



Personnel Activity – *December 16, 2020*
Complete system launch – *January 1, 2021*

*****CORRECTION to timeslip entry (slide 13)– Updated 12/10/20*****



Workday orientation
session topic:

- ☐ Time and absence activities—
Employee as self
- ☐ Trainings recommended for
each action

Why do I need to know?

- Workday will be available to employees for payroll related actions beginning **December 16**.
- **ALL** employees will use Workday to request time off.
- Overtime eligible and timeslip employees will also use Workday to record hours worked.
- Supervisor/managers will be **required** to review and approve the actions, however, all approvals will be electronic. NO more paper!

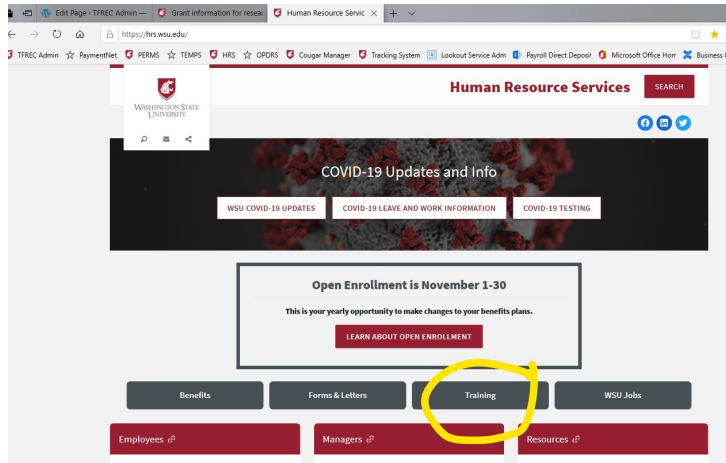


Processes being
replaced by
Workday

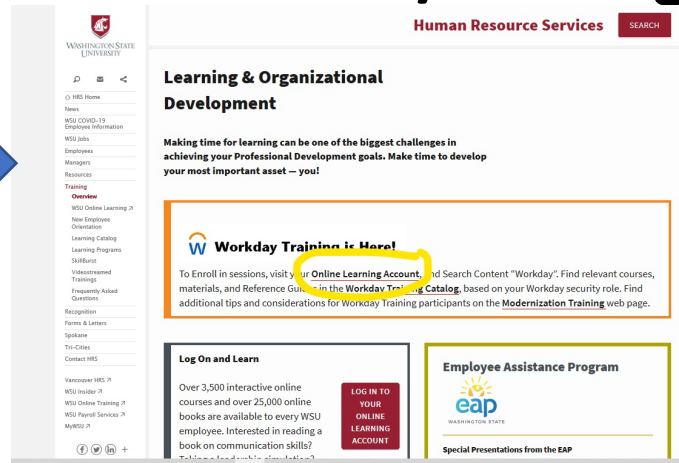
- Time off/absence (fka leave) reporting for overtime ineligible employees on the ***CAHNRS online leave website***
- ***Cougar Manager*** for entry of timeslip hours and absence/sick leave
- Paper ***Time Reports*** for overtime eligible employees reporting time worked and time off.

Where do I find the training?

hrs.wsu.edu

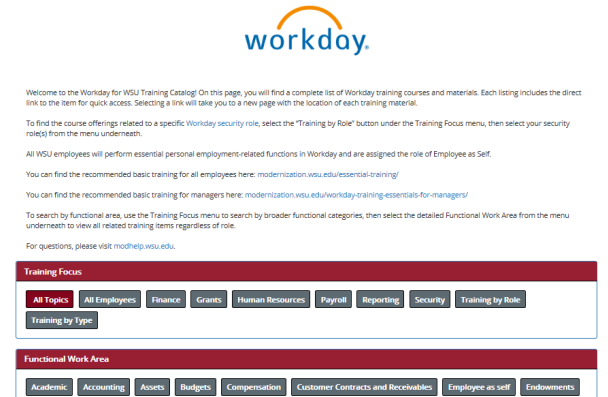


hrs.wsu.edu/training/



Workdaytrainingcatalog.wsu.edu

WORKDAY LAUNCHES ON DECEMBER 16, 2020



Also check out the Modernization website – Workday Training Essentials for Manager:

<https://modernization.wsu.edu/workday-training-essentials-for-managers/>



How to enter and correct time worked and absences

Recorded Instructor-led training

- Workday Time and Absence - Recording

Description: This instructor-led course provides *detailed* information on how to manage time and absence in Workday. It is recommended that you take the Workday HR Overview and Key Concepts course prior to taking this course to maximize your learning experience.

