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

What Triggers An Employee to Receive Inconvenience Pay?

If an employee has the Work Shift =Night Shift, they will receive Inconvenience Pay on all hours reported and certain time off types (as outlined in the linked diagram).

The decision to make an employee Day Shift or Night Shift (and therefore, eligible or ineligible for Inconvenience Pay) is up to the department. It is assumed if an employee is designated as Night Shift, they regularly work 4 or more hours between 6 p.m. and 6 a.m. "Regularly" is to be defined according to the departmental needs. Inconvenience Pay is not intended to be used as an incentive for an employee to cover a shift.

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

Click here to see a visual as to the when an employee does or does not receive Inconvenience Pay.

Time Off Wins - Do You Know About Team Time Calendars and Projected Balances?

Working More Efficiently - Changes to the Team Time Calendar view:
Managers and employees will be able to use Workday to plan team time off - a win for all!

- Managers will be able to see both salaried and hourly staff time off requests and approved time off via one calendar (via Team Time Off>View Team Absence Calendar). They can also chose to add their own time off request to this view, allowing them to see the complete team.

- Employees will also be able to see not only their time off requests but approved time off requests of teammates within their supervisory organization (via the Time Off Worklet under View Teams).

Note: This may allow some teams to eliminate other time off planning tools (i.e..SharePoint calendars, whiteboards,etc.).

Project Balances/Record Time Off in the Future: WDTT allows users to both project their balances (based on standard hours) for any given date and toggle thru the months on the time off calendar to request time off in the future!

Go-Live Details - Time Collection at the Clocks

We will be sharing more and more details about the soon approaching go-live transition. However, we wanted to re share information that was presented at our November 7th campus meeting.

Alternative Time Collection Method
As of January 3rd, employees using time clocks will need to use the Alternative Time Collection Method timesheet (for the payperiod 1/4/18 -1/17/18) while the old clocks are being disabled and the new clocks are enabled. If needed, the Kronos timesheet can also be used for the period 12/21 - 1/3/18. Click here for the timesheets.

Note: It may be helpful to reference a visual of the high-level calendar for go-live week found here.

How Can Your Employees With Multiple Jobs Identify Their Jobs Easily?

As we mentioned in an earlier WDTT Newletter (Volume 2), there is a solution for those employees with multiple jobs to make the jobs display more user friendly. This field has the greatest impact to Student Hourly appointments.

For now, updates to this field should be done via an EIB (automatic upload) through our office, to avoid issues with Open Enrollment events. Spreadsheets should contain the following information:
- Employee ID
- Position Number
- New Job Title

Please Note: Spreadsheets should be sent via email to Ellie Stotler and should be received in our office no later than **Friday, December 15th**.

A couple of additional facts related to updating the Job Titles:

- This optional update to Job Titles should be based on your business needs (it will aid in the user experience).
- On an on-going basis, this field can be updated as part of the new HIRE or ADD JOB events.

Payslips and Overtime - Is the Payslip Appearance Changing?

The payslips will be displaying differently when it comes to Overtime Pay. The key changes are as follows:
- The weeks are separated for each earnings code. This is to show the FLSA weeks, where there is the potential to have different rates each week.

- There will now be 2 earnings codes for Overtime. One that pays at the flat straight rate of pay per hour, and the other that pays the Overtime at .5 of the straight rate of pay.

To see images of this new appearance, click here.

Important Note: Overtime is charged to the job that "creates" the overtime. When the employee hits over 40 hours, no matter if it's the primary or additional job, that time block and those after will be charged overtime. To reference an example of how overtime is charged, click here.

Is Workday Time Tracking Mobile Friendly?

As a reminder, all users can access Workday, including Time Tracking, via a browser on their smartphone or other mobile device. Although the mobile app is not currently turned on for Time Tracking, we are reviewing the option to expand access to all users in the future. Another win, as Kronos was not supported on mobile devices due to Java restrictions.

What Other Reminders Should I Be Aware Of?

- **Training Materials**: We will be moving our online CU Learn courses to production and finalizing all other training materials next Tuesday or Wednesday. We will send a note to the local trainers providing more details. Please let us know if you need any additional materials to support your plans.

- **Getting the Word Out:** Did you get a chance to see the all staff message that went out on November 27th? If not, please click here to take a look!

- **Communicating Details**: Be Proactive! As you are reaching out to your employees/managers to communicate about WDTT, please remind them to submit any outstanding time into Kronos. The last day to make historical adds and/or edits in Kronos will be **1/4/2018 by 5 pm**. After 1/4/18, the process will be a manual paper driven process, so please do the work now to save the pain later!

- **Workday Tenant Refresh:** We are refreshing C5 this weekend in preparation for Pay Rep Testing that begins the week of December 4th. The C5 tenant will be a copy of Production as of 11/24/17 and have all the latest/greatest configuration.

- **Update on Data Clean-up:** For those of you who provided spreadsheets to HRIS, the EIB load into Workday is in progress and will likely wrap-up later this week. **CAUTION:** If you still need to make updates to data, please reach out to Ellie Stotler with your need. Do **not** initiate any **manual events** for this effort in order to avoid problems with Open Enrollment events.