TIME TRACKING
Development Day Training

Course Topics:
- Time Tracking Overview
- Deadlines & Lockout periods
- Security Roles & Responsibilities
- Entering time
- Submitting & Approving Time
  - Manual & Mass Advance
  - Errors & Warnings
  - Reviewing reports
  - FAQs
  - Q&A
- Workday Gets a Refresh!
- Contact Us

Time Tracking Overview

Time tracking refers to the process of submitting and approving time sheets for payroll purposes. Completed by Employees, Managers and Timekeepers.*

Employees enter time and overtime automatically calculated if applicable. Workday will also identify critical issues for the Manager and Timekeeper to resolve in advance of Payroll processing.

All time tracking information can be viewed by Timekeepers with the Review Time report

Timekeepers will enter time if needed but are not a necessary part of the process
DEADLINES & LOCKOUT PERIODS

Deadlines

Biweekly schedule can be found on our website under "Schedules".

Work Week: Sunday - Saturday

"E*" – Pay periods with estimated time
• Nonexempt employees: must estimate time in order to receive payment for the full work period.
• Students – at manager's discretion.

Due to Payroll – Monday's by Noon

Lockout Period

Refers to the time in which employees & managers are no longer able to submit, approve, or make corrections to an employee's timesheet.

• During this time only timekeepers and Payroll partners are able to make changes.
SECURITY ROLES & RESPONSIBILITIES

Security Roles & Responsibilities

- **Initiate**
  - **Employee**: responsible for entering their time daily and submitting at the end of the biweekly pay period.
  - **Manager**: can enter hours on behalf of their employee.
  - **Timekeeper**: support employees and managers by entering & submitting time on behalf of the employee & approving timesheets on behalf of managers.
  - **Payroll Partner**: at the timekeepers request can enter/correct time for employee.

- **Approve**
  - **Manager**: responsible for approving employee's time.

*If anyone other than the employee enters time on behalf of the employee, there is an additional approval step.*

TIME ENTRY TYPES
Time Entry Employees:

Enter the total number of hours worked per week.

Most staff (nonexempt)

Time Clock or “In/out” Employees:

These employees use the time clock feature & record actual time worked, rather than the number of hours.

Our workstation/company has configured all student workers to report their time using the time clock feature.

Staff were setup with this time entry type at supervision request.

ENTER TIME
Enter Time

Time Entry Employees – Calendar timesheet only

“In/Out Employees” – Time Clock or Calendar timesheet

Enter Time – Time Entry Employees

In/Out Employees – Enter time (Time Clock feature)
Enter Time: Additional Functionality

Workday offers several options to make entering time easier for Employees and Timekeepers, listed below:

- **Auto-fill from Prior Week:** copies some or all of time entered from prior weeks onto current timesheet
- **Auto-fill from Schedule:** adds all hours an employee was scheduled to work onto the current timesheet
- **Quick Add:** inputs hours for the entire week at once, rather than requiring the Employee or Timekeeper to click on each day individually from the Calendar View
- **Run Calculations:** use Run Calculations to run all applicable calculations for the employee (i.e. refresh timesheet)
  - Calculations automatically run when time is entered. If you need to run calculations without making a change to the timesheet, you can.

*Note: Auto-fill from prior week & Auto-fill from Schedule are not available for in/out employees.*

SUBMITTING & APPROVING TIME
Submitting Time

Time should be entered by week or daily and submitted at least once every two weeks.

Approve Time

Once the employee submits their time, managers will receive an Inbox task for Time Entry Approval. Submitted time can also be approved from the "Review Time" task.

Manual & Mass Advance Business Process Tasks

<table>
<thead>
<tr>
<th>Manual Advance</th>
<th>Mass Advance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Single transaction (Enter Time/Request Time Off)</td>
<td>• Advance a group of transactions (Enter Time/Request Time Off)</td>
</tr>
<tr>
<td>• Use the Employee’s Worker History</td>
<td>• Use the Mass Advance Business Process task</td>
</tr>
<tr>
<td>• Requires Timekeeper &amp; Absence Partner security roles</td>
<td>• Requires Timekeeper &amp; Absence Partner security roles</td>
</tr>
<tr>
<td>- Timekeeper Role – Time Manual Advance</td>
<td>- Timekeeper Role – Time Mass Advance</td>
</tr>
</tbody>
</table>
**Manual Advance Task**

*Most commonly used to approve/advance time when manager is not available for approval.*

**Mass Advance Business Process Task**

*Most commonly used to approve/advance time for a large number of employees (i.e., entire supervisory org).*

**ERRORS & ALERTS**
### Errors: Timesheet cannot be submitted until error is cleared

<table>
<thead>
<tr>
<th>Error</th>
<th>Who?</th>
<th>When?</th>
<th>Fix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheet can not be submitted until error is cleared</td>
<td><em>Note:</em> Recommended Wellness Release Time entry for a day should be between 0.25 and 0.5 hrs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheet contains insufficient hours. Budgeted employees' timesheets must account for all scheduled hours.</td>
<td><em>Note:</em> Nonexempt, temp, &amp; student employees Total Reported Hours for Day &gt; 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time overlap Only applies to in and out time reporters</td>
<td>Time entered overlaps with previously entered time block. Check in/out time for 2nd time block must be adjusted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You reported more than 24 hours of work for a single day on</td>
<td><em>Note:</em> Recommended Wellness Release Time entry for a day should be between 0.25 and 0.5 hrs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness Release Time Entry Wellness Release Time: A voluntary program consisting of university-sponsored physical activities and wellness education opportunities during the workday. <em>Note:</em> Recommended Wellness Release Time entry for a day should be between 0.25 and 0.5 hrs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Alerts: Does not prevent employee from submitting time

