WELCOME TO
PAY REP TRAINING

December 2017

AGENDA:

- Introductions

- Employee Entry/Time Off

- Manager Approving Time

- Pay Rep Role

- Pay Rep Reporting

- Entering Time Off on Behalf of an Employee

- Support Model

- Spot Light Series

- Q & A

INTRODUCE YOURSELF: NAME /COLLEGE OR UNIT

TAKE A BREAK AS YOU NEED:
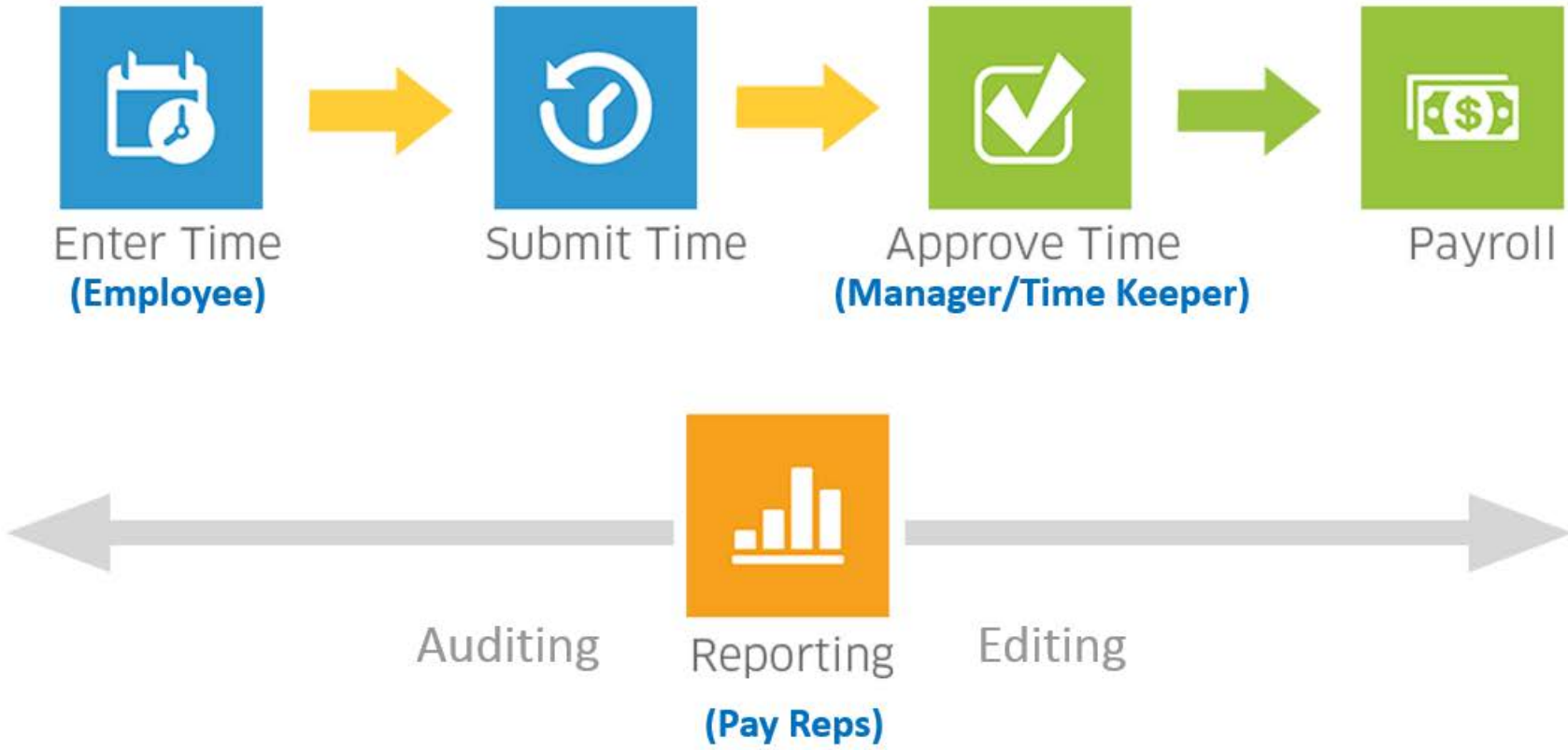
Facilities

Accommodations

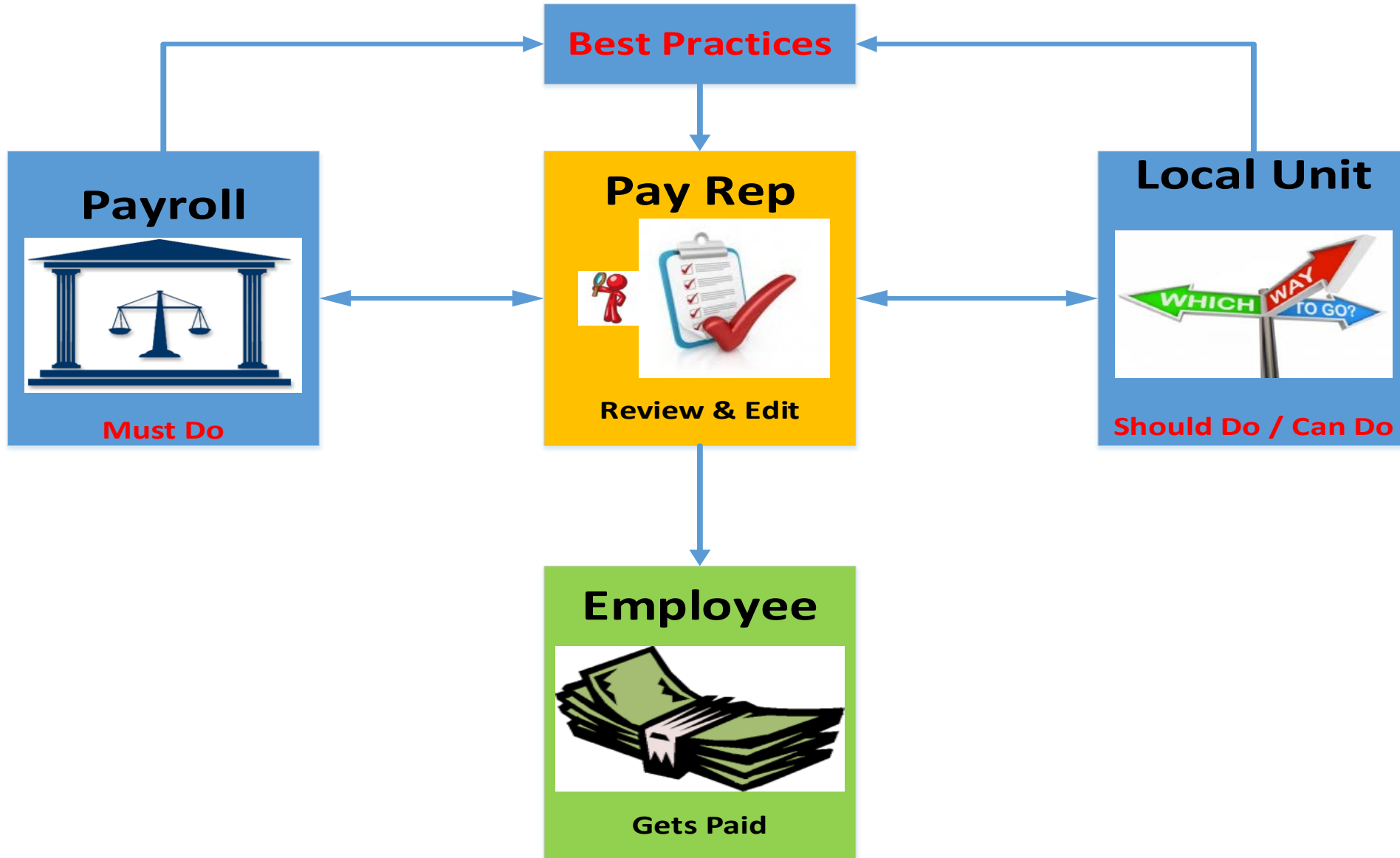Snacks

WORKDAY: PAY REP

Time Tracking Role Definitions

Role	Definition	Access	Routing Details
Pay Rep	Oversees Non-Exempt Time Entry and Time Off transactions. This role will have access to audit reports, as well as the ability to: • Enter time or time off on behalf of the employee, • Edit time or time off, and • Approve (via reassignment) timecards and time-off entries, as needed.	The Pay Rep will have access to all of the non-exempt employees in the assigned supervisory organization and below. Another Pay Rep assignment below **will not** "break the chain".	Pay Reps will not receive any Inbox items but will have access to a suite of audit reports.
Timekeeper	This role will, act on the behalf of the manager, and be able to: • Approve timecards and time-off entries, as needed. • Enter time or time off on behalf of the employee (in these situations the business process will auto-approve) • Edit time or time off, as needed	The Timekeeper will have access to all non-student, non-exempt employees in the assigned supervisory organization only (it is not passed to other supervisory organizations below).	