



City of Dallas

Workday Manager Course 1

Time Entry & Approval

June 2020

Presented by

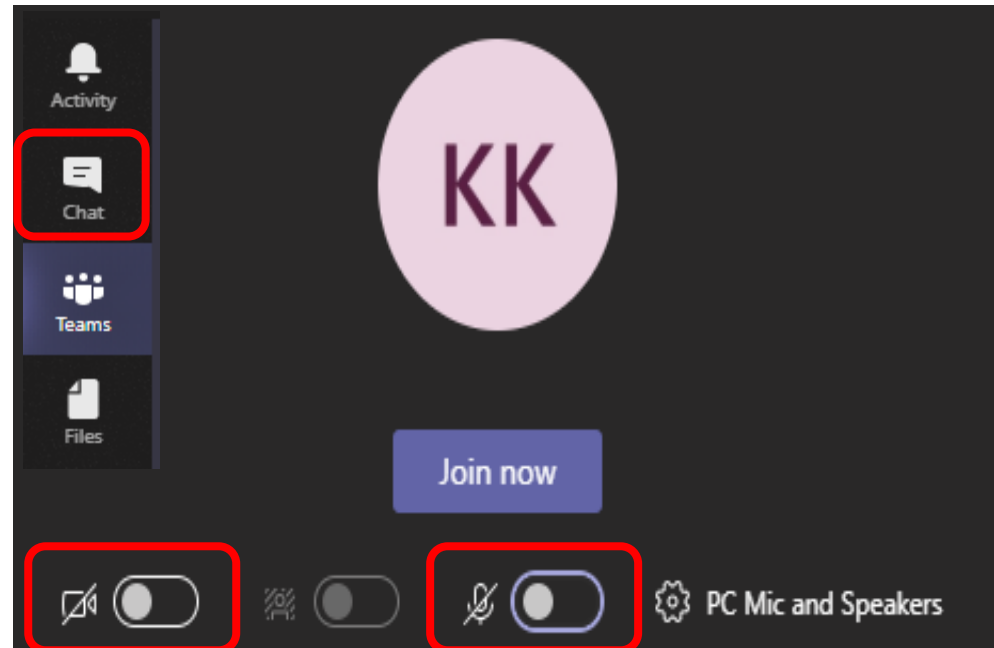
Workday Change Management Team and HR Partners



Working Remote

Reminder:

- Put phone and/or computer speaker on mute to eliminate background noise
- You may also disable the video feed
- Use Chat to communicate or Unmute speaker to talk





Agenda

1. Introductions
2. Prerequisites
3. Confidential Information
4. Time Off Requests
5. Timekeeping in Workday
6. Time Sheet Examples
7. Enter Time for Worker
8. Reviewing & Approving Time
9. Schedules
10. Time Entry & Approval Process
11. Reports
12. Manager Next Steps and Important Dates
13. Demo
14. Appendix – Other Time Entry Methods



Class Prerequisites

- This class assumes you have completed the Manager Training Packet
- This class covers these job aids



Access to Confidential Information

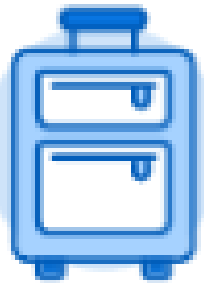
Managers may need to access confidential and sensitive information. You may only share information with authorized employees.



Access to Confidential Information

Confidentiality of Records

Workday system access is provided for official business of the City of Dallas. Any other use of this information may violate one of the following: AD 2-33 E-Mail and Internet Policy; Information Systems Acceptable Use; Personnel Rule Sec. 34-36 Rules of Conduct; Federal Privacy Act of 1974; Computer Fraud and Abuse Act of 1986; Computer Privacy Act of 1986; Computer Security Act 1987; Freedom of Information Act, 5 U.S.C. Sec 552; Electronic Freedom of Information Act Amendments of 1996; Telecommunications Act of 1996; Consumer Internet Privacy Protection Act of 1999. Unauthorized distribution, reproduction, modification or deletion of any, employee information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this account is punishable up to including termination. Further, the City of Dallas computer systems are for the use of authorized users only. If one is suspected of unauthorized activities, Human Resources (HR) may monitor and record any activities associated with account in use. Anyone using the system expressly consents to such monitoring. It is understood that this is an individual access account and may not be given or shared with anyone, unless the account was set-up to be and controlled for that purpose.



Absence

Time Off Requests



Time Off Requests



- Employees may enter time off requests using their Absence Application.
 - Workday will not allow an employee to request more time off than their projected balance on the date of the request.
- Managers will receive the request for approval in the Workday Inbox
- Once approved, the time off will be entered as approved time on the employee's timesheet
- Managers may also enter time off requests on behalf of their employees
- Corrections to approved time off cannot be edited on the employee's timesheet. Corrections would need to be made by the employee or supervisor using the Correct My Absence Task in the Absence App
- Time off can be entered directly on the timesheet. Workday will give you an error message if the time off exceeds the available balance.
- Managers can use the My Team's Time Off and Leave calendar as a planning and management tool. Approved time off requests



Time Off Requests

Absence Calendar
Black Widow [Actions](#)

Click and drag on the calendar or select date range.

Select Date Range

Balances

Balance as of 06 / 04 / 2020

Per Plan

- ALL Bonus Shadow Time Off Plan
2 Hours
- Attendance Incentive Leave Shadow Eligibility Time Off Plan
2 Hours
- Attendance Incentive Leave Time Off Plan
40 Hours
- Compensatory Civilian Time Off Plan
0 Hours
- Sick Civilian Time Off Plan
611 Hours

4 Days - Request Absence

Today < > June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	Jun 1	2	3	4 Today	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Jul 1	2	3	4

Select Absence Type

When Monday, June 15, 2020 - Thursday, June 18, 2020

Type *

Next Cancel

Managers can view current time off balances and project the balance forward by changing the date. Select the range of days for the time off request, select absence type and submit the request.





Time Off Requests

Absence Calendar
Black Widow Actions

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Today < > June 2020 ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31 Jun	1	2	3	4 Today	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	Jul 1	2	3
						4

