

Hourly/Non-Exempt employees must enter time using the Check In/Check Out process in Workday.



Note: Workday utilizes the correct Fair Labor Standard Act (FLSA) status associated with your job/position. Non-Exempt employees are guaranteed an hourly wage and overtime pay under the Fair Labor Standard Act. The City has transitioned to Workday and will be referring to your job/position’s FLSA status and begin to use the terminology “Non-Exempt” instead of “Hourly”.

### ENTER TIME

From the homepage:

1. Click on the Time application.
2. Click **Check In** under Time Clock.

**Check In**

You are checking in. Please enter your work details.

Worker \* Tayron Jacks (029383)

Date \* 07/28/2020

Time \* 02:21 PM

Time Zone GMT-05:00 Eastern Time (New York)

Time Type \* Regular

**Details**

Accrue

Worked Meal

Cost Center

Payroll Projects

Grant

Fund

Activity

Comment

3. Enter the Time Type and Details.



Note: The Detail section is not required. However, if you are on a special project and need to provide the billable tracking information, you can do so by filling out the information in the Details section i.e. the Cost Center, Grants, Fund, Activity etc.

4. Click **OK**.
5. After your work is completed, navigate back to the Time application, and click **Check Out**.
6. Select a reason for check out.
7. Click **OK**, then **Done**.




Note: All corrections to Check In and Check Out time needs to be made by the employee's Manager/Supervisor or Timekeeper in Calendar view.

## REVIEW TIME

From the Homepage:

1. Click the Time application.
2. Select the week that you would like to review.
3. Once reviewed, click the review button.

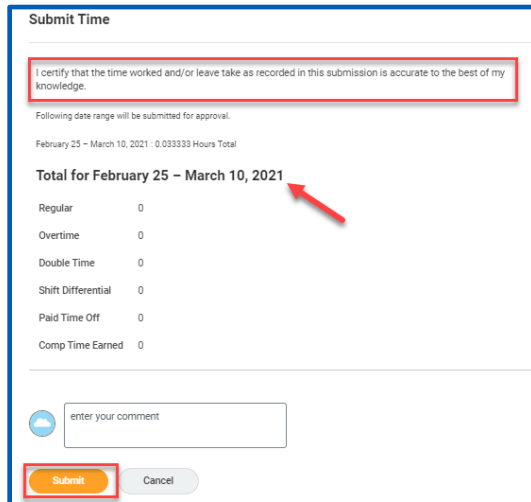
The screenshot displays the Workday Time application interface. At the top, it shows the current week: "Mar 4 - 10, 2021". Below this is a grid for time entry, with columns for each day of the week (Thu, Fri, Sat, Sun, Mon, Tue, Wed) and rows for time slots from 7 AM to 6 PM. A blue shaded area indicates time worked on Monday, from approximately 12 PM to 4 PM. To the right of the grid is a "Summary" panel for the week of "Mar 4 - 10, 2021", which lists various time categories and their respective hours: Regular (0), Overtime (0), Double Time (0), Shift Differential (0), Paid Time Off (0), and Comp Time Earned (0). At the bottom right of the interface, there is a blue "Review" button, which is circled in red in the screenshot.

 **Note:** The timesheet will display in a week calendar view. The view can be changed by clicking the drop-down arrow adjacent to Week and select the view of choice.

## SUBMIT TIME


The Submit Time page displays.

1. Read the disclosure and review the categories of time entered.



The screenshot shows the 'Submit Time' interface. At the top, there is a red-bordered box containing a certification statement: 'I certify that the time worked and/or leave take as recorded in this submission is accurate to the best of my knowledge.' Below this, it states 'Following date range will be submitted for approval.' and 'February 25 - March 10, 2021 : 0.033333 Hours Total'. A table titled 'Total for February 25 - March 10, 2021' lists categories: Regular, Overtime, Double Time, Shift Differential, Paid Time Off, and Comp Time Earned, all with a value of 0. A red arrow points to the 'Total for February 25 - March 10, 2021' text. At the bottom, there is a text input field labeled 'enter your comment' and two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

2. Click **Submit**.

 **Note:** By clicking the Submit button, the approval process will begin. The timesheet will be routed to the 1<sup>st</sup> approval's inbox.