

Workday Time Tracking News

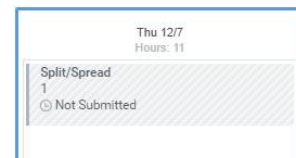


We are heading into the home stretch! To ensure all are getting consistent, ongoing information, we will be sharing weekly updates via newsletters through go-live. As always, if you have questions please reach out to a team member or send a message to timetracking@cornell.edu.

Visit our Project Website

What Is Split/Spread And Why Is It On My Timecard?

New York State requires that employees be paid at the basic minimum hourly wage rate in any day in which: a) The spread of hours exceeds 10 hours or, b) There is a split shift greater than one hour. For more details, including definitions and examples, please click [here](#).



How Will Paid Leave Be Recorded With WDTT?

If you previously recorded time as Paid Leave (PDL) in Kronos which included a Comment, that functionality will be going away in Workday Time Tracking. Our recommendations and guidance are as follows in the guidelines found [here](#).

How Will Time Be Approved For Employees With Multiple Jobs?

All employees who have multiple jobs, including staff, students and temps will need to have their timecards approved via the INBOX (by the manager, student timekeeper or timekeeper). Currently, approving time for those with multiple jobs is not available via the Review Time report in the Team Time icon. This is a known issue and we are partnering with Workday, Inc. to look for a better solution in the future.

Do The Time Clocks Have Cameras?

No, staff are not being watched or photographed. While the clocks have the ability to add a camera, Cornell chose not to order the camera option. To avoid future concerns, we will be placing black stickers over the 'camera' spot.

What Will Happen With Kronos Accrual Balances And What Action Is Needed?

Some facts:

- Employee balances should be reviewed to ensure their accrual balances are correct. **Note:** This is of particular importance for those employees who have been placed on leave of greater duration where balances are impacted.
- Balances from Kronos at the end of the day on 1/3/2018 will carry-forward into Workday effective the beginning of the day on 1/4/2018.
- However, it is important to note, accrual balances will not be visible to employees in Workday until 1/8/2018.
- History will not be loaded into Workday, only balances.
- As stated previously, the Kronos application will not be available to campus after 1/4/2018. If this data is needed, you will have to contact Payroll. As such, we recommend reviewing accrual reports now to avoid any future issues.

How Will Vacation Buyout Be Handled With Time Tracking?

Great news! Vacation Buyout will be automated for non-exempt employees as of January 4th!



Exceptions to this are:

- Employees who do not work for more than 12 months (not entitled to vacation buyout).
- Non-Exempt Phased Retirees (will be handled the same as they are today). Hours of VBO entered on the Time Off Calendar on their last day worked.

How will the automation work?:

1. Adjustments, if any, that need to be done to the final balance need to be done **prior** to the Termination event being processed.
2. After the Termination is approved, Payroll will pull in the hours adjusted when the paycheck is calculated.
3. Plans that will “clear” from the employees record upon Termination are: Health & Personal, Sick Overflow, Paid Time Off, Sick, Health Care and Personal Leave.
4. Vacation Buyout (amount in hours) can be viewed under Maintain Accrual and Time Off Adjustment/Overrides (on the Termination Adjustment tab) and can also be viewed using the related action of View Time Off.

A job aid detailing all the required steps for Auto VBO will be coming soon!

Note: For now, Exempt Vacation Buyout will remain the same. We will also be moving to an automated process for Exempt employees in the future.

How Will NY Paid Family Leave (NYPFL) Now Be Recorded?

If an employee is electing to take a NY Paid Family Leave,

1. The employee must be placed on the NY Paid Family leave first.
2. Then, the Manager, Pay Rep, or Timekeeper must initiate a request time off event, selecting the time off plan of **NY Paid Family Leave**.
3. The daily quantity will default automatically to 67% of daily hours. If an override is needed, for example due to an employee working a non-standard schedule, the daily quantity will need to be manually calculated.
4. If the non-exempt employee is also supplementing while on NYPFL, the supplement would be entered via a Request Time Off, again by the Manager, Pay Rep or Timekeeper. The daily quantity will default to 33% of their daily hours. Again, if an override is needed, it would be manually calculated.



A job aid detailing all the required steps for both non-exempt and exempt workers on New York Paid Family Leave will be coming soon!

What Other Reminders Should I Be Aware Of?

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!

HR Website > Workday section: A number of recent updates have been made to the Workday pages.

- The 'For Employees and Manager' sections now includes all of our WDTT quick reference aids and videos: How to Enter Time Worked, Time Clock Instructions, How to Request Time Off, How to Delegate Approvals for Managers, etc.
- There is a new tab 'For Pay Reps', that includes training materials and job aids, as well as archived Newsletters.
- Lastly, the 'Contact Us' now has a list of college and unit Pay Reps.
- Note: The Payroll website is being updated and will be available as of 1/4/18.

CULearn Training Materials: We have moved our online courses into CULearn - a list of those courses can be found [here](#). Please let us know if you need any additional materials to support your plans.

Posters Are Here: New posters (for General Help/Support and for Clocks) were distributed this week and can be displayed in and around your college/unit as well as at the clocks. Should you need additional posters, please contact the Workday Help Desk at 255-8828.