Duration: 2.5 Hour(s)

Link to Training Resource: [Workday Time and Absence - Recording](#)

Micro-Learning video*

- Workday Time and Absence: Enter and Correct Time (Employee)

Description: This video provides the *basic* steps to enter and correct time in Workday.

Duration: Approx. 5 mins.

Link to Training Resource: [Workday Time and Absence: Enter and Correct Time \(Employee\)](#)

* NOTE: There is no audio with this training.



How to enter and correct time worked and absences

Reference Guides

- Workday Time and Absence Guide: Enter and Correct Time (Employee)

Description: How to enter time and approve time in Workday.

Link to Training Resource: [Workday Time and Absence Guide: Enter and Correct Time \(Employee\)](#)

- Workday Time and Absence Guide: Employee Request and Correct Time Off

Description: Employee: How to request time off and correct time off in Workday Manager: How to review/approve time off request and correction in Workday.

Link to Training Resource: [Workday Time and Absence Guide: Employee Request and Correct Time Off](#)

- Workday Time and Absence Guide: Request Overtime

Description: How to request and approve overtime in Workday.

Link to Training Resource: [Workday Time and Absence Guide: Request Overtime](#)

- Workday Time and Absence Guide: Request Work Schedule (Employee)

Description: How to request and approve a change in work schedule and how to assign a work schedule to an employee in Workday.

Link to Training Resource: [Workday Time and Absence Guide: Request Work Schedule \(Employee\)](#)



Key Changes

- Workday will ***standardize*** time tracking and absence processes across WSU.
- It will allow us to shift from paper to ***electronic*** records.
- You will see ***automatic calculations*** of accruals.



Benefits

- Elimination of separate functionality between payroll and time and absence tracking.
- Allows online review and approval of time and absences.
- Many self service features available.



Entering Time Worked

Overtime Eligible Employees

- You will have the option to **auto fill** from a drop down menu, use the “quick add” feature or enter directly on the calendar.
- Temporary or permanent **schedule changes** must be submitted to your supervisor.
- To **view your schedule**: Click on the Time app on the home page and select “My Schedule”.
- It is up to each program to determine if **overtime requests** will be required.
- **Frequency** of time submission will be based on an agreement with your supervisor (daily, weekly, per pay cycle; *monthly is not recommended for this new system as previously done*).

Applications
9 items

Career

Pay

Time

Absence

Favorites

Benefits

Purchases

Directory

| | |
|--|---|
| Wed 12/2 Hours: 8 | Thu 12/3 Hours: 8 |
| | Sick Leave 1 Hour Submitted |
| Regular Hours Worked 8:00am - 12:00pm 4 Hours ⌚ Not Submitted | Regular Hours Worked 8:00am - 9:00am |
| | Regular Hours Worked 10:00am - 12:00pm 2 Hours ⌚ Not Submitted |
| Regular Hours Worked 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted | Regular Hours Worked 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted |

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

Enter My Time

Zydav Gyhawų Zupipo

Regular Hours 0
Straight Time Hours 0
Premium Hours 0
Paid Time Off 0

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) s

Today
Apr 26 – May 2, 2020

| | | | | |
|----------------------|----------------------|----------------------|----------------------|--|
| Sun 4/26 Hours: 0 | Mon 4/27 Hours: 0 | Tue 4/28 Hours: 0 | Wed 4/29 Hours: 0 | Thu 4/30 Hours: 0 |
| | | | | Time Period End 04/16/2020 - 04/30/2020 |

Auto-fill from Prior Week
Auto-fill from Schedule
Clear
Enter Time by Type
Enter Time by Week
Overtime Requests
Quick Add
Request Absence
Request Time Off
Review Time by Week
Run Calculations

Enter Time

Absence (sick leave) entry

Status of time entry

Hours worked and time off hours totals

Enter Time

Zydav Gyhawų Zupipo

| | | | | | | | |
|---------------|---------------------|---------------|---------------|-----------------|---------------|-------|----------------------|
| Regular Hours | Straight Time Hours | Premium Hours | Paid Time Off | Unpaid Time Off | Holiday Hours | Other | Total Reported Hours |
| 36 | 0 | 0 | 0 | 0 | 0 | 0 | 36 |



Entering Time Worked

Timeslip Employees

- From the calendar view, click on the start time block and enter information in the pop-up window.
- Utilize the **Time Clock** in Workday for tracking time automatically.
 - ❖ NOTE: If using the time clock, you must remember to check out! Check the calendar for an unmatched clock events (checked in but didn't check out). Only your supervisor or myself can correct these.
- Frequency of entry will not change. ALL hours must be submitted and **APPROVED BY SUPERVISOR** at the end of the pay cycle.