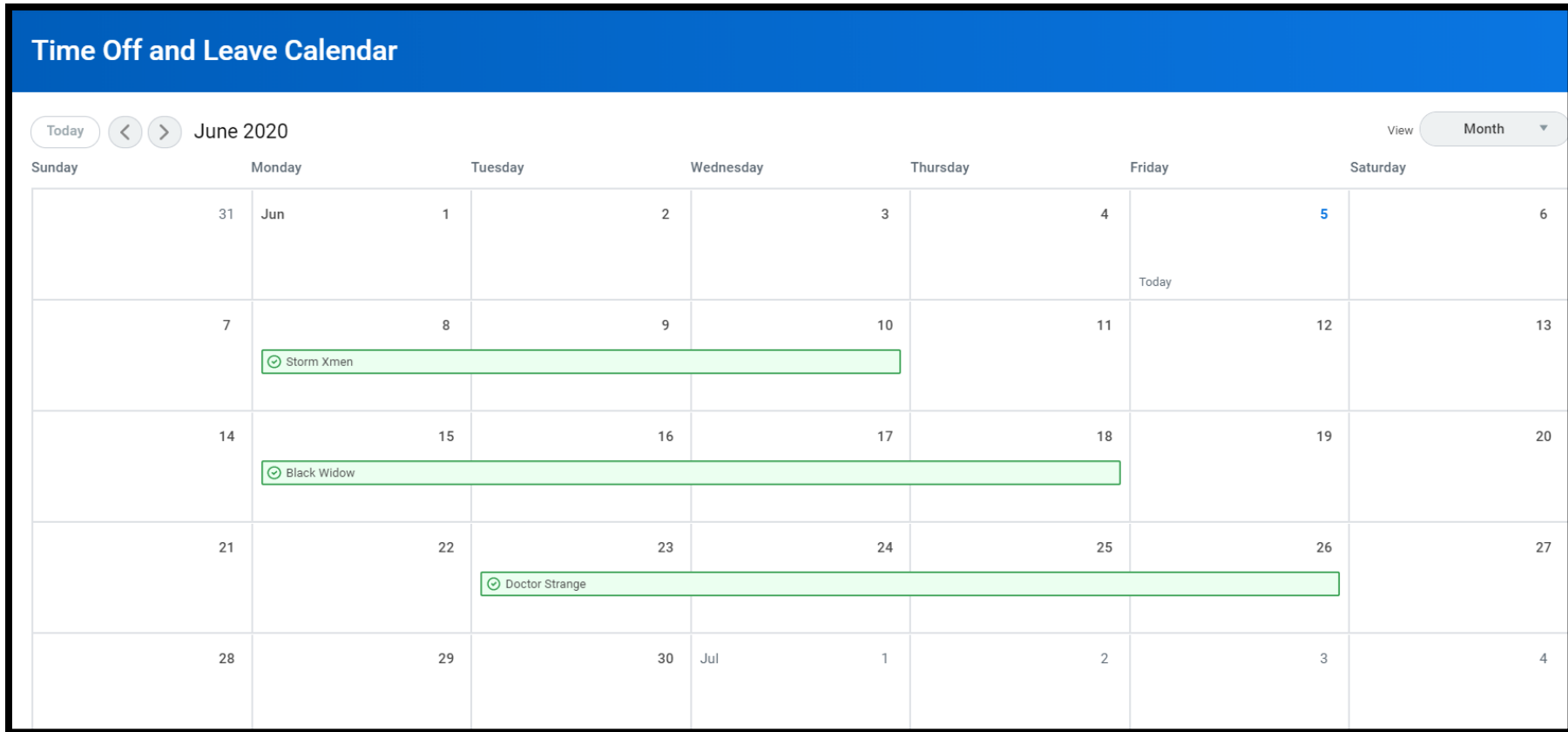
Request Absence

Managers can view current time off balances and project the balance forward by changing the date. Select the range of days for the time off request, select absence type and submit the request.





Time Off & Leave Calendar

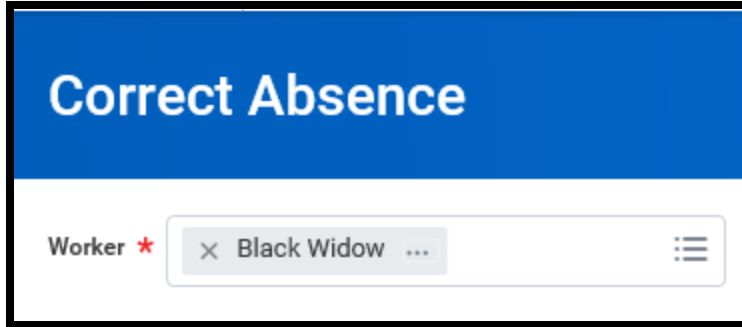


Managers can view the approved time off for their Team using the Time Off & Leave Calendar in the Time and Absence app

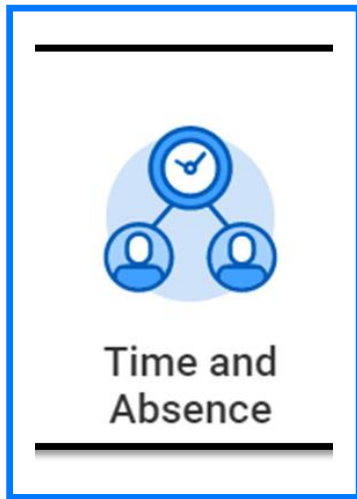




Correcting Time Off Requests



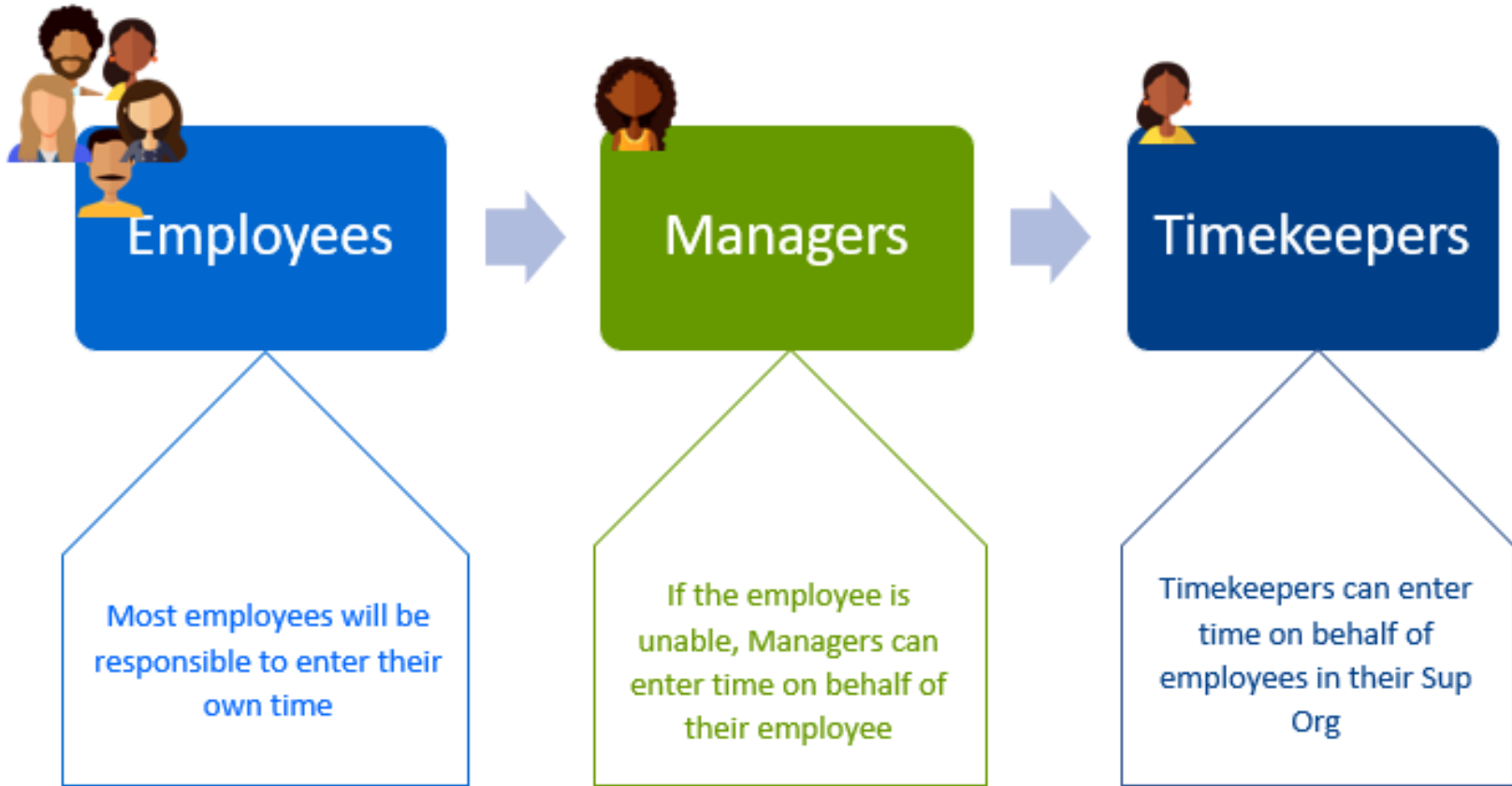
- Click Correct Absence in the Time & Absence App
- Select the Worker
- Select the Date(s) to adjust
- Edit the quantities as needed
- If you are removing all the time off on a day – change the hours to 0 to remove time off from day.



