

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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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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MANAGERS/SUPERVISORS GO-LIVE CHECKLIST

FOR MANAGERS OF EXEMPT EMPLOYEES

Week of
7/1 - 7/7

- Ensure workers submit any time off taken in pay period 6/24-7/1 and forward in Workday
- Receive Workday report of workers' requested time off on 7/7 at 10:05 a.m.

Managers will receive a biweekly notification of these reports on the last day of every payperiod on Thursday at 10:05 a.m.

- Approve workers' time off by the deadline of 7/8 at 2 p.m.



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MANAGERS/SUPERVISORS GO-LIVE CHECKLIST

FOR MANAGERS OF FACILITIES & SAFETY
NON-EXEMPT EMPLOYEES

Week 1

6/24 - 6/30

- Ensure workers begin using new AccuTime timeclocks, if relevant to worker's location, starting at midnight 6/24

These reported time punches will be held in middleware (unable to be seen) until Workday is live on 7/1

- Ensure workers that are not using the AccuTime timeclocks report their "ins" and "outs," including meal breaks*, and exceptions on [this paper timesheet](#)

Week 2

7/1 - 7/7

- Ensure workers continue to use the new AccuTime timeclocks and/or Workday desktop/mobile application to report their "ins" and "outs," including meal breaks* and exceptions
- Ensure workers submit any time off taken in week 6/24-6/30 and forward in Workday
- Review time between 6/24-7/7 – Ensure time looks correct with no errors or warnings
- Ensure all workers, including those utilizing AccuTime timeclocks, 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.

**Landscaping & Natural Resources, Housekeeping and Recycling employees will not be required to report their meal breaks*

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