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
<table>
<thead>
<tr>
<th>Role</th>
<th>Definition</th>
<th>Access</th>
<th>Routing Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rep</td>
<td>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.</td>
<td>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”.</td>
<td>Pay Reps will not receive any Inbox items but will have access to a suite of audit reports.</td>
</tr>
<tr>
<td>Timekeeper</td>
<td>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</td>
<td>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).</td>
<td>Timekeepers will receive Inbox items to Approve Time Entries and Approve Time Off (the managers will also receive Inbox items).</td>
</tr>
<tr>
<td>Student Timekeeper</td>
<td>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</td>
<td>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).</td>
<td>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).</td>
</tr>
</tbody>
</table>
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.
Role of Pay Rep:

**Payroll**
- Must Do

**Pay Rep**
- Review & Edit

**Local Unit**
- Should Do / Can Do

**Best Practices**

**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

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

**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

**TT support for managers, timekeepers and student timekeepers-WDTT questions**

**Support payroll to meet compliance**
HOMEPAGE HIGHLIGHTS:

Are you a manager or an employee and need some extra help in Workday? Please check out our quick reference guides to find the answer!

- Personal Information
- Benefits
- Pay
- Team Time
- Time
- Time Off
- Performance
- Career
- Important Links - Employees
- Important Links - HR
- Custom Reports by Category
- My Dashboard
- Team Time
- Custom Reports by Category
EMPLOYEE TIME ENTRY:

Video-
https://apps.hr.cornell.edu/workdayCommunications/Workday%20Time%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/WDTEmployeeRequestTimeOffCustom/WDTEmployeeRequestTimeOffCustom.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?
Time for a break..
**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

**Review & Edit:**
- Time and attendance auditing
- Enter time or time off on behalf of the EE
- Approve (via reassignment)

**⇐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

**TT support for managers, timekeepers and student timekeepers-WDTT questions**

**Support payroll to meet compliance**
MUST DO — HOW TO?

**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-WDIT 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.
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**

- **Tier 3**
  - Workday Inc.
  - Escalated Support
    - Reported case or brainstorm (Workday)

- **Tier 2**
  - WDTT Subject Matter Expert
  - Configuration, integration, reporting support
  - Change requests

- **Tier 1**
  - Workday HR Payroll Helpdesk
  - Assisted support
  - Advanced troubleshooting

- **Tier 0**
  - Local Support (Pay Reps) & CIT
  - Basic How-Tos, Concepts
  - Portal, Videos & FAQ’s

**Self Help**

**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-

timetrancking@cornell.edu