Question:	Answer:
Multiple jobs - how to choose jobs?	There is a drop down list when entering time to select the job. There are also links at the top of the time entry calendar that when selected will give you more information about multiple jobs.
Does the primary job populate as the default for someone with multiple positions?	Yes
Delegation SOP - On workday website	Job Aids are available for employees, managers, pay reps. See: www.worday.cornell.edu
We demo'd WDTT but was not aware that managers should run these reports, should that be part of our trainings of managers?	This a local decision. While reports are available to Managers, it will be a local decision to determine if Managers should run/review the reports.
Need to be able to show examples of situations that are not normal, such as retro correction and how to	Retro training will be coming in Jan-Feb. 2018
Provide list of critical hardstops - what will cause an issue on pay?	See: www.worday.cornell.edu > "For Pay Reps"
Is payroll still running audit reports?	Yes
Overtime (OT) with multiple jobs across multiple organizations - report function?	If an employee (EE) has multiple jobs - the OT will show up on the report for the job that crossed the threshold. You cannot see OT on existing reports for jobs you do not have access to see. You can see all of the timeblocks when you drill into the EE timecard calendar view but which job crossed the OT threshold will not be apparent. Note: This is not something that can be seen today in Kronos. REQUEST (submitted): A report that will show us the OT threshold with multiple jobs.
Reporting function -> include a button for "current pay period", "previous pay period", etc. in addition to specific date range options.	Not all time blocks (some are reported, some are calculated) are associated with a 'pay period' until after payroll is processed for the period. Because of this, entering a 'pay period' may not return correct results. Therefore, this is not an option at this time.
Are there any processing timing issues to keep in mind for the automated VBB on terminated jobs? When should term occur? What time is missed, how does it pay after term and how is VBB updated?	No special timing issues. Termination would be processed as normal. The "Adjust Time Off" service is a step in the business process. Adjustments to the accrual balance should be done prior to the Termination being processed. For Those not eligible for VBO Accrual must be clear before termination initiated. A detailed job aid is being developed for automatic VBO for bi-weekly employees.

Question:	Answer:
Can the CU Learn Links be embedded in the Worklet?	Only the videos are embedded for quick easy access. CU Learn courses will continue to be available for new hires ongoing.
Run calculations on the bottom? What does this do?	Every time an EE edits a timeblock on a week, WDTT will calculate what is entered on the timecard. If there is a time when there is only VAC time, the calculations will not auto-run. This is NOT something you or the EE needs to do in order for the EE to get paid. Central Payroll will run calculation for all timecards.
What is the difference between the two COMMENT lines (Comment Line and Enter You Comment?)	Both comments will stay with the Time Block. One goes with the specific entry. One goes with the Event. This is in Absence.
What is the difference between DENY and SEND BACK?	A Send Back or Deny for a Time Entry submission will NOT delete the time block but rather leave it in an Unsubmitted status. The employee can resubmit without other action or notes required, however, in this instance a conversation between Manager and Employees should be taking place. Would the time still be paid out? Yes. BEST PRACTICE: Use Send Back.
What will the Timekeeper see?	Same as Manager
What is the difference between CRITICAL ERROR and ALERTS?	Critical Errors will not allow a timecard to be submitted. An Alert is a warning and will allow the time card to be submitted.
How are **Pay rep**s going to manage the last WED of the pay period for approving time, etc.?	This will be a local decision. At this time, Payroll processing schedules will remain the same.
Can Manager go back and approve (after it is processed)?	No
Will Pay Reps have TEAM TIME? They don't have Direct Reports. How/who do they see?	Pay Reps do not have Team Time or Team Time Off. Pay reps will see who is within their Supervisory Org.
Pay rep Groups - what does this mean in WDTT?	Pay rep Group is a Kronos-ism. You will need to look by Supervisory Org. TIP: you can save filters by supervisory orgs.
Any ability to look at just certain organizations?	You will be able to view your supervisory organizations while running reports.
How do employees enter multiple in's and out's at one time?	EE can enter multiple punches for the same day. This is located on the time card under Enter time. This is where you can add or delete a line. EE has to be in the time block that is applicable.

