



## Time Entry

### How often should I enter worked hours into my Workday timesheet?

Employees should input their hours every day they work, to ensure accuracy.

### When should I SUBMIT my timesheet to my manager for approval?

Our best practice recommendation is that employees **SUBMIT** their timesheet for approval **weekly** instead of once at the end of the payperiod. However, please defer to your local unit best practice guidelines.

### Where is the SAVE button?

Time is auto-saved as it is entered. Do not use the **SUBMIT** button to save your time. We recommend that you click Submit once each week when you have finished entering your time (ex. for the first payperiod week) and are ready for your manager to approve the time to be paid.

### What happens in Workday when I work overtime?

Workday automatically calculates overtime hours based upon the employee's job and applicable contract. Overtime hours will display at the top of the employee's Workday timesheet as the hours are entered.

### Can I revise my timesheet?

Yes, if the revision is after 8/1/2019, select the time block you want to correct and make the necessary corrections, or click 'Delete' to erase the time block completely. Then **SUBMIT** the revised time for your manager's approval. **NOTE:** If you are submitting time for a retro period, be sure to let your supervisor/pay rep know so they can approve it.

If the revision is prior to 8/1/2019, please contact your manager and/or Pay Rep, who will submit a retro timesheet request to Payroll on your behalf.

### What time type should I use?

Please see the [complete list of various time types](#).

### How do I enter time if I have multiple positions?

When you enter a block of time in your timesheet, select the appropriate job from the "Positions" dropdown menu in the window. Students should make sure they are entering time on the **correct** position. Note: If you are unsure of which position to select, click on the **Multiple Jobs** link in the help text at the top of the time entry page.

## What are the rules for meal periods at Cornell?

**For staff members:** See the HR webpage on [Meal Periods and Rest Break](#).

**For students:** See the [Meal Period policy](#) on the Student Employment website.

Employees are responsible for knowing the meal policy and for taking a full 30-minute lunch break and/or 20-minute dinner break, when applicable. If work interferes with a meal break, inform your supervisor. Supervisors are responsible for informing new employees of Cornell's policies and enforcing these rules.

If an ongoing workload issue is interfering with meal periods, it needs to be escalated to local pay reps who can discuss the matter with labor relations when necessary.

Currently, employees can clock in before the full 30-minute break; the system will prompt a soft warning regarding the NYS meal break regulations. Enter a comment to indicate why you are not using your 30-minute break.

## Can my supervisor make changes to my timesheet?

Yes. Both your manager and your 'timekeeper' can make changes to your timesheet, even after you have submitted it.

## Requesting Time Off

### How does Workday display time off (vacation, health & personal) balances?

Accruals are granted at the end of the payperiod, rather than daily. Balances show the accrued time minus the number of hours or days that have been used during the relevant period. If looking at time off balance as of a future date, the balance reflects any future days off that have been approved.

### How do I enter time off on my timesheet?

You cannot enter time off directly on your timesheet. It is entered in a different view, accessed by either clicking **Enter Time > Request Time Off** in the lower left-hand corner of the timesheet or by clicking on the **Time Off** icon on the homepage. Once time off requests are submitted, they will display on the top of your timesheet.

### How do I request a vacation or health and personal day for part of a day?

- First, enter all of your time worked for that day.
- Then determine the difference between your typical daily total (ex. 7.8 hours) and your time worked (ex. 4.5 hours). Note: Your time worked is displayed on the timesheet under the specific day.
- Next, click **Enter Time > Request Time Off** in the lower left-hand corner of the timesheet screen. Enter the difference into the Daily Quantity field on the Request Time Off screen.

When the time off is submitted, those hours will appear on your timesheet calendar. You will also receive a Workday **Notification (email)** when the time off has been approved.

**Can I request time off in the future?**

Yes, time off can be requested and approved for a future period. . Once submitted, the number of hours and time off type will display on the timesheet for the relevant pay period.

**Can I revise an approved time off request (ex. didn't take the time off)?**

If the adjustment is in the current pay period, you can make changes to an approved time off using the **Correct My Time Off or Cancel** via the **Time Off** icon. If your time off request hasn't been approved, you can Cancel the original request and then resubmit a new request, as needed. If an adjustment needs to be made to a previous timesheet after 8/1/2019, then that timesheet will need to be corrected and submitted to a manager for approval. If you need to make revisions prior to 8/1/2019 your manager or payrep will need to submit the change on your behalf.

**More questions?**

Please contact your local Pay Rep. To view the college/unit contacts, please see the [Pay Rep Listing](#).