

Workday Go-Live 7/1/2022

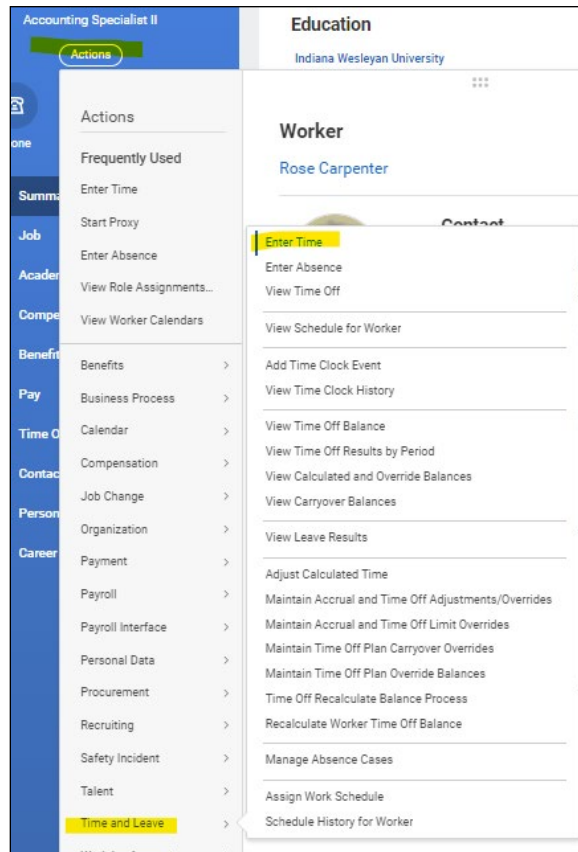
Pay Period 6/24/2022-7/7/2022

DURING WEEK 1 ONLY (6/24/2022-6/30/2022) – ALL NON-EXEMPT WORKERS WILL NEED TO TRACK THEIR TIME (INS/OUTS) AND TIME OFF ON [THIS PAPER TIMESHEET](#).

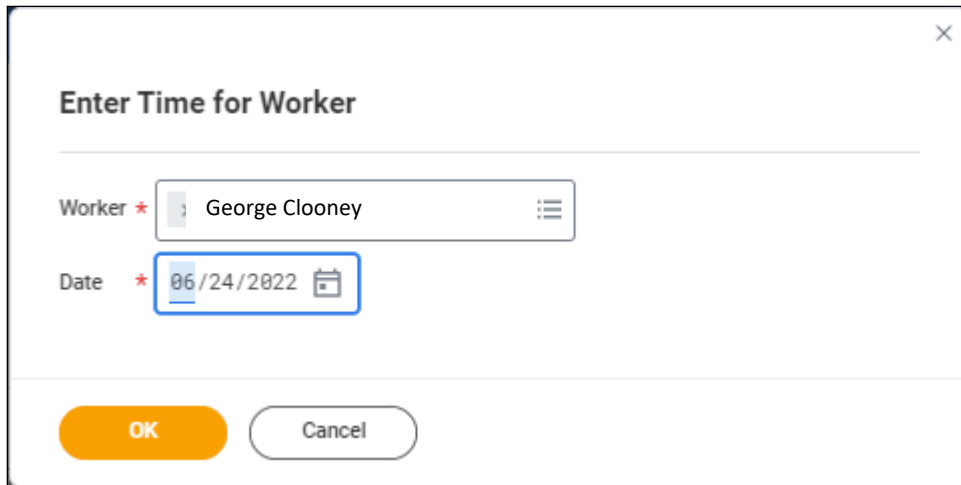
The first week of the pay period in Workday begins 6/24/2022 through 6/30/2022, but workers will not get access to Workday until 7/1/2022.

After week 1 ends, you must collect all [the paper timesheets](#) from all of your OPS non-exempt workers as well as review and add their worked time (ins/out) to their Workday Timesheet.