Question:	Answer:
Will holidays be pre-populated?	Yes
What if they have multiple positions? Does Student Job default?	The student "dummy job" populates for the web based users. For time clocks, the student "dummy job" will not display. EE will need to select the correct job from the dropdown.
What happens with unsubmitted time blocks? How do they submit time, approve time?	Unsubmitted time blocks will still pull from the payroll process. Unmatched time blocks will not pull. No approval would be made unless you enter time on behalf of an EE. Each Thursday morning, an automated process to MASS Submit all unsubmitted hours for the week will be run.
What notification is being sent to managers and employees for time approvals?	Local units may send out other communications to their staff. No changes per payroll. Expect the same timeline and notifications. A list of all WDTT notifications is being compiled and will be added to a WDTT newsletter.
Fair amount of interest in delegation: **How it works? Who can do it?**	Delegation is used by a manager. Job Aid on workday.cornell.edu under "Employees & Managers".
What happens when someone enters their time, payroll is processed, and then a **correction** needs to be made? How do we correct?	That would be a RETRO transaction and this training will be covered in January - February time frame. Spotlight series training.
Can I see which job crossed the overtime threshold **when an EE has multiple jobs?**	If an EE has 2 jobs - the OT will show up on the report for the job that crossed the threshold. You cannot see OT on existing reports for jobs you do not have access to see. You can see all of the timeblocks when you drill into the EE timecard calendar view but which job crossed the OT threshold will not be apparent. **Note:** This is not something you can see today in Kronos. REQUEST (submitted): A report that will show us the OT threshold with multiple jobs.
Why is the name of the report 'Unmatched **Time clock** Events' when it includes web check-in check-out also?	REQUEST (submitted): Rename the report to be unmatched time block events
Can we email the employee from WD regarding errors?	Best practice: manager ownership of contacting the employee. Have the employee make corrections, rather than pay reps going directly to employee.
In a multiple job situation where 1 manager approves a portion of the time (the time they have access to) and the other time has a critical error - will the approved time get paid? Or will the entire timecar**d (all hours for all jobs) NOT** get paid?	If NONE of the time has been submitted yet, even across multiple jobs, and a critical validation exists, none of the time can be submitted. Time cards as a whole are submitted, not individual time blocks by position.

Question:	Answer:
Is it required to add a comment if you submit time or time off on behalf of an EE?	No it is not required but it is best practice.
Why reassign instead of just going in and approving?	For audit purposes, it is best to have the manager or appointed manager approve the hours.
How to use tab workaround? Can't use multiple tabs in same browser (viewing and editing) without crashing - CHE deals with frequently. WD has changed something behind that scenes that if you have multiple windows open in the same browser and try to edit in one and view in the other, it will close out one of them. We advise not using additional tabs as this has caused browser issues.	How to use tab workaround? Can't use multiple tabs in same browser (viewing and editing) without crashing - CHE deals with frequently. WD has changed something behind that scenes that if you have multiple windows open in the same browser and try to edit in one and view in the other, it will close out one of them. We advise not using additional tabs as this has caused browser issues.
Overheard question: Can we default to "meal" instead of "out" on the calendar for punches?	People could use Out to mean Meal. When this happens, WDTT doesn't throw an error for meal violations, or require a comment. REQUEST (submitted): report to assist for short breaks/meal violations.
Does EE always have to put in a comment when entering time?	No comments are required. Best practice: enter a comment when editing a time card or entering on behalf of an employee.
When does submit actually trigger an inbox **item to the** Manager? When you hit the first submit or the second submit?	It gets triggered when you hit the second submit.
Why are there two submits?	The second screen is a final confirmation page, to be sure the EE is aware of what they are submitting.
The video is confusing because it instructs you to add time and then submit. If we are asking them to only submit to the manager once a week, the video should be structured differently to address this. The video implies you always add and submit.	Best Practice is to enter time daily and submit time card to manager weekly. REQUEST (submitted): The video is being updated.
Do we have to request time off separate from time entry?	Yes- Time off worklet.
If Time Off does not get approved by the manager - will it get paid?	Yes, Payroll will mass approve it and it will get paid. Unmatched time block will not be paid. By law, all hours submitted must be paid. As such, as part of the Payroll processing, all unapproved time and time off will be mass approved by Payroll and will still be paid.

Question:	Answer:
Do you need to Duo to login to enter time or approve time?	Two Step Authentication is an important mechanism for protecting an individual and their identity. All staff are required to use two step for administrative systems (ex. Workday). In addition, a few colleges are beginning to also require faculty and students to use Two-Step Login. While WDTT will not require an additional Two-Step login, we encourage faculty and student to use Two-Step as extra protection.
Will there be a communication sent out to students (not on the Kronos screen but an email or something) to let them know what's coming? Maybe from Student Employment?	Yes communication will be sent out. After the 1st of the year. Student Employment Office has communication plans to notify student employees of WDTT changes.
If Time Off does not get approved by the manager - will it get paid?	Yes, Payroll will mass approve it and it will get paid. Unmatched time block will not be paid. By law, all hours submitted must be paid. As such, as part of the Payroll processing, all unapproved time and time off will be mass approved by Payroll and will still be paid.
Support: Should we go to our local IT support for issues?	For all Time Tracking questions, including technical issues, please send an email to HRPAYROLLSUPPORT@cornell.edu or call 2558828. If another team is needed to triage the issue, we will escalate it appropriately.
Is New York State Paid Family Leave ready?	Yes, as of January 1, 2018