Timekeepers will receive Inbox items to Approve Time Entries and Approve Time Off (the managers will also receive Inbox items).
Student Timekeeper	This role will, act on the behalf of the manager for any hourly student employees, and be able to: • Approve timecards and time-off entries, as needed. • Enter time or time off on behalf of the employee (in these situations the business process will auto-approve) • Edit time or time off, as needed	The Student Timekeeper will have access to all hourly students in the assigned supervisory organization only (it is not passed to other supervisory organizations below).	The Student Timekeepers will receive Inbox items to Approve Time Entries and Approve Time Off for hourly students only (the managers will also receive Inbox items).

Role of Pay Rep:

Decision: Pay Reps will continue to be **VITAL** to the process by focusing on auditing and editing; we will streamline system workflow by having one (Manager) approval.

Enter Time **(Employee)** → Submit Time → Approve Time **(Manager/Time Keeper)** → Payroll

Auditing ← Reporting **(Pay Reps)** → Editing

Role of Pay Rep:

Best Practices

Payroll

Must Do

Pay Rep

Review & Edit

Local Unit

Should Do / Can Do

Employee

Gets Paid

A CLOSER LOOK – PAY REP ROLE – BEST PRACTICES

❖ Ensure compliance with labor laws and Cornell policy

❖ Review time cards regularly - Don't wait until payroll day
  ❖ *What are we looking for?*
  ❖ *How do we find it?*
  ❖ *When should I look for it?*
  ❖ *What do we do with what we find?*

❖ Let employee or manager know if timecard does not look right

❖ Communicate with HR if units are regularly operating outside of these best practices.

❖ Support your local managers, timekeepers and student timekeepers - WDTT questions

PAY REP FUNCTIONS :

Must Do →

- Meal Break Violations
- Manage Critical Errors
- Negative accrual balances
- Sufficient number of weekly hours
- Monitoring 0 hour time cards
- Excessive consecutive hours
- Holiday leave credit

- *TT support for managers, timekeepers and student timekeepers-WDTT questions*
- *Support payroll to meet compliance*

Review & Edit:

- Time and attendance auditing
- Enter time or time off on behalf of the EE
- Approve (via reassignment)

Custom Reports by Category

←Should Do/ Can Do

- Correct vacation and sick leave balances
- Check with your local unit for specific needs
- *TT support for managers, timekeepers and student timekeepers-WDTT questions*

HOMEPAGE HIGHLIGHTS:
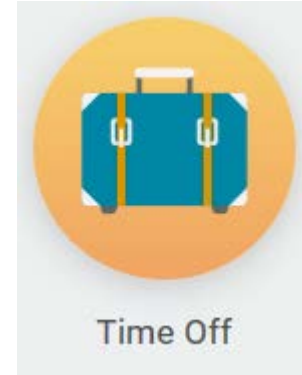
EMPLOYEE TIME ENTRY:

Video-

https://apps.hr.cornell.edu/workdayCommunications/Workday%20Tracking%20Tutorials/Draft%20Enter%20Time%20in%20TT-%20video(1080)/Draft%20Enter%20Time%20in%20TT-%20video(1080).html

CU Learn- https://culearn.cornell.edu/

WHO NEEDS A VACATION ?