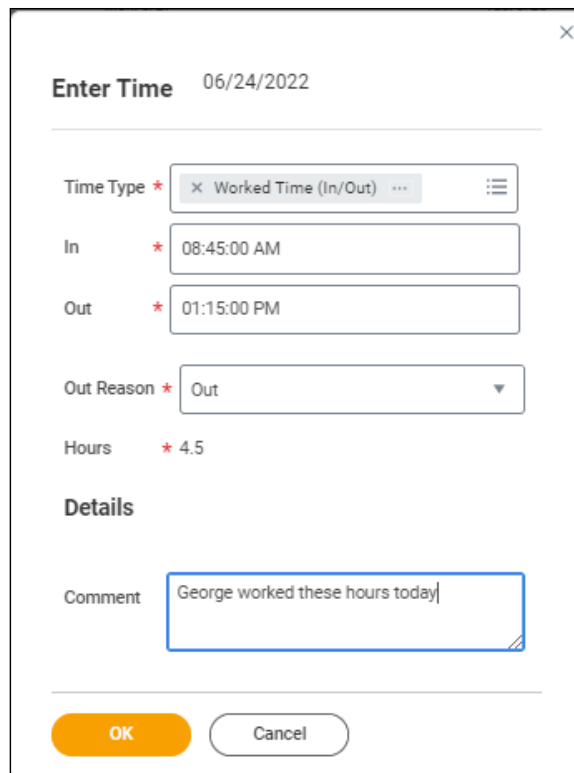
1. Log on to Workday (my.ucf.edu).
2. Search for the worker in the search field.
3. Select the worker’s name to view their worker profile.
4. From the worker profile, select **Action – Time and Leave – Enter Time**.



5. Change the date to **06/24/2022** so you can see week 1 and click **OK**.



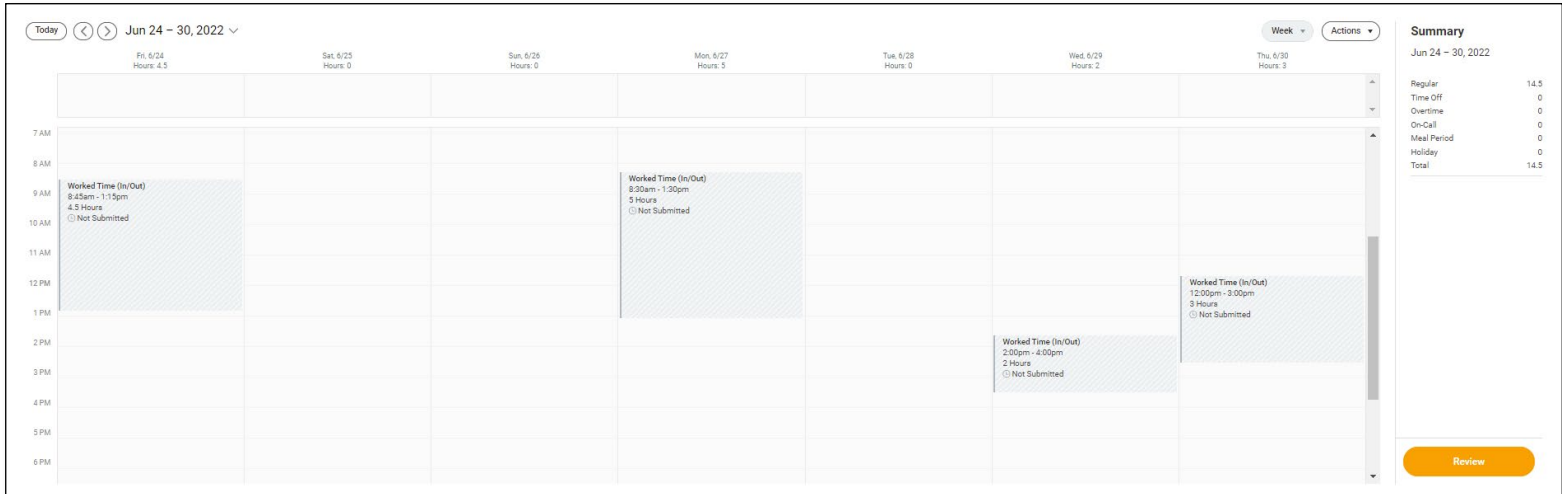
6. Starting from the beginning of the pay week, click on one of the time cells for Friday 6/24/2022. The **Enter Time** window should come up.
7. Enter the **In** and **Out** time (from the paper timesheet), select the out reason (Out/Meal), add a comment and then click **OK**.



8. After you click **OK**, the time block will be created and appear on the timesheet.



- Repeat steps 5-7 if the worker took a meal break and returned to work to complete their shift.
- For the worker’s next day reported on the paper timesheet, repeat the same steps above to add the time to their Workday Timesheet. Find the next day, click a time cell, and enter the worker’s “in” and “out” time. Add a comment and click **OK**. Repeat these steps until the entire week on the paper timesheet has been replicated in Workday’s Timesheet.



