

MANAGERS/SUPERVISORS GO-LIVE CHECKLIST

FOR MANAGERS OF NON-EXEMPT OPS 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

- Collect workers' paper timesheets from week 6/24-6/30 and manually input their reported "ins" and "outs," including meal breaks, into Workday. [Click here for detailed instructions.](#)
- 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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