Applications

16 items



Career



Pay



Time



Settlement



Time and Absence



Favorites



Benefits



Absence



Purchases



Anniversaries



Birthdays



Directory

Time Clock

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

View

My Schedule

Time Off Balance

Time Clock History

Time Clock

Check In

Check Out

CORRECTION: This will not be how funding identification will occur for timeslip employees. You will only have one position per department. To identify a grant or program (fka budget number) you will indicate this information in the "comments" section. After the time entry occurs, then the costing allocation will be assigned. On a temporary basis, you can put in the 8 digit number from the legacy system and Darla will translate that into the Workday code.

assigned multiple
positions are working on more
than one grant program.

This is a change from what

Check In

You are checking in. Please enter your work details.

Worker * Zepas Tucuzy Tawoto

Date * 11/02/2020

Time * 11:50 PM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type * Regular Hours Worked

Position 89006-37 Clerical Assistant I, SP001...

select one

Details 89006-36 Clerical Assistant I (+),
SP001070 Social and Economic Sciences
Research Center (Papyt Pyzelo Pataza)

Additional Time Types Needed

Comment 89006-37 Clerical Assistant I, SP001070
Social and Economic Sciences Research
Center (Papyt Pyzelo Pataza)

OK

Cancel



Time Block Status Check

ALL Employees

| Status | Description |
|-----------------|--|
| Submitted | <div>Time block has been submitted to the Time Approver</div> <div>Regular Hours Worked 6:00am - 11:00am 5 Hours Submitted</div> |
| Not Submitted | <div>Time block has been created but not submitted to Time Approver</div> <div>Regular Hours Worked 8:00am - 12:00pm 4 Hours ⌚ Not Submitted</div> |
| Needs Attention | <div>Time block needs attention; usually displayed in cases of unmatched time blocks</div> <div>Unmatched Check-in 2:59pm ⚠ Needs Attention</div> |



Converting Overtime to Comp Time

Overtime Eligible Employees


Just as in the current process, ***overtime/comp time*** is not earned until you have worked your 40 hours for the week.

- After entering the last block of time where the overtime occurs, under “additional time types for employee selection” you will choose the “convert overtime to compensatory time off” in the drop down then click “ok”.
- Comp time will show up under “other” in the top right of your calendar where hours worked and time off hours are shown.



Correct Time Entered

ALL Employees

- From the calendar view, click on the time block. A separate window will open where you can make your corrections.
- Make sure to hit  again.
- If already approved, the correction will be rerouted to your supervisor.
- You can also delete time block through the same process but rather than changing the time, you click delete at the bottom of the pop up.

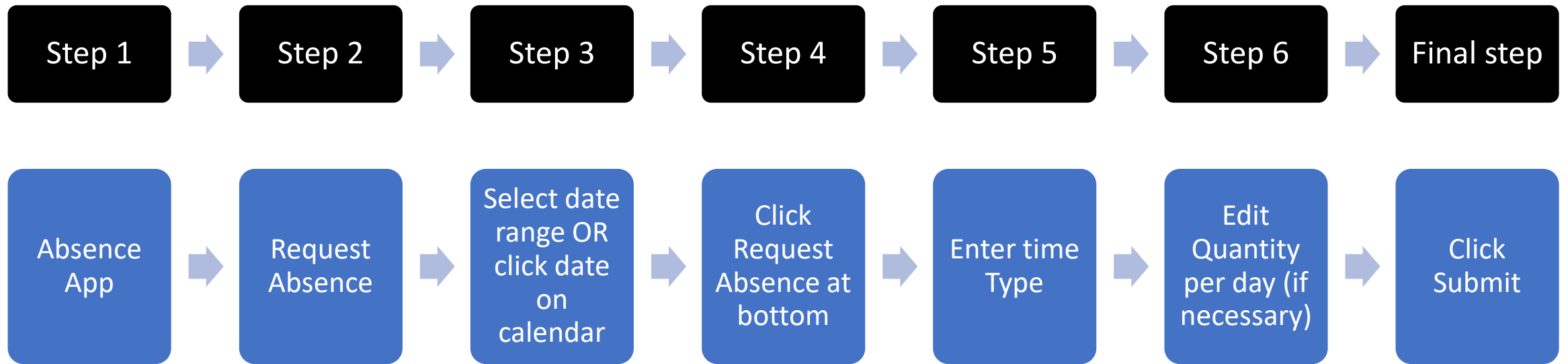


Request Time Off/Absence

ALL Employees

- This process will describe how you will record:
 - vacation (if applicable)
 - sick leave
 - Personal holiday
 - leave without pay (LWOP)
 - Other leave.
- It is up to each program whether it will be a requirement for vacation, personal holiday and LWOP to be approved in Workday before taken.
- Absence balances = leave accrual balances.

