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

First And Foremost, Thank You!

As 2017 wraps up, we realize that it's been a busy year for us all! The Workday Time Tracking project has produced tremendous results with lots of hard work and collaboration from so many people across campus. We thank you for your dedication and overall support.

Now it's time for a break, to recharge, relax, and spend time with family and friends. Wishing you all have a safe and peaceful holiday season - see you in 2018!

Is There A Reference Chart Outlining Kronos PDL Scenarios?

In the last newsletter we noted that if you previously recorded time as Paid Leave (PDL) in Kronos, that functionality will be going away in Workday Time Tracking. We have recently added a new document, **Workday Practice for Kronos Paid Leave** that provides further details outlining scenarios that bridge Kronos Paid Leave with the new Workday action now needed for Time Tracking.

Are Employees Allowed To Go Into Negative Time Off Balances?

Employees are allowed to go in the negative for <u>vacation only</u> for up to 2 payperiods which is based on the worker's years of service. Negative accruals are not allowed for any other plans.

<u>**An example of how to determine a 2 payperiod threshold:**</u>
- A non-exempt employee (who has 15 years of credited service) works 78 hours per payperiod.
- The employee accrues based on the accrual rate table (.07692) in the Time Away From Work Policy.
- Multiply the number of hours (78) worked by the accrual rate (.07692) for a total of 5.9976 hours.
- Multiply the total hours (5.9976) by 2, this will give the total negative hours allowed (11.999).

Important: The Manager does **not** receive a notification when an employee goes into the negative on vacation. The *Time Off Totals by Date Range & Supervisory Or*g report can be run to view employees in the negative.

Where Can I Find A List of Alerts and Critical Validations?

During the recent Pay Rep training sessions, there was a request for a list of Alerts and Critical Errors. The report *Time Errors and Warnings by Supervisory Organization*, should be closely monitored by departments to ensure critical errors are reviewed and addressed in a timely fashion, so employees are not negatively impacted.

Note: Critical errors impact the **entire** time card and not just the affected time block. If there is time that is not submitted and approved when a critical error is produced, all time will be impacted. Please click here to see a list of alerts and critical errors.

What Do I Need To Know About Send Back and Deny?

Send Back and Deny work differently depending on the business process event. As a general rule, our best practice (in most situations) is to have the Manager use Send Back and communicate verbally with the employee on next steps.

However, to better understand how the system functions, please see below.
- <u>**Time Entry**</u>: Neither Send Back or Deny will delete the time block but rather leave it in an Unsubmitted status. The employee should make the necessary adjustments and resubmit, as needed.
- <u>**Time Off**</u>: Send Back does not delete the request. The employee should make the necessary adjustments and resubmit, as needed. Deny will delete the request and the employee will need to resubmit another request, if needed.

How Is The Mass Submit Process Handled?

We updated our process to provide an enhanced approval for managers of time clock users.

- **What is changing**? There will be an automated Mass Submit process run every Thursday at 7 AM to move all *Unsubmitted* time to a *Submitted* status.

- ***Who is impacted by this change?:*** The Mass Submit process impacts all hourly employees but has the greatest impact to Clock users as Clocks do NOT "submit" time for Clock Employees.

- ***Why are we doing this?:*** Since clock users do NOT "submit" time this process, once completed, allows Managers to "Mass Approve" clock users time through the Review Time Report.

MASS SUBMIT
(Every Thursday at 7am)
Effect: all Unsubmitted time will transition to Submitted
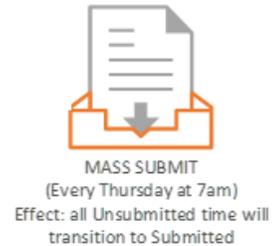
Please see this diagram for an outline of the Mass Submit process.

How Is Time Approved for Employees With Multiple Jobs?

We are aware that approving time for student employees with multiple jobs via the Inbox, may not be the most user-friendly process for Managers. We are partnering with Workday Inc. to examine a better way. In the meantime, here is an option that may be communicated to managers with the greatest impact (at the discretion of the local unit/college).

Inbox

How to Mass Approve Inbox Items:
1. Use the "Team Time" icon to review timecards (same process as other approvals).
2. Next, in the Search box, type "Filter My Inbox" and then select the filter "Time Entry Approvals".
3. Select "Mass Review", and then select all time sheets needing approvals, or if able, check the "Select All" box and click the "Approve Selected" button.

As A Pay Rep, What Do I Need To Know Regarding Historical Edits?

Important Correction From 12/14/17 Newsletter: We mistakenly communicated an incorrect date for Pay Reps to make Kronos historical edits.

- The last day for historical adds and/or edits for the payperiod ending 12/20/17 or any payperiod prior is **1/3/2018 by 11:59 pm**.

- The last day for adds and/or edits for the payperiod of 12/21/17 - 1/3/18 is **1/4/18 at 5 pm.**

- After 1/4/18, midnight, you must submit a ticket to hrpayrollsupport@cornell.edu with the exact dates and In/Out times, edits that need to be entered for the historical adjustment and the comment that describes why it is being done. If possible, Payroll will enter it on the department's behalf.
- After the pay pull deadline of 1/4/2018 at 5pm, any further Kronos Adjustments will be a manual paper driven process.

Test Your Knowledge - Go Live FAQs

How will I know when the clocks in my college or unit are ready? Starting 1/4/18, *w*e will be sending out daily status updates to the HR and Business Service Center Directors, that will include information about clock activation. We will also be posting updates on the 'For Pay Rep' tab on the HR Workday website. **Note:** The Planned Clock Activation Map identifies where the clocks exist and color-coded stars signify when the clocks will be active and available for use (Green by Jan. 3, Red by Jan. 4th, Blue by Jan. 5th and Yellow by Jan. 8th).

Why aren't Time Off accruals displaying? Accrual balances will not be complete in Workday, nor available at the timeclocks until 1/8/2018 due to conversion and validation activities during the go-live period.

Are deadlines changing? Central Payroll deadlines are not changing. However, college and units should examine their deadline practices locally to determine if adjustments in their deadline schedule need to be made.

Do Managers need to approve time weekly? As employees 'Submit' time worked and time off requests, Managers will receive Inbox items for approval, it is recommended that employees submit time worked on a weekly basis. Best practice recommendation is for Managers and/or Timekeepers to review and approve ALL time weekly.

How can we access Kronos data after 1/4? Kronos will not be available as of 1/4/18. Requests for data will need to be done thru Payroll via an email to hrpayrollsupport@cornell.edu

What notifications will a manager and an employee receive? Please see this chart to see a list of current employee and manager notifications.

Where are FAQs being stored? FAQ's will be added to the Workday website in each of the sections - for Employees and Managers, and for Pay Reps. Look for these coming soon!

What Other Newly Created Job Aids Should I Be Aware Of?

Managing Inbox Notification Preferences: We recently added a job aid for managers with instructions on how to set their Inbox notification preferences. Click here to see details.

NYPFL Job Aid: A job aid outlining the steps to place an employee on New York Paid Family Leave is now available and can be found here.