Time Entry & Time Off Requests

Online **time entry** and **time off requests**.
Auto forward to supervisor for approval.
No more paper forms needing signatures.
The system tracks it all.

Time

Time Off

EVERYONE will experience:

- ability to enter, adjust, and submit your own time
- clickable calendar screen for time entry and time off requests
- the system auto-calculates for overtime, shift differential, etc. based on your specific eligibility
- simple drop down options for type of time to enter (no more complicated codes to know)
- ability to tag your time to multiple projects, grants, cost centers if needed (again, no codes)
- access to view current or future time off accrual so you can accurately plan vacation/leave
- transparency of submittal/approval process in the system—can see if/when an action is done
- notification reminders in Workday, Google, and Outlook email to enter or approve time
- a scheduled "lockout" of time entry periods each month when only Payroll can adjust time

EMPLOYEES who are union-represented will experience:

- daily or weekly time entry that indicates when you were In/Out for each worked day
- use of time entry functionality only during work hours and on approved devices—departments will adjust as needed to provide adequate access to Workday

EMPLOYEES who are exempt, non-represented will experience:

- time entry only to indicate absence or special time attribution (project, etc.)

MANAGERS who need to approve time entry and time off will experience:

- employee submitted time does not go to Payroll until the manager approves it
- access to approval actions or notification reminders in Workday, Google, and Outlook email
- ability to approve time for one or several employees from the same screen
- ability to approve time on mobile device or offsite computer
- ability to delegate (with HR approval) your Workday "inbox" of all actions (includes approvals) if you are out
- multiple ways to view real-time data for individual or team time entry and time off (calendar view, list view, dashboards, reports)