<table>
<thead>
<tr>
<th>Alert</th>
<th>Who?</th>
<th>What?</th>
<th>Fix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours worked and/or time off you have entered exceeds 8 hours in a day</td>
<td></td>
<td>Time entry &amp; in/out</td>
<td>Only a warning/alert – no fix is needed if employee worked over the scheduled time.</td>
</tr>
<tr>
<td>Regular hours are being reported on a day with holiday hours</td>
<td></td>
<td></td>
<td>Employees must be compensated for any time worked. Contact Norma Lozano in HR (ext. 2198) if you have any questions regarding any possible visa issues.</td>
</tr>
<tr>
<td>International students may only work 20 hours per week while school is in session. You may work more than 20 hours per week during the summer semester, spring break, and winter break. **<strong>Violating these rules can jeopardize your visa status.</strong> **</td>
<td></td>
<td></td>
<td>Employees may only work 20 hours per week while school is in session. You may work more than 20 hours per week during the summer semester, spring break, and winter break. <em><strong>Violating these rules can jeopardize your visa status.</strong></em></td>
</tr>
<tr>
<td>International students work hours reported exceeds 20hrs during the regular semester</td>
<td></td>
<td></td>
<td>Employees may only work 20 hours per week while school is in session. You may work more than 20 hours per week during the summer semester, spring break, and winter break. <em><strong>Violating these rules can jeopardize your visa status.</strong></em></td>
</tr>
<tr>
<td>Unmatched time clock event exists: You have a time clock event (Check In) that does not have a matching (Check Out) time clock event. Only applies to in and out time reporters</td>
<td></td>
<td></td>
<td>Employees checked in but forgotton not standard out. In the Time worklet you can click on Time Clock History to see all Unmatched Clock Events. Clicking on Add Clock Event will allow you to add a Check Out for the appropriate date and time.</td>
</tr>
</tbody>
</table>

### Unmatched time clock event- Alert

- Employees checked in but forgotten not standard out.

### ADJUSTING/CORRECTING TIME
Adjusting / Correcting Time - Employee

- If additional hours need to be entered or hours that were entered need to be deleted, changes can be made on the timesheet.
- These hours will be picked up in the next biweekly payroll's retro process.
- Any adjustments or corrections must be submitted for approval.

Adjusting / Correcting Time - Manager

*Note: If anyone other than the employee enters time on behalf of the employee, there is an additional approval step.

Adjusting / Correcting Time – Timekeeper/Manager

*Note: If anyone other than the employee enters time on behalf of the employee, there is an additional approval step.
REVIEWING REPORTS

Review Time Report: Overview

- Used to review, approve and track time submitted and approved

Managers
  - All team time can be approved at the same time as long as all hours have been submitted
  - Acts as a consolidated approval

Timekeepers
  - Used to identify employees who have not entered time for the week or entered time but did not submit
  - Used to view managers that still need to approve timesheets

Review Time Report

- Locate the report by searching for Review Time in the workday search bar
- Select the Workers to view
  - Option to only view direct reports is available
  - Additional filters available
  - Limited to 100 employees
Review Time Report

Managers can use the Review Time page to approve time:
• Consolidated approval by selecting all employees

Timekeepers can use this report to view total employee’s unsubmitted, submitted, and approved time.

Click on employee’s name to view time entry details.

Workers w/ No Time Entered Report

Identifies employees who have not entered time for the current pay period.

Include all employees

Timekeeper can run the report

*Note the following:
• This report is configured to send alerts to employees on the last Friday of the pay period.
• Only Timekeepers can run this report.

Workers w/ Time Entered but Not Submitted Report

Identifies employees who have entered time for the pay period but have not submitted to their manager.

Include all employees

Timekeeper can run the report

*Note: This report is configured to send alerts to employees on the last Friday of the pay period. Only Timekeepers can run this report.
Other useful reports for timekeepers to run:

- **Workers with Time Submitted but Not Approved Primary Position**: Identifies managers of primary positions that have outstanding time sheets to approve. This report is configured to send alerts to employees on the Monday following the end of the pay period.
- **Workers with Time Submitted but Not Approved Additional Jobs**: Identifies managers of additional jobs that have outstanding time sheets to approve. This report is configured to send alerts to employees on the Monday following the end of the pay period.
- **Check-in Status - report allows Timekeepers and Manager to see who is currently clocked in for their organization (timekeepers & managers)**

*Visit Workday Help for a list of more commonly used reports.*

**TIME TRACKING**

**Q1.** How do employees see multiple timesheets when applicable? Only one timesheet but you will have a drop down to select which timesheet you want to enter time for.

**Q2.** Can time & effort be certified in workday like we use to in Time Traq? No, Time & Effort certification is done through time and effort in GSS like it was done in legacy system.

**Q3.** If the employee submits but manager does not approve do they get a warning? Yes, Monday after the pay period ends an email alert will go out to notify managers of the timesheets pending approval. Timekeepers can also run report on worktime report to check unapproved timesheets and have the access to move timesheets along.

*Note: Alert only goes to the manager not timekeepers.*

**Q4.** Does Time Off need to be approved before Timesheets can be processed? No, time off does not have to be approved before a timesheet can be submitted. However, if the time off is not approved before payroll processes, it will not be paid on that pay date.

**Q5.** If the manager delegates the task to approve time, does the person that the task was delegated to get the alert if the timesheet is not approved in time? No, the alert only goes to managers since they are responsible for that employee’s time.
CONTACT US

Ana delaGarza .................................................. 825-3231
Raquel Flores .................................................. 825-2411
Maria E. Alaffa ............................................... 825-5884

Email: payroll@tamucc.edu

Helpful links:
Workday Help: https://it.tamus.edu/workday/
Payroll Webpage: http://comptROLLER.tamucc.edu/payroll/index.html