Timekeeping in Workday

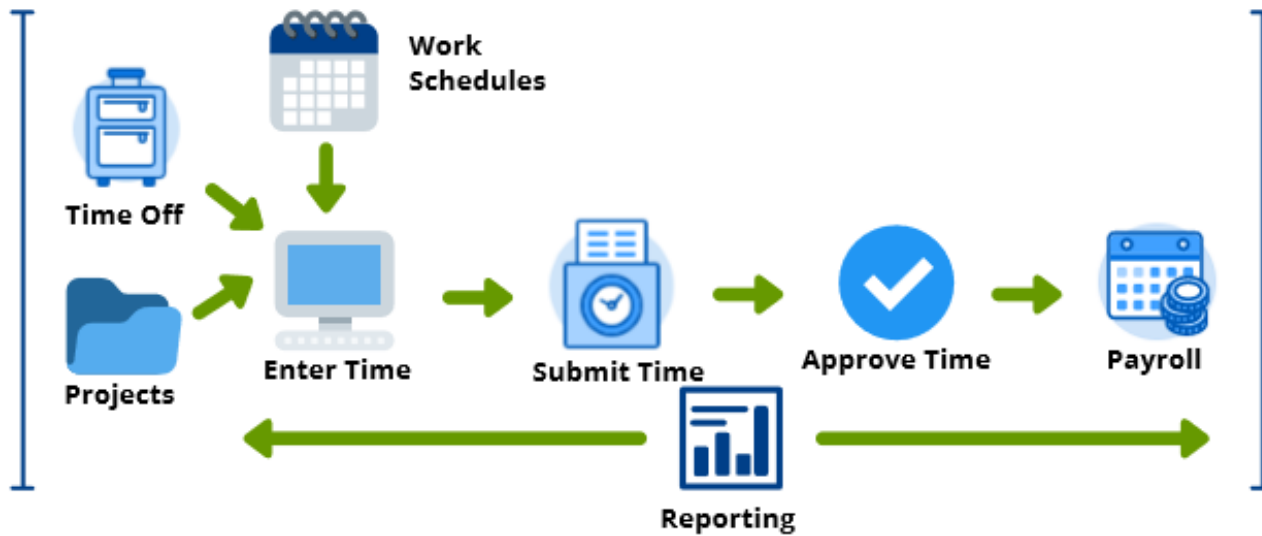


Who Enters Time





Overview of Time Tracking





Time Entry and Approval Actions by Role

	Employee*	Kronos Employee*	Manager	Manager's Manager	Timekeeper Audit/Monitor	Timekeeper Entry/ Approval
Enter & Submit Time in Workday	X		X	X		X
Enter Requests for Time Off	X	X	X			
Can View/Review time entered	X	X	X	X	X	X
Correct Time Entries	X		X			X
Assign Schedule			X			X
Enter Time Off for an Employee			X	X		X
Enter Time Worked for an Employee			X	X		X
Approves Time Off			X	X		X
Approves Time Entries			X	X		X
Runs Time Entry Audit Reports			X	X	X	X
*Employees should follow rules established by their department's management						





Time Entry Overview by Employee Type

Kronos

- Use Kronos to record time worked
- Employee cannot enter time in Workday
- Time off recorded in Workday
- Employee may request time off in advance through Workday
- Supervisor or TK can record time off on timesheet
- TK/Supv/Manager approves time in Workday
- No time off recorded in Kronos will be sent to Workday
- Kronos & Workday schedules must match

Non- Exempt/Hourly Employees – Workday Time Entry




- Positive time entry – all time worked must be recorded on time sheet
- Request time off through Workday
- Can use Projects for time allocation
- Must have a schedule

Exempt/Salaried Workday Time Entry

- No Exceptions Time Sheet - reports 80 hours worked for the pay period
- -OR-
- Record hours all worked plus exceptions – must total to at least 80 hours
- Can flex time during pay period
- Can use Projects to record time allocations
- Must have a schedule



Timekeeping and Absence Definitions

	Enter Time	Used to enter time for: <ul style="list-style-type: none">• Hours worked• Projects used to allocate time to a specific concept/project/activity (equivalent to Lawson activity)
	Time Offs	Used to request time off from work for: <ul style="list-style-type: none">• Sick• Vacation• AIL• Comp• Jury duty NOTE: Leave Balances are automatically tracked
	Leave	Used to record absences of longer durations; such as: <ul style="list-style-type: none">• FMLA• Military• Leave of Absence NOTE: Employee's status shows as On Leave until action is taken to return the employee from Leave.



Time Sheet Examples

Exempt Employee - No Exceptions

Enter Time

Actions

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

Today May 13 – 19, 2020

View Week

Wed 5/13 Hours: 0	Thu 5/14 Hours: 0	Fri 5/15 Hours: 0	Sat 5/16 Hours: 0	Sun 5/17 Hours: 0	Mon 5/18 Hours: 0	Tue 5/19 Hours: 0
Hours Worked 8 <input type="radio"/> Not Submitted	Hours Worked 8 <input type="radio"/> Not Submitted	Hours Worked 8 <input type="radio"/> Not Submitted			Hours Worked 8 <input type="radio"/> Not Submitted	Time Period End 05/06/2020 - 05/19/2020 Hours Worked 8 <input type="radio"/> Not Submitted
No Exception Time for the Week (N) 1 Week <input type="radio"/> Not Submitted						

Submit Time

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.

