# Recording Time for Holidays - HR105 Reduced FTE Schedules

### Staff Non-Exempt Employees

Scenario: Holiday falls on a normally scheduled day and NOT working

- 1. Log into Workday using your credentials. Once logged in, you will land on your Homepage.
- 2. From your Homepage, click on the **Time** Worklet.



3. Under Enter Time, click on the Select Week button.

Enter Time	View Time
This Week (0 Hours)	View My Calendar
Last Week (0 Hours)	Review My Time by Week
Select Week	
Request Time Off	
Correct My Time Off	
Submit Time	
Sut	omit Time



4. Select the week the holiday falls within from the dropdown and click OK.

Enter My Time							
Date * 11/08/2018 🛱	<		Nov	ember :	2018		>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	31	1	2	3
	4	5	б	7	8	9	10
	11	12	13	14	15	16	17
	18	1Pm	20	21	22	23	24
	25	26	27	28	29	30	1

5. Scroll to find the holiday from the list and click the **Add (+)** icon to add time and enter the required details.

✓ Thu, 11/22 - Tha 0 items	anksgiving 2018		
+ *Time Type	In	Out	Out Reason
			No Data
<ul> <li>✓ Fri, 11/23</li> <li>○ items</li> </ul>			
+ *Time Type	In	Out	Out Reason
			No Data

6. In the **Time Type** column, click the **List** icon on the right side of the field.



7. Select Holiday.



In the Quantity column, enter the Number of applicable hours based on your FTE%.
 \*\*If you are scheduled more hours than the number of hours for your FTE%, you will need to use TIME OFF (ie: vacation or comp time) to make up the remaining hours.

<ul> <li>Thu</li> </ul>	ı, 11/22 - Thanksgiving 20*	18								
1 item									Ŧ	с° .
+	*Time Type	In	Out	Out Reason	Quantity	Unit	Worktags	Override Rate	Comment	
Θ	× Holiday ∷⊟				þ	⊦ urs		0		* *
4									× I	× 1

- 9. Complete any other entries for the week, then click the **Next** button.
- 10. The **Enter Time Confirmation** page will show the Daily Totals and the Week Totals. Click **Save**. You have now entered and saved time in Workday. Clicking the Save button DOES NOT mean that time has been submitted.

Nov 18 - 24, 2	218		
IMPORTANT:	You'll lose the time you just entered if you leave this page without saving.		
By clicking su	bmit, you are acknowledging that all hours being reported are true, complete, accurate and adhere to University	policy, to the best of your knowledge.	
Daily Tota	als	Week Totals	
Sunday	0	Regular	0
Monday	0	Overtime	0
Tuesday	0	Holiday/Paid Absence	6
Wednesday	0	Unpaid Absence	0
Thursday	6	Total Hours	6
Friday	0	Shift Differential	0
Saturday	0	Shift Differential Overtime	0
Total Hours	6	Comp Time	0

11. Additional steps are necessary for time submission and approval. You will need to submit your time. Move to the Submit Time section of this article.



## Purpose of Submit Time in Workday

After time is entered into Workday it will need to be submitted for review and approval by your Manager or Timekeeper. As best practice, it is recommended you follow your specific unit's procedure on how frequently you should submit time. However, be sure to submit time before the pay period deadlines to ensure you receive the correct pay.

**Note:** If you make any corrections or additions to your timesheet after it has been submitted, it will need to be resubmitted for approval.

#### Submitting Time

- 1. Log into Workday using your credentials. Once logged in, you will land on your Homepage.
- 2. From your Homepage, click on the **Time** Worklet.



3. Under the **Submit Time** section, click the **Submit Time** button.





- 4. Select the period you wish to submit your time for. Other periods that have time entered and saved for will appear.
- 5. Click **OK.**

Submit My Time		
The following periods contain unsubmitted ti	ne	
Sep 1 - 30, 2018 (28 Hours)		
Cancel		

6. Review the summary of totals and click **Submit.** 

← Submit Time	
Following date range will be submitted for approval.	
November 1 - November 30, 2018 : 0 Hours Total	Total for November 1 - November 30, 2018
	Hours Worked 0
	PT Hours Worked 0
	Campus Closure 0
	Holiday Comp Paid 0
	Holiday Comp Earned 0
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7. Once submitted, a confirmation will display indicating that the time was submitted and routed to your Manager for approval. Click **Done.** 

You have surcessfully submitted your time		
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## Time Types

**Hours Worked**: Use this time type to record the actual number of hours worked on the Holiday. Also requires selecting a **Worktag.** 

Holiday or Reduced Work Effort Staff Exempt Holiday Hours: Use this time type to report the number of hours you are to receive pay for the Holiday. If you are not working, this is prorated based on your FTE%. If you are working, this would be the number of scheduled hours.

**Holiday Comp Earned for Scheduled Day Off:** Use this time type to report compensatory hours earned when a University holiday falls on a regularly scheduled day off. Hours entered using this time type code will add to your Holiday Compensatory Time Absence balance.

### Time Entry Worktags

Time Entry Worktags give additional data to Workday to help calculate payroll hours accurately. Use this field when using the Hours Worked Time Entry code.

**Holiday Compensatory Time Earned:** Select this Worktag if you are electing to receive double compensatory time for time worked on a University holiday.

**Holiday Compensatory Time Paid:** Select this Worktag if you are electing to receive half compensatory time and half pay for time worked on a University holiday.