Request Time Off Absence Steps in Workday



Absence Calendar

Zydav Gyhawy Zupipo

Click and drag on the calendar or select date range.

Select Date RangeView Teams

Balances

Balance as of04 / 29 / 2020

Per Plan

Annual Leave
109569 Fiscal Specialist Supervisor
169.66 Hours

Compensatory Time
0 Hours

In Lieu of Holiday
0 Hours

Military Leave

3 Days - Request Absence

Today<>April 2020

SundayMondayTuesdayWednesday

293031

567

121314

192021

Steps 3 and 4

Step 5

Time Off

Annual Leave

Approved Emergency Worker

Bereavement Leave

Civil Leave

Compensatory Time

Compensatory Time Payou

In Lieu of Holiday

Leave for Military Spouses

Leave Without Pay Time Of (LWOP)

Military Leave

Search

NextCancel

Step 6

Request Absence

Zydav Gyhawy Zupipo

Please review the time-off you wish to request below. Use the drop down menu under "Details" to select the most appropriate reason for your time-off request. Your request will be routed to your supervisor

Total27 hours - Annual Leave

Request1 item

| | *From | *To | *Type | Quantity per Day | Total | |
|--|------------|------------|--------------|------------------|----------|-----------------------|
| | 04/06/2020 | 04/08/2020 | Annual Leave | 9 hours | 27 hours | Edit Quantity per Day |

Details for: Annual Leave

Position109569 Fiscal Specialist Supervisor, SP001763 Youth and Families (Zuvev Regido)

SubmitCancel

Final Step



Time Off / Absence

- **Approved** time will be indicated by a green checkmark.



- You can use the **correct time off** feature for past or future dates after the time has been approved. Use the Correct My Absence option. Correcting time will require additional approval.
- You can **cancel** time off only if it has NOT been approved through the Request Absence option. If it has been approved, your supervisor must make the cancellation.




Take Aways

- Overtime eligible employees:
 - Discuss with supervisor about requirement for time off and overtime approvals.
 - Time worked and time off must be entered each pay cycle, at a minimum.
- Timeslip
 - Cougar Manager will be **UNAVAILABLE** as of 12/16 so all hours for 1st half of Dec must be entered by 12/15.
 - Dec 16 forward, all hours MUST be approved in Workday by supervisor or they will NOT be processed by payroll.
- All
 - Time entry in Workday will begin December 16, however, include hours for the entire week. It's ok to duplicate what you have entered on your paper report or in Cougar Manager for Dec 13-15. Workday will only pull the hours for the pay cycle 12/16-12/31 for payroll processing.



Take Aways (cont)

- Time must be entered in **blocks**. Workday does not automatically account for lunch breaks.
- If you have an absence in the middle of the day, you must enter as many blocks as necessary to show time actually worked.
- You must click the  button to route to your supervisor for approval.
***Approved time is indicated by a green check mark. Just entering the time on the calendar or using the time clock does not act as the submit function.*



Workday Launch Checklist #1

What to do when Workday launches on December 16, 2020:

- ✓ Go to workday.wsu.edu and sign in with your Network ID (NID) and password.
 - *NOTE: This link was not working as of 12/4. Keep checking prior to 12/16 for access.*
- ✓ Overtime eligible employees: enter your time worked in Workday, starting with the beginning of the week (December 13). It's okay to duplicate what's on your paper time report for December 1-15.
- ✓ Check your time off balances. Something not right? Go to support.workday.wsu.edu, choose "Human Resource Services," and then fill out the form for "Leave Balances or Leave Accrual is incorrect."
- ✓ Review the items listed in the Workday: First 30 Days Employee Guide, especially regarding personal information, payment elections, and tax elections.
- ✓ Questions? Get answers through the self-help knowledge base and service desk at support.workday.wsu.edu

Future Workday Orientation Session

December 11

- ✓ Who – Anyone
- ✓ What – Q&A about Workday (all subjects)

After December 16 launch

- ✓ Who – Anyone
- ✓ What - Future Q&A sessions after the December 16 launch when we can access the system to provide additional demonstrations and walk-throughs.

Need Help?

- Contact Darla Ewald (dewald@wsu.edu)
- Workday FAQs
 - <https://confluence.esg.wsu.edu/display/KB/FAQs>
- Available NOW:
 - Workday Service Desk: support.workday.wsu.edu
 - Your one stop shop for ALL process and system questions.
 - Type your question in the search box for or choose a category and then various subject matters will appear for your use.