May 6 – 19, 2020 : 0 Hours Total

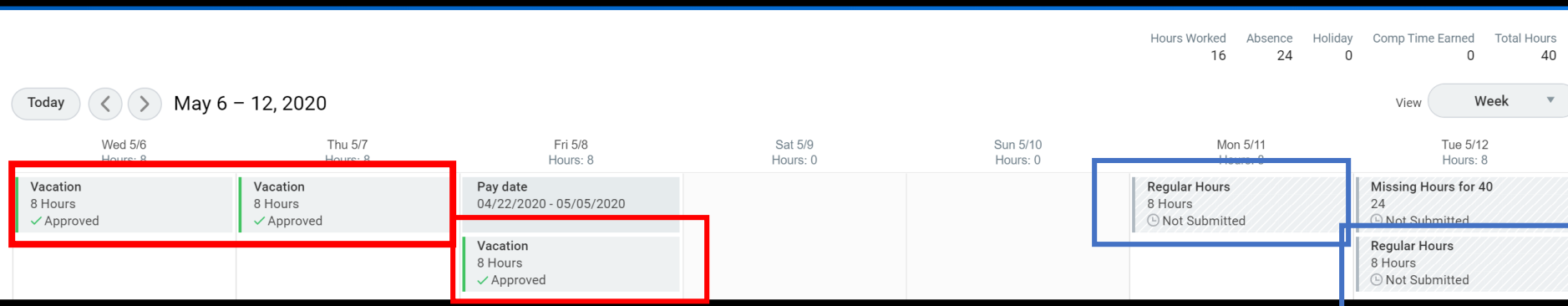
Total for May 6 – 19, 2020

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

**Exempt with No Exceptions –
80 Hours Submitted Workday
Records the 80 Hours**

Approved Time Off - Prepopulated

Timesheet Entry by employee, manager or timekeeper



Exempt Employee – Prior Approval on Vacation time off. Timesheet shows as Approved on Timesheet when other time blocks for 5/11 and 5/12 are Not Submitted.

Employee, Manager or Timekeeper can enter time off directly on timesheet if needed such as unscheduled time off for a sick day or edit amounts if the actual is different from approved amounts

Regular Hours not submitted yet . Missing Hours for 40 – 24 Workday is tracking how many hours are needed to total 40 hours to help the employee ensure a complete timesheet

Non-Exempt Employee – 80 Hours Worked

Enter Time
📊 🖨️

Captain Marvel Actions

	Hours Worked	Absence	Overtime	Holiday	Total
	40	0	0	0	40

Today ◀ ▶ May 13 – 19, 2020
View Week

Wed 5/13 Hours: 8	Thu 5/14 Hours: 8	Fri 5/15 Hours: 8	Sat 5/16 Hours: 0	Sun 5/17 Hours: 0	Mon 5/18 Hours: 8	Tue 5/19 Hours: 8
Regular Hours 8 Hours 🕒 Not Submitted	Regular Hours 8 Hours 🕒 Not Submitted	Regular Hours 8 Hours 🕒 Not Submitted			Regular Hours 8 Hours 🕒 Not Submitted	Time Period End 05/06/2020 - 05/19/2020 Regular Hours 8 Hours 🕒 Not Submitted

Non Exempt/Hourly Employees enter all hours worked each day by entering time on the each day or using Enter Time by Type.



Non-Exempt Employee – Split Daily Time

Enter Time by Type

Captain Marvel Actions

2 items

	Time Type	Customer	Worktags	Do Not Bill	Wed, 5/6	Thu, 5/7
+						
-	<input type="text" value="x Vacation"/>			<input type="checkbox"/>	<input type="text" value="8"/>	<input type="text" value="4"/>
-	<input type="text" value="x Regular Hours ..."/>			<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="4"/>
					<input type="text" value="8"/>	<input type="text" value="8"/>

An employee can work and take time off on the same day or have multiple types of time off on the same day such as sick and vacation. Same applies for exempt employees.





Kronos Employee Timesheet

Enter Time 📄 🖨️

Wonder Woman Actions

							Kronos Time	Overtime	Absence	Paid Holiday	Total Hours
							20	0	0	20	40
Today < > Nov 27 – Dec 3, 2019 View Week ▾											
Wed 11/27 Hours: 10	Thu 11/28 Hours: 0	Fri 11/29 Hours: 0	Sat 11/30 Hours: 0	Sun 12/1 Hours: 10	Mon 12/2 Hours: 10	Tue 12/3 Hours: 10					
Holiday Rescheduled Hours (Parall) 10 Hours ✓ Approved				Holiday Rescheduled Hours (Parall) 10 Hours ✓ Approved	Regular Hours 10 Hours ✓ Approved	Time Period End 11/20/2019 - 12/03/2019 Regular Hours 10 Hours ✓ Approved					

This example was part of our parallel test and the entries are already approved.

Note the difference in the time at top right corner – Kronos Time vs Hours Worked on Workday time entry employees



Enter Time for Worker



Time and Absence App



Time and Absence

Allows you to review, enter, and approve multiple employee time entries

Tasks

Review Time

Place Worker on Leave

Return Worker from Leave

My Team's Schedule

Request Absence

Correct My Absence

Enter Time for Worker

Less (4)



Enter Time for Worker



Time and
Absence

Tasks

Review Time

My Team's Schedule

Request Absence

Correct My Absence

Enter Time for Worker

Less (2)

Enter Time for Worker

Worker *

Date *



Enter Time

Calendar

- By selecting the day
(selection turns blue and opens a time block to enter your time)

Enter Time

Captain Marvel Actions

	Hours Worked	Absence	Overtime	Holiday	Total
	0	0	0	0	0

Today

<

>

May 13 – 19, 2020

View Week ▼





Enter Time

- By selecting the day
(selection turns **blue** and opens a time block to enter your time)

Enter Time

05/18/2020

Time Type *

Hours *

Details

Comment



Add a Project to a Time Sheet

Enter Time

05/06/2020

Time Type * COVID-19 COVID-19 Response

Hours * 2

Details

Additional Time Type Search
Additional Hours Worked

Comment

OK Cancel

← Additional Time Type

- 28 DAY - Additional Hours (OVT3)
- Additional Hours Worked
- Hours Worked
- Temp Assgn Pay 1 rank - DFDU
- Temp Assgn Pay 2 rank - DFDU
- Temp Assgn Pay 3 rank - DFDU
- Temp Assign Pay (OVT1) - Pay 1 Rank
- Temp Assign Pay (OVT2) - Pay 2 Rank
- Temp Assign Pay (OVT3) - Pay 3 Rank
- Training

Search

Distinguish between Scheduled Hours Worked and Additional Hours Worked

Multiple Project Codes can be entered on a single day. Project Codes cannot be used for time off

Wed 5/6
Hours: 10

COVID-19 Response
2 Hours
⌚ Not Submitted

Regular Hours
8 Hours
⌚ Not Submitted



Additional Time Types

Civilian WD Time Entry	Civilian Kronos	DFR Sworn	DPD Sworn
Additional Hours Worked	Kronos - Overtime	28 Day Additional Hours (OVT3)	Earn Comp Time
Hours Worked	Hours Worked	Temp Assgn Pay 1 rank - DFDU	Additional Hours Worked
Training	Training	Temp Assgn Pay 2 rank - DFDU	Hours Worked
		Temp Assgn Pay 3 rank - DFDU	Training
		Temp Assign Pay (OVT1)- Pay 1 rank	
		Temp Assign Pay (OVT1)- Pay 2 rank	
		Temp Assign Pay (OVT1)- Pay 3 rank	

When entering a Project, use the Additional Time Type applicable to yourself or your employee's position





Summary of Hours

Hours Worked	Absence	Overtime	Holiday	Total
0	0	0	0	0

At the top right side timesheet, a summary of hours will be displayed

- **Hours Worked** – displays the total hours entered at the regular base pay rate
- **Absence** – displays time off entered for the week
- **Overtime** – displays the entered time that qualifies for the overtime pay (non-exempt employee)
- **Comp** – displays time that qualifies as compensatory time (exempt employees)
- **Holiday** – displays holiday time entered
- **Total** – displays a subtotal of all regular, absence, overtime/comp, and holiday for the week



Time Block - Status Change

Time blocks are color coded to provide a quick visual to review if time entry has been approved.

