

Workday Time Tracking News



We are heading into the home stretch. To ensure all are getting consistent, ongoing information, we will be sharing weekly updates via 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

Be Pro-Active!

Please reach out to your employee populations to ensure that any outstanding time due employees has been entered into Kronos. The last day to make historical adds and/or edits in Kronos will be **1/4/2018 by 5 pm**.

Holiday Pay - What's the Latest News?

For benefits eligible employees, holidays (ex. Martin Luther King Jr. day) will be automatically be created on the timecard, based on the employee's Weekly Scheduled Hours (as reflected in Workday, divided by 5. Additionally:

- If an employee works on a holiday, they should record that time as normal (Regular or Emergency Call Back). Any hours worked will reduce the Holiday hours that are automatically created and will be paid at 2.5x the employees regular rate of pay.
- If an employee is ineligible for holiday pay, the Suppress Holiday reason code should be used for the automatically generated holiday hours.
- If an employee is due Inconvenience Pay, a separate time block will be created for the same number of hours as the Holiday hours that were automatically generated.

Note: Union members could have different procedures depending on their contract.

To reference the policy, please click [here](#).

When Will Time Off Balances be Visible in Workday

The following are important points to note regarding hourly employee's Time Off Balances and adjustments:

Please note:

- As of January 4th, employees will see their time off plans in Workday, but they will not display a balance.
- Balances are scheduled to be loaded sometime on or after January 5th.

Important action needed:

- Please remind hourly employees to check their balances before the winter break.
- Ensure all Time Off is recorded in Kronos for the last Kronos payroll.

Adjustments after go-live:

- If a balance adjustment is needed after go-live, it can be done in Workday by click on Actions button on the employee's record and selecting **Time and Leave > Maintain Accrual and Time Off Adjustments/Override**. T
- Adjustments can be done by those in the role of Payrep or Time Off Partner. A review of other roles to have this functionality is currently underway.

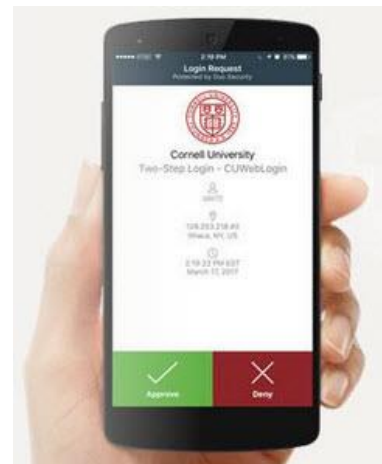
Big Picture Perspective - Two-Step Authentication

Two Step Authentication is an important mechanism for protecting an individual and their identify. Good News! 96% of all staff have set up the Two-Step Authentication!

To prepare for Workday Time Tracking, please strongly encourage all your employees to enroll in two-step, if they have not done so..

A couple of additional points:

- Since this summer, all staff have been required to use two-step for administrative systems (ex. Workday).
- In addition, some colleges are now also requiring faculty to use Two-Step Login.
- Workday has a few sensitive data fields (ex. Direct Deposit) that require all employees, including faculty, to follow the two-step process. However, none of the WDTT fields are currently included in this extra two-step protection.



Contingent Workers/Supervisors

What is a Contingent Worker and how does WDTT affect them?

- These are non-Cornell employees (i.e., Staffings) who currently enter time in Kronos.
- Temporary agency employees will not be able to use Workday Time Tracking to record their time worked.
- Units that currently have temporary agency employees record their time in Kronos will need to utilize an alternative time tracking tool offered by the temporary agency.

What is a Contingent Supervisor and how does WDTT affect them?

- These are non-Cornell employees who supervise Cornell students working through community Public Service Centers.
- They will be given limited access in Workday, as needed, to approve student time only.

NOTE: Management of the contingent supervisor process will be handled jointly by HRIS and Cornell's Public Service Center. Training for this population will be held on November 28th.

More Details on the Timekeeper Roles

There are two separate Timekeeper roles:

- The Timekeeper, which will have access to non-exempt, non-student timecards (as assigned)
- The Student Timekeeper, which will have access to non-exempt, student timecards (as assigned)

If a person needs to support both students and non-students within the same JM organization, they must have both the Timekeeper and the Student Timekeeper roles assigned to them.

Data Clean-up: What, Why, How - Deadline Approaching



Please continue to focus on data clean-up efforts. 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!](#)
