MANAGERS/SUPERVISORS GO-LIVE CHECKLIST

FOR MANAGERS OF NON-EXEMPT A&P AND USPS EMPLOYEES

Week 1
6/24 - 6/30

- [ ] Ensure workers report their "ins" and "outs," including meal breaks, and exceptions on this paper timesheet

Week 2
7/1 - 7/7

- [ ] Ensure workers manually report their "ins" and "outs," including meal breaks and exceptions from their 6/24-6/30 timesheets in Workday

- [ ] Ensure workers check in/out via Workday online or via Workday Mobile app on 7/1 and forward

- [ ] Ensure workers submit their hours worked by the deadline of 7/8 at 12 p.m.

- [ ] Approve timesheets and time off in Workday by the deadline of 7/8 at 2 p.m.

- [ ] Provide time tracking assistance to employees as needed to ensure employees get compensated for their time worked

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