STATUS	DESCRIPTION	SCREENSHOT
Submitted	Time block has been submitted to the Time Approver/Manager	
Not Submitted	Time block has been created but not submitted to the Time Approver/Manager	
Needs Attention	Time block needs attention; usually displayed when the Manager Send Back time block back for worker to revise time	
Denied	The Time Approver/Manager denies hours entered in time block	
Approved	Time block has been approved by the Time Approver/Manager	





Error and Alert Messages

Error and Alert messages display to help prevent entering invalid time entries

1 Error

“**hard-stops**,” or messages that may appear during time entry absence request and submission, and will **prevent** you from saving or submitting time.

Common **Errors** are:

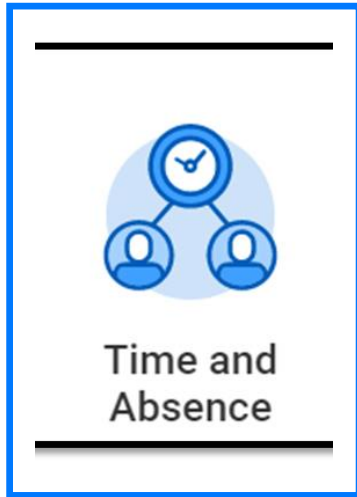
- Absence requests that exceed their available balance
- No time entered on a row (row left blank)

1 Alert

warnings, are “**soft-stops**” that convey information a user needs to know during time entry, absence request and submission, but do **not** prevent you from saving or submitting time to prevent an error, and don’t stop the user from continuing their workflow.

Common **Alerts** are:

- Regular hours not entered for a day
- Comp Time has been earned
- Leave is entered on a Holiday
- Weekly hours are less than 40 (full-time employees)



Reviewing and Approving Time



Reviewing & Approving Time



Time and
Absence

 Tasks

Review Time

My Team's Schedule

Request Absence

More (2)



Reviewing & Approving Time

Review Time

Date * 05 / 18 / 2020

Review my direct reports only

Workers *

Worker Type

Employee Type

Show All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Period Schedule

Pay Rate Type

Job Exempt Status All Workers
 Exempt
 Non-Exempt

- Select employee or employees to review.
- Select any other criteria you desire to further filter your results.

Tip: to select all, hold the shift key and click the first and last name in the list



Approve or Edit Timesheet

← Review Time
📅 🖨️

May 6 - 19, 2020

Previous Period
Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 1 item | All 1 selected

	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown					Scheduled Weekly Hours
					Regular Hours	Overtime	Paid Time Off	Comp Time Earned	Kronos Worker?	
<input checked="" type="checkbox"/>	Captain Marvel	0	84	0	76	4	4	0	0	20

We know this time sheet is ready to approve because the unsubmitted hours are 0 and we see the Approve button.

Approve the timesheet or click the employee's name to view more detail or edit timesheet to make updates. Timesheet edits made by Timekeeper or the Manager are approved upon submission.

Approve



Submit Time

A verification page will display showing the summarized hours that will be routed for approval. Select Submit to confirm the submission.

Submit Time

By clicking submit, you are agreeing to the following.

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Following date range will be submitted for approval.

April 21 – May 4, 2020 : 8 Hours Total

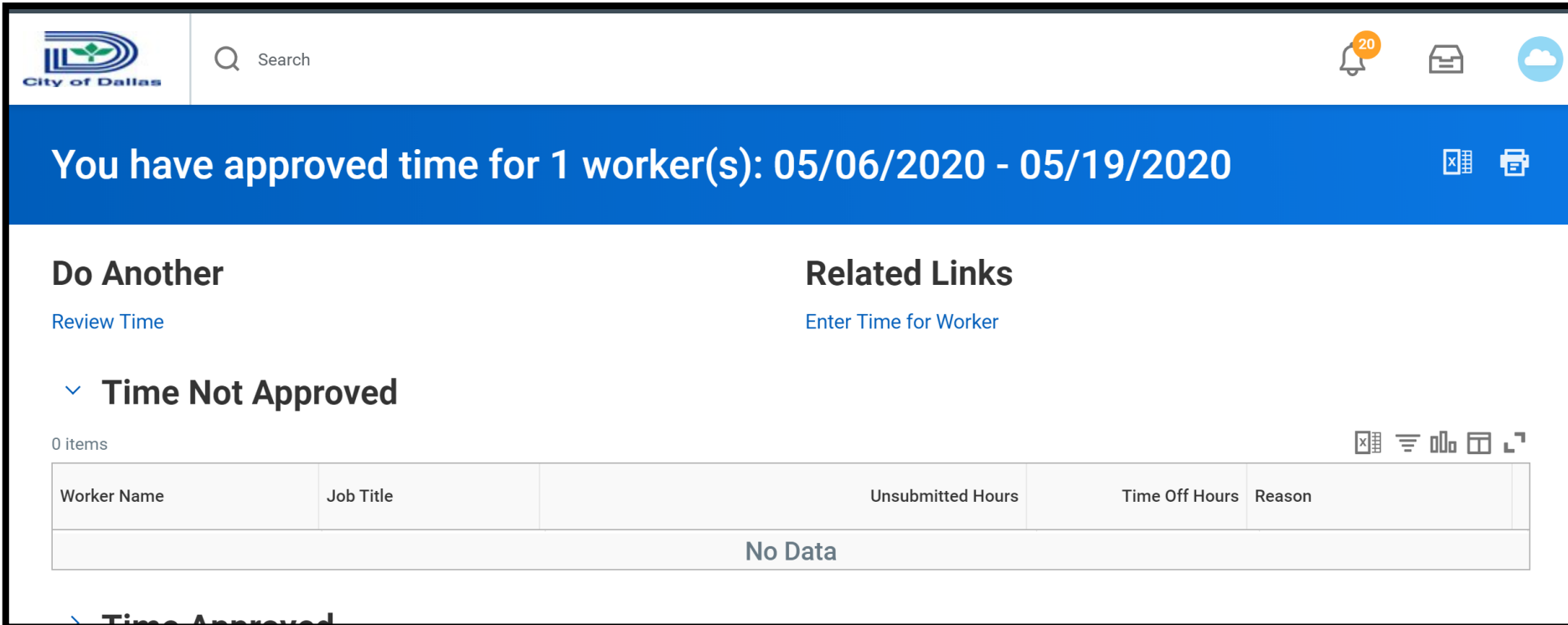
Total for April 21 – May 4, 2020

Hours Worked	8
Absence	0
Overtime	0
Holiday	0
Total	8



enter your comment

Approved time confirmation page



The screenshot shows the 'Approve Time' confirmation page in Workday. At the top, there is a blue banner with the text 'You have approved time for 1 worker(s): 05/06/2020 - 05/19/2020'. Below this, there are two main sections: 'Do Another' and 'Related Links'. Under 'Do Another', there is a link for 'Review Time' and a dropdown menu for 'Time Not Approved' which is currently expanded to show '0 items'. Under 'Related Links', there is a link for 'Enter Time for Worker'. Below these sections is a table with columns for 'Worker Name', 'Job Title', 'Unsubmitted Hours', 'Time Off Hours', and 'Reason'. The table is currently empty and displays 'No Data'. At the bottom left, there is a partially visible link for 'Time Approved'. The Workday logo is visible in the bottom right corner of the page.