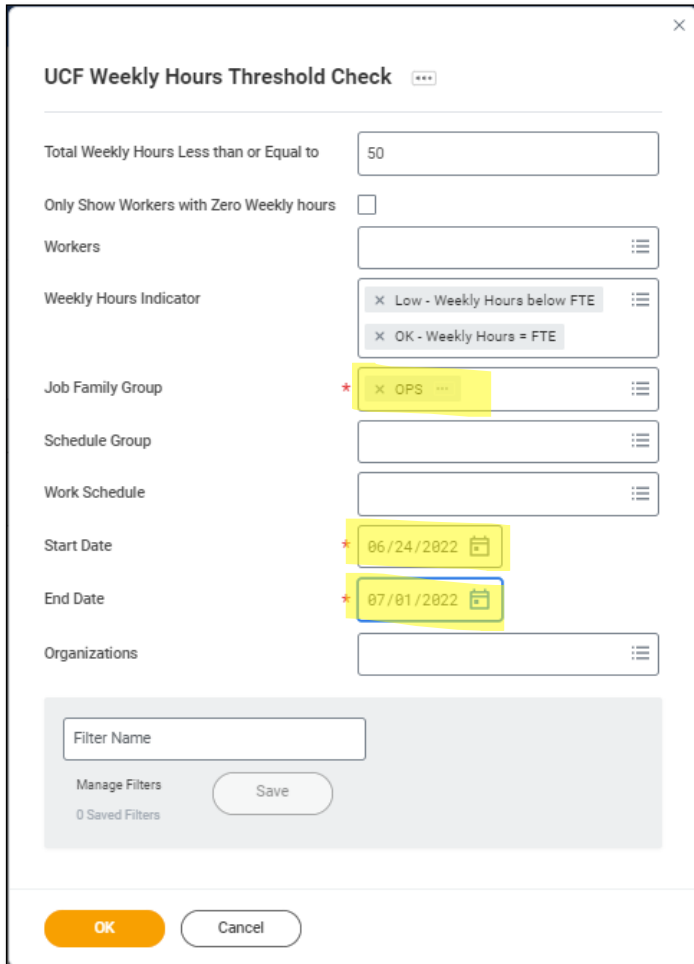
Make sure the **Summary** totals match what the worker calculated on their paper timesheet. Repeat the steps above for all your OPS non-exempt workers.

Please Note: There is no need to click on the Review button as the worker will need to review their time for the entire pay period on Thursday, 7/7//2022.

REPORT

Run Report: **UCF Weekly Hours Threshold Check** to see a list of your workers and the sum of hours per day that was entered.

1. In the search field type: **UCF Weekly Hours Threshold Check**
2. You can adjust the criteria, if preferred, to only pull **OPS** employees
3. Make sure the pay period 6/24/2022-7/7/2022 is added



The screenshot shows a configuration window titled "UCF Weekly Hours Threshold Check". It includes several filter fields:

- Total Weekly Hours Less than or Equal to:** Input field with "50".
- Only Show Workers with Zero Weekly hours:** Unchecked checkbox.
- Workers:** Empty input field.
- Weekly Hours Indicator:** Two selected options: "Low - Weekly Hours below FTE" and "OK - Weekly Hours = FTE".
- Job Family Group:** One selected option: "OPS" (highlighted in yellow).
- Schedule Group:** Empty input field.
- Work Schedule:** Empty input field.
- Start Date:** Selected date "06/24/2022" (highlighted in yellow).
- End Date:** Selected date "07/01/2022" (highlighted in yellow).
- Organizations:** Empty input field.

At the bottom, there is a "Filter Name" field, a "Save" button, and "Manage Filters" and "0 Saved Filters" text. At the very bottom are "OK" and "Cancel" buttons.

You can update the criteria as much as you can to get different results. You can see your workers' time broken up by *regular, time off, unpaid, overtime, holiday, total hours, and scheduled hours*. Flags are available so you can quickly see which ones need attention.

Note:

It is recommended you also run this report at the end of the payperiod to see all of your workers (leaving all the defaulted Job Family Groups) for the entire 2 week period.



