to confirm the scheduled meal break time or the total quantity of hours click on the time box to review.

Requesting a New Work Schedule

1. Follow the instructions in **Step 1** through **Step 3** above.

2. At the top of the screen beside your name, select the **Related Actions** icon.

3. Select **Time and Absence > Request Work Schedule.**

4. Select an effective **Start Date.** Optional **End Date.**

5. Select Work Schedule Calendar drop down > **by group** and navigate to the desired work schedule placeholder.
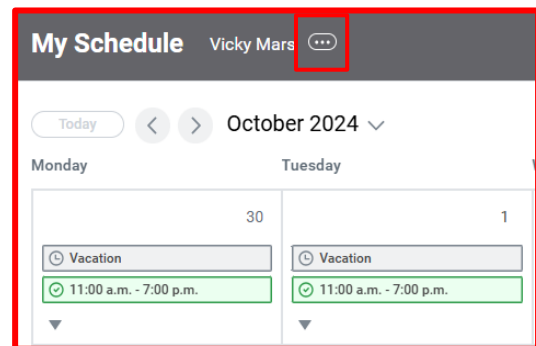
> Resource: As the titles of the Work Schedules do not provide pattern details, please refer to the Work Schedule Pattern Details Document.