City of Dallas

Search

20

You have approved time for 1 worker(s): 05/06/2020 - 05/19/2020

Do Another

[Review Time](#)

Time Not Approved


0 items

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours	Reason
No Data				

Related Links

[Enter Time for Worker](#)

Time Approved



Schedules



Work Schedules & Shifts

- Schedules – Schedules identify which days the employee works and how many hours are worked each day. The schedule does not identify start and stop times.
- Shifts – identifies what time of day the employee works. There are 2 shifts that are entitled to additional pay called Shift Differential. Shift Differential Pay is updated on the Change Job Business Process – use the Data Change Reason and update the Shift Pay on the Location Tab.
- All employees must have a schedule in Workday. All Kronos employees must have matching schedules in Kronos and Workday.



View My Team's Work Schedules

My Team's Schedule

Date * 05 / 19 / 2020

Workers *

- Captain Marvel ...
- Dare Devil ...
- Doctor Strange ...

Search

← J Chipperfield

- Captain Marvel**
Recreation Center Assis | Workday Training Sup Org
- Dare Devil**
Mechanic II | Workday Training Sup Org
- Doctor Strange**
Sr Mechanic - Maintenanc | Workday Training Sup Org

From the time and absence app, select My Team's Schedule, select week and employees to view

Note: this view should be used with smaller numbers of employees. If you wish to view a large number of employees, use the Time Tracking Config Audit report



View My Team's Work Schedules

← My Team's Schedule

Today



May 17 – 23, 2020

View

Week

	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Sat 5/23
Captain Marvel					 8:00 ✓ A ₁	 8:00 ✓ A ₁	 8:00 ✓ A ₁
Dare Devil							
Doctor Strange							



Assign Work Schedules

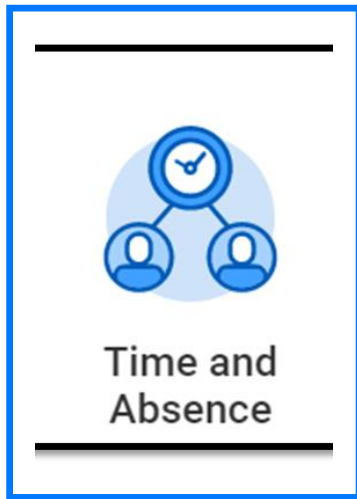
View All Work Schedule Calendars – report that lists all available schedules in Workday

Verify work schedules are correct at the beginning of the pay period

Correct and updated as needed with Assign Work Schedule Task

Kronos Schedules and Workday Schedules must match – use your reports to compare regularly. Always update the schedules in both systems at the same time.

Refer to Work Schedule job aid

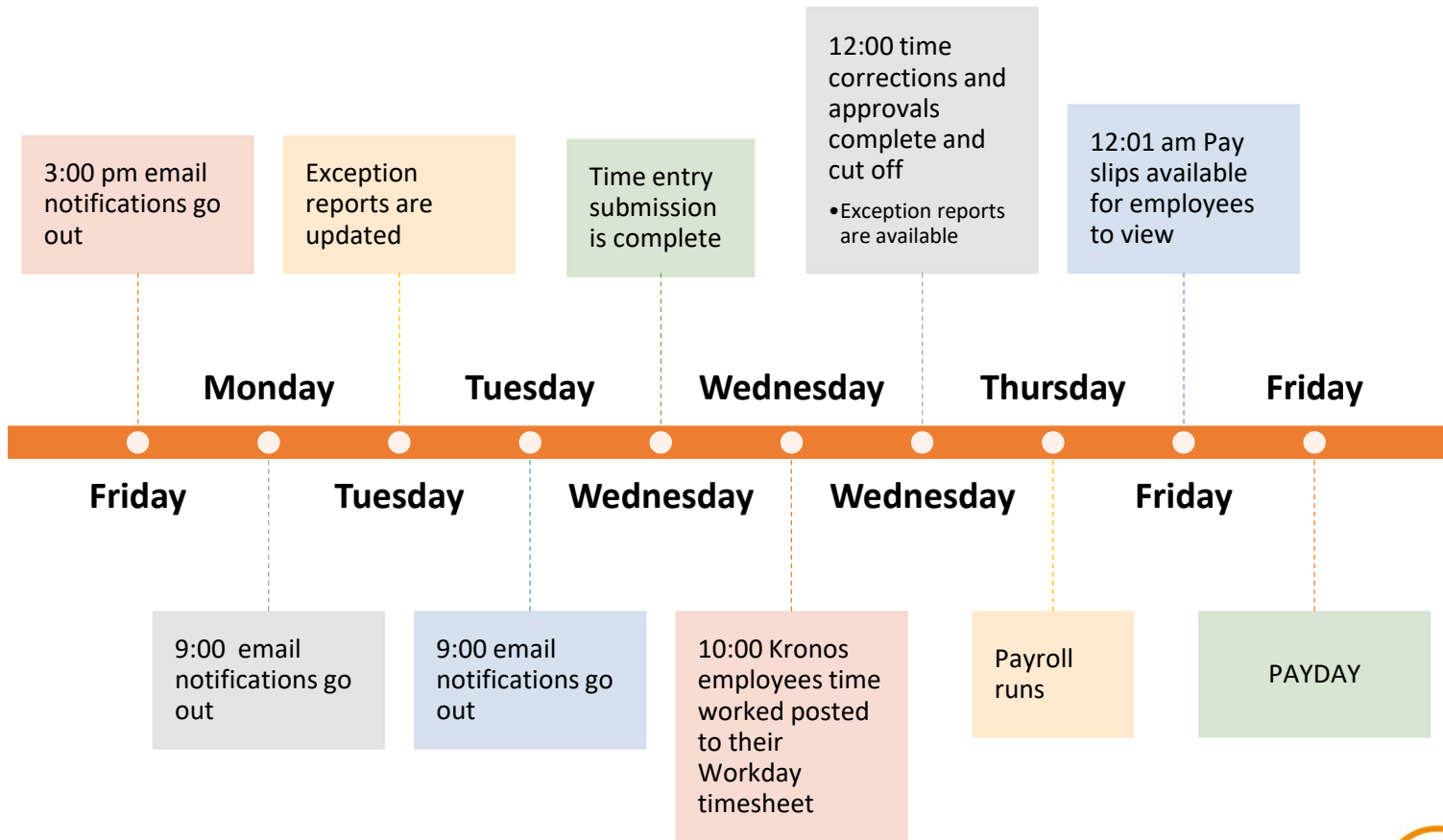


Time Entry & Approval Process



Time Entry & Approval Process

Timing in Workday





Time Keeping - General Info

- Time off types and accrual rates are not changing
- All employees are required to submit correct and accurate timesheets
- Timesheet approvals are **required** – manager, manager’s manager or timekeeper may approve
- Time off requested in advance, automatically entered on timesheet upon manager’s approval
- Cannot use more time off than available balance
Workday will project balances forward
Workday tracks FMLA usage
- No “Wednesday” timesheet – managers enter corrections into Workday



