Volume 1 | October 31, 2017

Workday Time Tracking News

We are heading into the home stretch! To ensure all are getting consistent, ongoing information, we will be sharing weekly newsletters now through go-live. As always, if you have questions please reach out to a team member or send a message to timetracking@cornell.edu.

Visit our Project Website

What is the difference between a Campus Rep and a Pay Rep?

There has been some confusion about these two roles, so we wanted to take a minute to clarify.
Campus Representatives are part of the larger WDTT project team. They:

- Were nominated by HR Directors
- Serve as Time and Attendance Subject Matter Experts (SMEs), they may or may not be Pay Reps
- Represent their unit's business needs
- Participate in Project team information update sessions
- Communicate project information with their unit
- Participate in User Acceptance Testing (UAT) and vet WDTT Training materials

Pay Reps are one of a few assigned Workday Time Tracking roles (others are Timekeepers, Student Timekeepers). They will:

- Be appointed to this role by their local college/unit Security Partners
- Oversee Non-Exempt Time Entry and Time Off transactions for their college or unit
- Will access various Workday audit reports
- Edit time or time off, as needed
- Enter time or time off on behalf of the employee, as needed
- Approve (via reassignment) timecards and time-off entries, as needed

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More about Pay Reps: UAT & Training

Pay Rep User Acceptance Testing (UAT) is happening now and will run through November 6th. A subset of the Pay Reps population will help us verify if the system will meet business needs, the same approach we used with our Employee and Manager UAT. Rather than ask for more testers, we are using our already established Campus Representative team to serve as Pay Rep UAT testers.

Once UAT wraps-up, we will quickly move into Pay Rep training, targeted to begin in December. HR Directors, working with their local business leaders, will identify and then assign the Pay Rep role in Workday. All individuals assigned to the Pay Rep role will then be asked to attend a 'hands-on' training, which will cover two main componets:1) Understanding the employee and manager experience; 2) A detailed walk-through/practice of Pay Rep tasks. Invitations and more details will be forthcoming.

Data Clean-up: What, Why, How

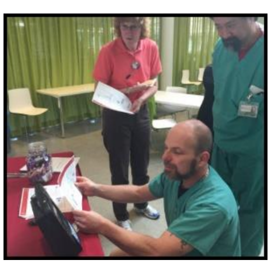
In preparation for the go-live, there are a number of different data clean-up efforts needed. Action is needed by **November 8th**, no later! When finalized, please send your completed spreadsheets to Ellie Stotler at ed12@cornell.edu.

Caution: Please do not initiate any **manual events** for this effort to avoid problems with Open Enrollment events. Our office will upload (EIB) all updated information for you.

NEXT STEPS?: [Click here for more details and instructions](#)!

	Work Shift
What:	Employees working a regularly scheduled night shift must have the **Work Shift** field populated with "**Night Shift**."
Who:	All Bi-weekly Employees <u>except</u> students.
Potential Impacts:	Employees are only eligible for Inconvenience Pay if they have the "Night Shift designation".
	Scheduled Weekly Hours
What:	Employees must have the correct scheduled weekly hours populated for each job they hold.
Who:	All employees **<u>except</u>** students.
Potential Impacts:	Projected Time Off balances and Holiday pay may not calculate correctly if these fields are not populated accurately.
	Months Worked – Actual and Standard Duration
What:	Employees must have the correct Months Worked (both Actual and Standard Duration) recorded for each job they hold.
Who:	All employees <u>except</u> students.
Potential Impacts:	Accrual balances may not calculate accurately if these fields are not populated.

Good News for those with Multiple Jobs!



Good news! We have found a solution for **<u>both the web and the clocks</u>** to make the multiple jobs display more user friendly!

Instead of pulling in ***Business Title***, as we were originally planning, we are now going to be using ***Job Title***. This field can be pulled into both the web and clock version of Time Tracking and can be updated HR. In our next newsletter we will provide more details, specifically recommended naming conventions and next steps. For now, if you were planning to update Business Titles, please hold off until further details are provided.