Video- https://apps.hr.cornell.edu/workdayCommunications/Workday%20Time%20Tracking%20Tutorials/ WDTTEmployeeRequestTimeOffCustom/WDTTEmployeeRequestTimeOffCustom.html

CU Learn- https://culearn.cornell.edu/

MANAGER APPROVE TIME:

Video- https://apps.hr.cornell.edu/workdayCommunications/Workday%20Time%20Tracking%20Tutorials/CU%20Learn-%20ManagerApprovesTimeinWDTT.mp4

CU Learn-https://culearn.cornell.edu/

LETS PLAY & ASK QUESTIONS?

PAY REP FUNCTIONS :

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Custom Reports by Category

←Should Do/ Can Do

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MUST DO – HOW TO?

Custom Reports by Category

Must Do

- Meal Break Violations
- Manage Critical Errors
- Negative accrual balances
- Sufficient number of weekly hours
- Monitoring 0 hour time cards
- Excessive consecutive hours
- Holiday leave credit

- *TT support for managers, timekeepers and student timekeepers-WDTT questions*
- *Support payroll to meet compliance*

How To?

- ❖ Time Errors and Warnings
- ❖ Time off Balances by Supervisory Org.
- ❖ Total Time by Supervisory Org.
- ❖ Detailed total Time by supervisory Org.
- ❖ Total Time Vs. Scheduled Hours

REVIEW & EDIT- HOW TO?

Review & Edit:

- Time and attendance auditing
- Enter time or time off on behalf of the EE
- Edit time or time off on behalf of the EE
- Approve (via reassignment) timecards and time-off entries

How To ?

❖ Unmatched Time Clock Events

❖ Unapproved Time Block Detail

❖ Positions with Unapproved Time by Supervisory Org.

❖ Total time by supervisory Org.

❖ Detailed Total Time by Supervisory Org.

❖ Time for Supervisory Org. by Time or Calculation Type

❖ Time Block Audit by Date Range and Supervisory Org.

Custom Reports by Category

CAN DO-HOW TO?

Custom Reports by Category

Should Do/ Can Do:

- Correct vacation and sick leave balances for non-exempt EE

- *TT support for managers, timekeepers and student timekeepers-WDTT questions*
- *Support payroll to meet compliance*

How To ?

- ❖ Time Off Balances by Supervisory Org.
- ❖ Time Off Totals by Date Range and supervisory org.

ADDITIONAL FUNCTIONS:

Enter Time on Behalf of an Employee:

❖ Missed Punch

❖ Correcting Meal Break

❖ Correcting Critical Error

❖ Submit will Auto Approved

Enter Time off on Behalf of an Employee:
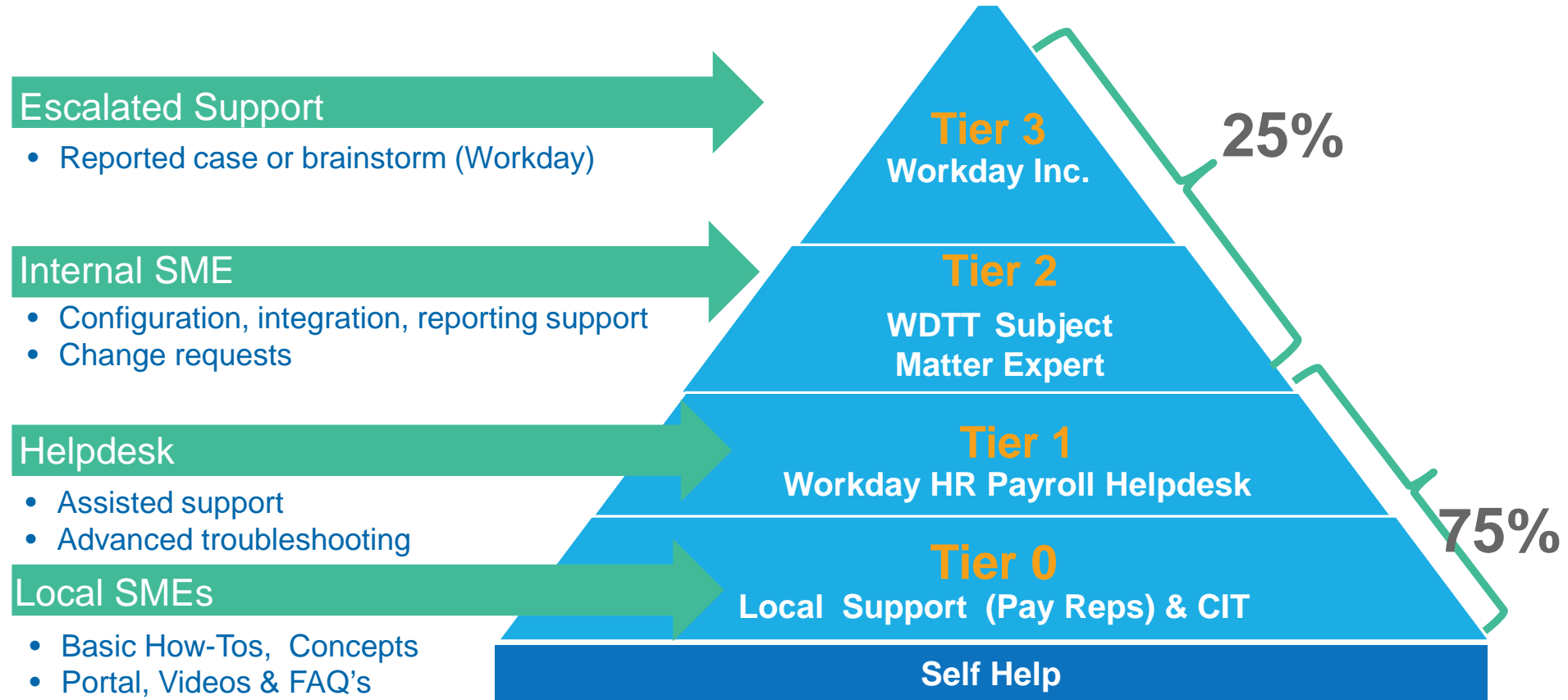
❖ Leave

❖ Submit Will Auto Approve

Approval Via Reassignment:

❖ Reassign to Self

❖ Reassign to Another Manager

❖ Reassign to Another Pay Rep

LETS PLAY & ASK QUESTIONS?

SUPPORT MODEL

Escalated Support
- Reported case or brainstorm (Workday)

Internal SME
- Configuration, integration, reporting support
- Change requests

Helpdesk
- Assisted support
- Advanced troubleshooting

Local SMEs
- Basic How-Tos, Concepts
- Portal, Videos & FAQ's

Tier 3
Workday Inc.

Tier 2
WDTT Subject Matter Expert

Tier 1
Workday HR Payroll Helpdesk

Tier 0
Local Support (Pay Reps) & CIT

Self Help

25%

75%

WORKDAY HELPDESK

607-255-8828   hrpayrollsupport@cornell.edu

SPOT LIGHT SERIES:

WHAT'S TO COME?

Tentative Time Line-

2018

- ❖ Additional Reports
- ❖ DFA Conversations-Over payments-self service, Reports
- ❖ Open Lab- Additional Q & A
- ❖ Retro / Historical Edits
- ❖ Pay Rep Reports
- ❖ CU Learn
- ❖ Diving Deeper - Specific Needs or Topics
- ❖ Leave Management
- ❖ Vacation Buyout

Please note these dates and topics may change throughout this configuration and after go live.

QUESTIONS?

THANK YOU!

For additional project related questions please email-

timetracking@cornell.edu