Department Timekeepers

- Timekeeper is a new role for the Workday implementation
- Timekeepers help to facilitate the entry/approval process in departments
 - Ensure all employees get paid by reviewing time approvals for the departments and helping managers to complete their approvals
 - Some timekeepers may enter or approve time
- Manager's Manager can approve on your behalf



Timekeeper Role- Responsibilities

- Each department has timekeeper(s) assigned to facilitate the time entry and approval process in each department
- Audit/Monitor – ensures that the entry and approval process is completed before the 12pm
 - Runs reports
 - Advise on status and assist department’s managers and employees with entry
 - Cannot enter or approve time
- Entry/Approval – Audit/Monitor responsibilities plus
 - Can enter and approve time

Note: Managers who are only approving time for their employees and management chain do not need to be assigned the timekeeper role.



Time Approvals

- Managers and Timekeepers can review information at any time during the pay period
- Managers can approve timesheets from their Workday Inbox
- Managers/Timekeepers can approve from the Review Time grid after reviewing entries or select individual timesheets to review before approving
- Manager's Manager can approve time on behalf of subordinate manager through In-Box
- All time must be approved by Wednesday deadline



Time Approval for Kronos Employees

- Review time entries daily in Kronos, making sure that time entries are correct in Kronos before 9am on Wednesday morning of the end of pay period
- Wednesdays
 - Before 9am, make sure Kronos entries for time worked are correct in Kronos
 - Kronos closes at 9am and time entries are sent to Workday so no more time entries in Kronos
 - Kronos timesheets available for approval at 10am using the Time & Absence App – Review Time task
 - Ensure your team's/department's timesheets are entered and approved before 12pm



Workday Reports



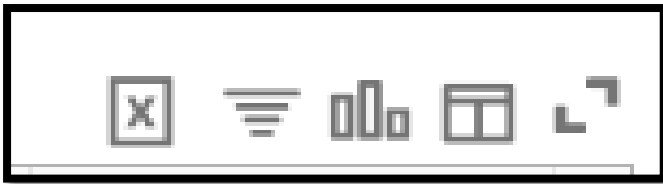
Getting Started with Workday Reports

- Reports are built directly into Workday
- Reports can be accessed through the Search Bar or through your Notifications, if the report runs on a schedule
- Information in reports is generally limited to your department or team but depends on individual reports and security
- Reports can be exported to Excel or PDF files, as needed
- 5 Reports included in today's training – Time Tracking Config – Audit; Timesheet Summary, Time Not Entered; Time Sheet Status; All Work Schedule Calendars

Report Navigation



From the Header – export to Excel or Print to PDF



Body of the Report

1. Export to Excel – Data w/ Column Headings
2. Filter
3. Chart
4. Column Preferences
5. Toggle Fullscreen Viewing Mode



Time Tracking Config – Audit Report

- Provides information on the employees who you are the timekeeper
- Tells you the employees’ manager, schedule, time entry type, submission process, time entry template
- Provides general information to timekeepers and managers about their assigned employees

Time Tracking Config - Audit Actions

5 items

Worker	Employee ID	Department	Supervisory Organization	Supervisory Organization - ID	Worker's Manager	Advantage Fund	Fund ID	Cost Center	Time Entry Template	Work Schedule	Work Shift (Determ Diff Amount)
Doctor Strange	2132453	PER	Workday Training Sup Org (J Chipperfield)	PER	J Chipperfield	0100 Water & Sewer Revenue Fund	FD-0100	7453 DWU-WWT-SS-Maintenance	Kronos Workers	08 - SM (Tue, Wed, Thu, Fri, Sat) OFF (Sun, Mon)	



Time Sheet Summary

← Timesheet Summary Actions



Starting Calculated Date 05/06/2020 Ending Calculated Date 05/19/2020

3 of 4 items



Worker	Not Submitted	Submitted	Total Hours
Captain Marvel	0	44	44
Wonder Woman	42	0	42
Total	123	44	167



Timesheet Not Entered Report

Timesheet Not Entered - Civilian

Start Date * 05 / 06 / 2020

End Date * 05 / 19 / 2020

Sworn and Civilian version of the report – select the applicable group to identify employees who have not entered any time on their timesheet

Select the pay period start and end dates

The count of any employees you are responsible for as Timekeeper or Manager

Start Date 05/06/2020 End Date 05/19/2020

2 items

Supervisory Organization - ID	Count
PER	2
Total	2




Click the count to see which employees have no time entered.





Timesheet Not Entered Report

Criteria View by: and then by:

Items   

Supervisory Organization ID	Supervisory Organization	Cost Center	Employee ID	Worker	Worker's Manager	On Leave
PER	Workday Training Sup Org (J Chipperfield)	7453 DWU-WWT-SS-Maintenance	2132453	Doctor Strange	J Chipperfield	
PER	Workday Training Sup Org (J Chipperfield)	1709 EBS-Northeast Service Center	2349843	Dare Devil	J Chipperfield	

Use this information to identify those employees who need to enter time.

Managers may need to enter these employees' time.



Timesheet Status Report

← Timesheet Status - Civilian Actions



Starting Calculated Date 05/06/2020 Ending Calculated Date 05/19/2020

If there are no timesheets showing in this report, please check the Timesheet Not Entered - Civilian Report for workers that did not enter their time.

Status Definitions:

- Approved - time entry approved
- Submitted - times entry waiting approval
- Not Submitted - time entry was update/changed after submission
- Never Submitted - time entry was never submitted
- Denied - time entry was not approved
- Sent Back - time entry was sent back to worker for updates

Report only selects employees who you are the manager or timekeeper for.

3 items





Supervisory Organization Code	(Blank)	Approved	Submitted	Not Submitted	Never Submitted	Denied	Sent Back	Count Distinct of Worker
PER	0	0	1	1	1	0	0	2
(Blank)	0	0	0	0	0	0	0	0
Total	0	0	1	1	1	0	0	2





Select any of the blue counts to get more detail – nearing the end of the pay period you want to see your Approved column Equal the Count of Distinct Workers to ensure all timesheets are approved





All Work Schedule Calendars

All Work Schedule Calendars Actions  

65 items    

Work Schedule Calendar	Day Breaker	Day Breaker Divides	Work Week Start Day	Biweekly Calculation Start Date	Configurable Calculation Period
*Standard 8*5 (Wed - Tue)	12:00 AM		Wednesday	07/18/2018	Month Starting on Day 1
*Uniform - Standard 8*5 Schedule	12:00 AM		Wednesday	07/25/2018	Month Starting on Day 1
08 - MF (Thu, Sat, Sun, Tue, Wed) OFF (Mon, Fri)	12:00 AM		Wednesday	07/18/2018	Month Starting on Day 1
08 - MT (Thu, Fri, Sat, Sun, Wed) OFF (Mon, Tue)	12:00 AM		Wednesday	07/18/2018	Month Starting on Day 1

This report lists all the work schedules that can be assigned to employees in Workday.





