

# WORKDAY TIME TRACKING

## FREQUENTLY ASKED QUESTIONS

- +** As an exempt (not overtime eligible/salaried) employee, do I now have to clock in/out in Workday?

No. If you currently do not clock in/out or utilize a timesheet to log your in/out time, you will not have to do so in Workday. Workday will digitize the LAPER process and will only require exempt employees to enter exceptions such as sick or annual leave.
- +** If an employee clocks in via their mobile device and then runs an errand for work, will they automatically be clocked out?

No, Workday does not automate clocking in/out. In order to clock out an employee must go in the app and do so manually.
- +** What happens if I forget to clock in/out? Will I not get paid?

Workday allows managers/supervisors/timekeepers to clock in/out on behalf of their employees to make any corrections necessary. That's why maintaining an open dialogue with your manager/supervisor is important. Workday is intended to capture time from the worker, capture approvals and then send the data over to payroll for processing.
- +** Will the system be able to catch a mistake if a student employee puts in hours during a time the student would/should be in class?

Workday has not been configured to look for that situation. It is still a manager's responsibility to create a work schedule that does not interfere with the student's primary reason for being at the University - to be a student that becomes a graduate. The manager and supervisor need to coordinate times.
- +** Will A&P employees have to clock in/out in Workday?

FLSA non-exempt employees (typically OPS, USPS, students) will have to use check-in and check-out. A&P are typically FLSA exempt, and would only use the app to report time off requests (ex: annual leave). However, if you are A&P non-exempt and currently clock in/out for your position, you will continue to clock in/out in Workday.
- +** Will employees working multiple different jobs at UCF, or working in different areas, have to fill in separate timesheets?

Workday allows you to select the job you're submitting time for. This makes it clear and easy to distinguish.
- +** Do supervisors have to approve clocking in/out for their employees every day or can it be done at a later date?

This is up to the manager/supervisor. They can approve daily, but can also wait to do it later as long it's before the deadline to send the data over to payroll for processing.
- +** Will managers/supervisors be able to designate an administrative assistant to have access to their "dashboard" to run reports or check status of leave/time off?

Yes, the manager will be able to delegate their access to whomever they prefer. This will go through an approval process.
- +** If I am working remotely, how will the geofencing work when I clock in?

Geofencing is only utilized for Workday mobile. If you are working remotely from a desktop or laptop, you will clock in using that device and geofencing will not be used.
- +** How will exempt employees let their managers/supervisors know the exact time they are taking off in Workday?

Exempt employees will request time off by submitting the amount of time, in hours, that they will be taking. In order to specify an exact time frame, exempt employees will need to communicate details to their manager/supervisor or include details in the "comments" box before submitting a request.
- +** How are employees who manage out-of-office calendars notified if requests are approved?

Employees who manage out-of-office calendars will not be notified directly if requests are approved. However, reports are generated in Workday for any time off during a specific period and can be exported for your area..
- +** Exempt employees currently positively acknowledge that no leave is required via email. Will there be a box to check in Workday that does the same thing?

Exempt employees will not need to take action in the system if they have no time off to report.
- +** Are my leave requests public information?

Your manager/supervisor is the only one that can see your leave requests, unless delegated otherwise. A calendar will be displayed at a supervisory organization level showing approved time off, but will not show all details - only who is out of the office on specified days.
- +** What if an employee checks in from their mobile device while standing in line at the coffee shop in the Student Union?

We understand the concern but similarly the employee can do the same on a paper timesheet. We hope UCF employees are honest and trustworthy. Anyone found to have engaged in fraud or fraudulent conduct is subject to disciplinary action by the university up to and including termination or expulsion and civil or criminal prosecution. (UCF Policy - Fraud Detection and Prevention - Policy 2-800.1)
- +** Will I still get paid my standard hours even if I don't submit all my time in Workday?

No. Non-exempt UCF employees (USPS or A&P non-exempt) will only get paid the hours they report in Workday after they've been submitted/approved on time.