Total Weekly Hours Less than or Equal to 50 Start Date 05/06/2022
 Only Show Workers with Zero Weekly hours No End Date 06/09/2022

Flags
 Green: Weekly Reported = Scheduled
 Yellow: Zero weekly hours reported
 Red: Weekly Reported less than Scheduled
 Blue: Weekly Reported greater than Scheduled

25 items

Worker	Last Name	Week Start Date	Week End Date	Regular	Time Off	Unpaid	Overtime	Holiday	Total Paid Hours	Weekly Work Schedule Hours	Weekly Scheduled hours from Job	Supervisory Org	Location	Exempt	Job Profile	Job Family
Nancy Knightro	Knichtro	May 6, 2022	May 12, 2022	0	0	0	0	0	0	40	40	LIB-OPERATIONS (William Knightro)	UCF Main Campus		Library Technical Assistant II (USPS NonEx)	Library (USPS)
Nancy Knightro	Knichtro	May 13, 2022	May 19, 2022	40	0	0	0	0	40	40	40	LIB-OPERATIONS (William Knightro)	UCF Main Campus		Library Technical Assistant II (USPS NonEx)	Library (USPS)
Nancy Knightro	Knichtro	May 20, 2022	May 26, 2022	38	2	0	0	0	40	40	40	LIB-OPERATIONS (William Knightro)	UCF Main Campus		Library Technical Assistant II (USPS NonEx)	Library (USPS)
Nancy Knightro	Knichtro	May 27, 2022	Jun 2, 2022	0	8	0	0	0	8	40	40	LIB-OPERATIONS (William Knightro)	UCF Main Campus		Library Technical Assistant II (USPS NonEx)	Library (USPS)
Nancy Knightro	Knichtro	Jun 3, 2022	Jun 9, 2022	0	0	0	0	0	0	40	40	LIB-OPERATIONS (William Knightro)	UCF Main Campus		Library Technical Assistant II (USPS NonEx)	Library (USPS)
Octavia Knightro	Knichtro	May 6, 2022	May 12, 2022	0	0	0	0	0	0	12	12	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		Library Support (OPSH NonEx)	OPS Hourly (OPS)
Octavia Knightro	Knichtro	May 13, 2022	May 19, 2022	20	0	0	0	0	20	12	12	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		Library Support (OPSH NonEx)	OPS Hourly (OPS)
Octavia Knightro	Knichtro	May 20, 2022	May 26, 2022	17	0	0	0	0	17	12	12	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		Library Support (OPSH NonEx)	OPS Hourly (OPS)
Octavia Knightro	Knichtro	May 27, 2022	Jun 2, 2022	0	0	0	0	0	0	12	12	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		Library Support (OPSH NonEx)	OPS Hourly (OPS)
Octavia Knightro	Knichtro	Jun 3, 2022	Jun 9, 2022	0	0	0	0	0	0	12	12	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		Library Support (OPSH NonEx)	OPS Hourly (OPS)
Olive Knightro	Knichtro	May 6, 2022	May 12, 2022	0	0	0	0	0	0	10	10	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		OPS Student (OPSH NonEx)	Student Employment (OPS)
Olive Knightro	Knichtro	May 13, 2022	May 19, 2022	15.25	0	0	0	0	15.25	10	10	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		OPS Student (OPSH NonEx)	Student Employment (OPS)
Olive Knightro	Knichtro	May 20, 2022	May 26, 2022	20	0	0	0	0	20	10	10	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		OPS Student (OPSH NonEx)	Student Employment (OPS)
Olive Knightro	Knichtro	May 27, 2022	Jun 2, 2022	0	0	0	0	0	0	10	10	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		OPS Student (OPSH NonEx)	Student Employment (OPS)
Olive Knightro	Knichtro	Jun 3, 2022	Jun 9, 2022	0	0	0	0	0	0	10	10	LIB-OPERATIONS - OPS (William Knightro)	UCF Main Campus		OPS Student (OPSH NonEx)	Student Employment (OPS)

Please Note: This document is only meant to assist your OPS Non-Exempt workers with time entry for week 1 (6/24/2022-6/30/2022).

Starting 7/1/2022 – all OPS Non-Exempt Workers will be required to check in/out daily via Workday.

IMPORTANT NOTES

If some of your workers have multiple jobs and one of their jobs is an OPS Non-Exempt job, please make sure the correct position is selected for the hours being reported.

Enter Time 05/28/2022

Time Type * X Worked Time (In/Out) ...

In *

Out *

Out Reason Out

Hours * 0

Position P-23085 OPS Student, Student Devel...
select one

Details

Comment P-23085 OPS Student, Student Development and Enrollment Services (SDES) - Activity and Service Fee Office Recreation and Wellness Center - OPS (Katherine Rocco)
P-39667 OPS Student (+), Student Development and Enrollment Services (SDES) - Activity and Service Fee Office Recreation and Wellness Center - OPS (Katherine Rocco)

OK