Using Reports

- Review the reports to determine who needs to enter, submit or approve time
- Managers with smaller numbers of employees can also utilize the Time & Absence app to determine time entry status



Correcting Time Entries

- Unsubmitted time entries can be edited on the timesheet
- Approved time off cannot be corrected on the timesheet
 - Employee must submit a correction using Correct My Absence or Manager edits using Correct Absence
- Approved time from prior pay periods is corrected by the employee, timekeeper or manager entering a change to the time block(s) on the day(s) which were incorrect and submitting.
 - Managers will approve any corrections initiated by the employee
- Timesheet corrections for time entries that occurred before June 17, 2020 for civilians or June 24th for sworn employees need to be corrected separately – process is forthcoming

Next Steps and Important Dates



Manager Next Steps

- Practice, Practice, Practice - tenant available
 - Enter your time, enter time for others, run reports, review navigation.
- Attend Schedules Webinar, as needed
- Attend Pop In sessions to ask questions– watch for schedule to be published
- Plan your team’s time entry and approval processes with your managers – daily time entry will be critical – don’t wait until Wednesday morning to get started!





Practice

- Practice Time Entry
 - Select an employee to enter for
- Enter 80 hours
 - Clear the timesheet
- Enter a time off
- Enter Additional Hours Worked
- Enter a Project Code
- Use the Time & Absence App to review the time you just entered for your employee(s)



Practice

- Run Time Not Entered Report
- Run the Timesheet Status Report Time Tracking Config – Audit



Questions, Discussion & Feedback

after class submit questions

WorkdayTeam@dallascityhall.com



Workday Change Management Team

Katrina King

Carrington Marzett

Mandy Reichelt

Jeanne Chipperfield

WorkdayTeam@dallascityhall.com



Appendix Time Entry Processes – Additional Information



Enter Time Button Alternative options to enter time

Enter Time ▾

Auto-fill from Prior Week

Clear

Enter Time by Type

Quick Add

Request Absence

Review Time by Week

WHAT IS THIS?

Auto-fill from Prior Week -

Allows you to copy the previous weeks' time entered into current week..

Clear -

Use to remove all entries in the current week.

Enter Time by Type -

Allows you to add multiple time types and time offs for a specific week

Quick Add –

Allows you to add your time by one type for that week.

Request Absence –

Allows employees to report absences and request time off in advance

Review Time –

Evaluate for accuracy of time submitted

Review Time by Week –

View time entries, along with any details such as worktags by week

Run Calculations –

Enables each employee to recalculate their time after a change



Enter Time by Type

This option allows you to enter multiple time types to enter daily hours for each day to total your weekly hours. Select OK to return to the timesheet.

NOTE: You will have to also enter a Worktag for Projects Time Type

4 items

	Time Type	Customer	Worktags	Do Not Bill	Wed, 4/22	Thu, 4/23	Fri, 4/24	Sat, 4/25	Sun, 4/26	Mon, 4/27	Tue, 4/28	
+												
-	X Covid 19 Response		X Additional Time Type: Hours Worked	<input type="checkbox"/>	8	8	0	0	0	0	0	
-	X Vacation			<input type="checkbox"/>	0	0	8	0	0	0	0	
-	X Sick			<input type="checkbox"/>	0	0	0	0	0	8	0	
-	X Regular Hours			<input type="checkbox"/>	0	0	0	0	0	0	8	
					8	8	8	0	0	8	8	



Quick Add

Use Quick Add to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.




Worker Stuart Little

Start Date 04/22/2020

End Date 04/28/2020

Time Type

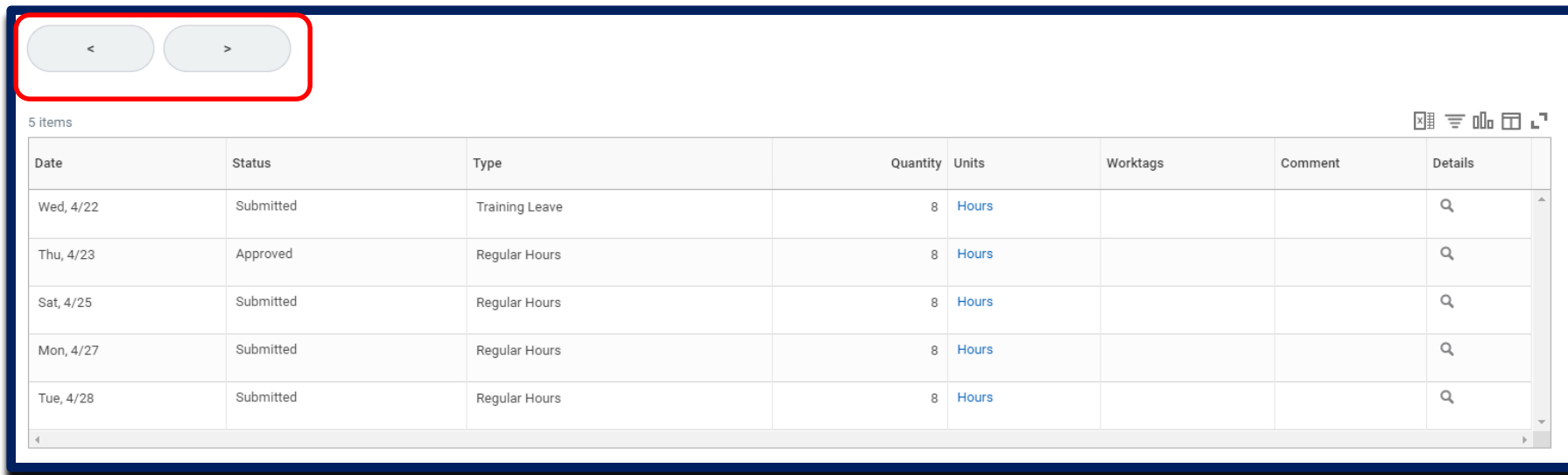
 

1 item   

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Review Time by Week

Allows you to view your timesheet by week



The screenshot shows a web interface for reviewing a timesheet. At the top, there are two navigation buttons: a left arrow and a right arrow, both enclosed in a red rectangular box. Below these buttons, the text "5 items" is displayed. The main content is a table with the following columns: Date, Status, Type, Quantity, Units, Worktags, Comment, and Details. The table contains five rows of data:

Date	Status	Type	Quantity	Units	Worktags	Comment	Details
Wed, 4/22	Submitted	Training Leave	8	Hours			Q
Thu, 4/23	Approved	Regular Hours	8	Hours			Q
Sat, 4/25	Submitted	Regular Hours	8	Hours			Q
Mon, 4/27	Submitted	Regular Hours	8	Hours			Q
Tue, 4/28	Submitted	Regular Hours	8	Hours			Q