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 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's New: Rounding

Rounding in Workday Time Tracking will mirror how rounding is currently set up in Kronos, with one exception. In Time Tracking, we will round all meal in and out punches.

What is the impact to hourly paid employees and students?
Employees will be paid based on the rounding of time punches that is entered via the time clocks or the time entry page in Workday.

For more details and visuals on this, please click here.

Big Picture Perspective - Let's Focus on the Wins!

Workday Time Tracking will be a transition for many people. It is important to remember the big picture and not lose sight of the wins! Here is a list of wins from the employee and manager perspective:

- No Java issues.
- One system for Time Worked and Time Off.
- One Timecard for Multiple Jobs.
- New Hires get immediate access to Time Card.
- Ability to request future-dated Time Off and project Time Off balances.

Other Steps to Prepare Your Employees and Managers

It's important to ensure that employees and managers in your college or unit are prepared for the transition. A few important steps you should be taking action on now include:

1. **Be pro-active!** Canvass your employee populations to ensure that any outstanding time due an employee has been entered in Kronos. The last day to make historical adds and/or edits in Kronos will be **1/4/2018 by 5pm.** After 1/4/18, the process will be a manual paper driven process,so please do the work now to save the pain later!
2. Communicate the Workday Time Tracking news via email.Click here for sample email communication.
3. If you are a Workday Security Partner, assign the role of Pay Rep to the appropriate users in Workday.

Data Clean-up: What, Why, How

In preparation for the go-live, there are continued efforts needed in a number of different data clean-up areas. Action is needed as soon as possible! Please send your completed spreadsheets to Ellie Stotler at ed12@cornell.edu. We will accept spreadsheet data up through **November 17th** for the EIB load.

CAUTION: Please do **not** initiate any **manual events** for this effort in order 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!

More About Using 'Job Title' to Identify Unique Multiple Jobs

Again, we have found a solution for **both the web and the clocks** to make the multiple jobs display more user friendly!

A couple of additional facts:

- This optional update to Job Titles should be based on your business needs (will it aid in the user experience).
- For now, due to Open Enrollment, all changes need to done via an EIB through our office (see next steps for more details).
- However, for new HIRE or ADD JOB events, you may update this field as part of the overall steps. **Note:** It will automatically override the Business Title. You are then able to modify Business Title, as needed.
- Business Title will continue to be displayed in the Electronic Directory and sent to downstream systems.
- This field has the greatest impact to Student Hourly appointments. Clean-up efforts for job title are not as time sensitive. As such, the **deadline** for this EIB information to be received in our office is **December 15th.**

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!

- Run the Comprehensive Informational Extract report, Export to Excel, and Save.
- Within the spreadsheet, update Job Title, where appropriate.
- Suggested naming convention: Keep the Job Title as similar to the default university title. Add, in parentheses, either the last name of the manager, the lab name or other unique identifiers that fit your business need.
  - Example: Student Research/Lab Assistant II (Perkins)
- Send completed spreadsheet information to Ellie Stotler at ed12@cornell.edu.