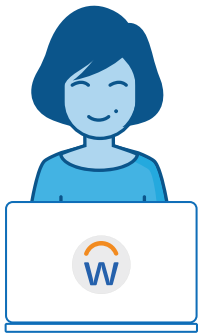**Time Entry and Time Off/Leave Training Sessions End Friday, December 18. Register Now!**

Workday Time Tracking & Absence is Now Live!

Modern, Efficient, and Simple Time Entry Available Anytime

Important Reminders:

- Time entry start dates vary depending upon your assigned pay group
- Payroll periods and pay dates remain the same
- Training materials are available on the Time Entry Training Resources Page Here.

Training

Workday Time Entry and Time Off/Leave Training

Workday Time Entry and Time Off/Leave Training **ends December 18**. Click here to view the Time Entry and Time Off/Leave training calendar and complete your registration.

Time Tracking & Absence Fast Facts—Did you know?

Holidays are pre-populated in Workday.

Leave Requests can be completed in Workday.

Time Entry is based on your current work schedule.

Salaried employees will use the calendar feature to record blocks of time worked.

Check In/Check Out must be done by hourly employees daily. If an employee forgets to check in or check out, their supervisor will need to make the correction in Workday.

Policies & Procedures will not change for entering time, submitting time or requesting time off and leave.

Key Dates

December 18, 2020
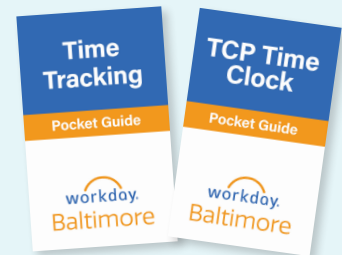Time Entry and Time Off/Leave Training Sessions end.

January 2021
First City paycheck through Workday for **designated pay groups**.

Important: Pay dates and pay schedules will remain the same.

Pocket Guides for Time Tracking

The pocket-size guides provide time tracking instructions for hourly employees using Workday or TCP Time Clocks. (Download the digital versions here.)

Time Tracking Pocket Guide — **workday. Baltimore**

TCP Time Clock Pocket Guide — **workday. Baltimore**

Happy Holidays

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Transforming • Engaging • Automating • Modernizing

Questions?
For more information visit: **workday.baltimorecity.gov**
or, please email us at **workday@baltimorecity.gov**