

Workday Go-Live 7/1/2022

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

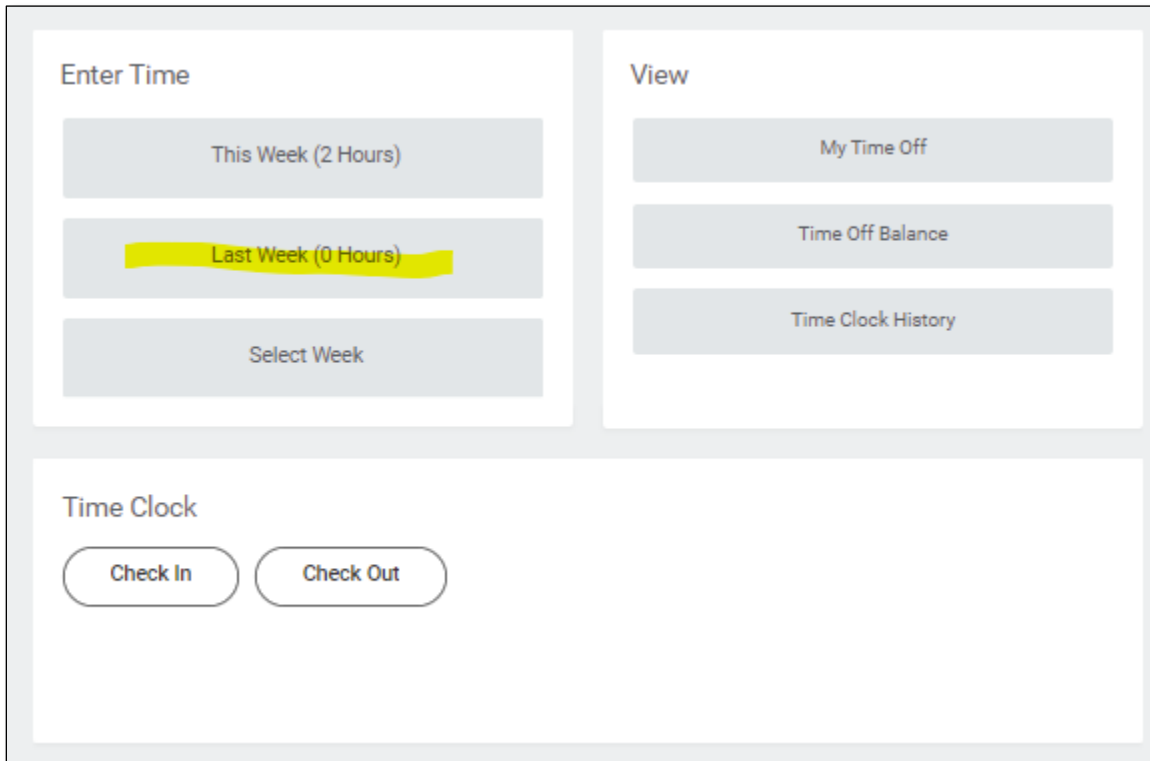
DURING WEEK 1 ONLY (6/24/2022-6/30/2022) - WORKERS WILL NEED TO TRACK THEIR TIME (INS/OUTS) AND TIME OFF ON THIS PAPER TIMESHEET.

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, non-exempt USPS and non-exempt A&P workers will be able to log onto Workday and manually enter their worked time (ins/out) to their Workday Timesheet.

REPORTING WORKED TIME

1. Log on to Workday (my.ucf.edu).
2. From your home page, click **View All Apps – Time – Last Week** (as you will be entering the time on 7/1 and the week you are entering hours for would be last week)



3. Click in one of the time cells on the day which you will report time. For this example, click the time cell for Friday, 6/24/2022.
4. The **Enter Time** window will display.

5. Enter the **In** and **Out** time (from your paper timesheet), select the **Out Reason** (Out/Meal), add a comment, and then click **OK**.

Enter Time 06/24/2022

Time Type *

In *

Out *

Out Reason *

Hours * 3.75

Details

Comment

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

Today < > Jun 24 – 30, 2022

Fri, 6/24
Hours: 3.75

7 AM

8 AM Worked Time (In/Out)
8:15am - 12:05pm (Meal)
3.75 Hours
⊙ Not Submitted

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7. Click on another time cell on that same day to enter the rest of the time worked and click **OK**.

Enter Time 06/24/2022

Time Type *

In *

Out *

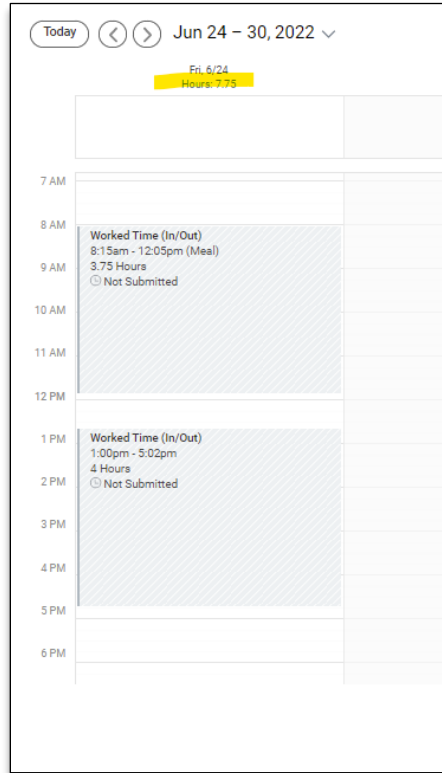
Out Reason *

Hours * 4

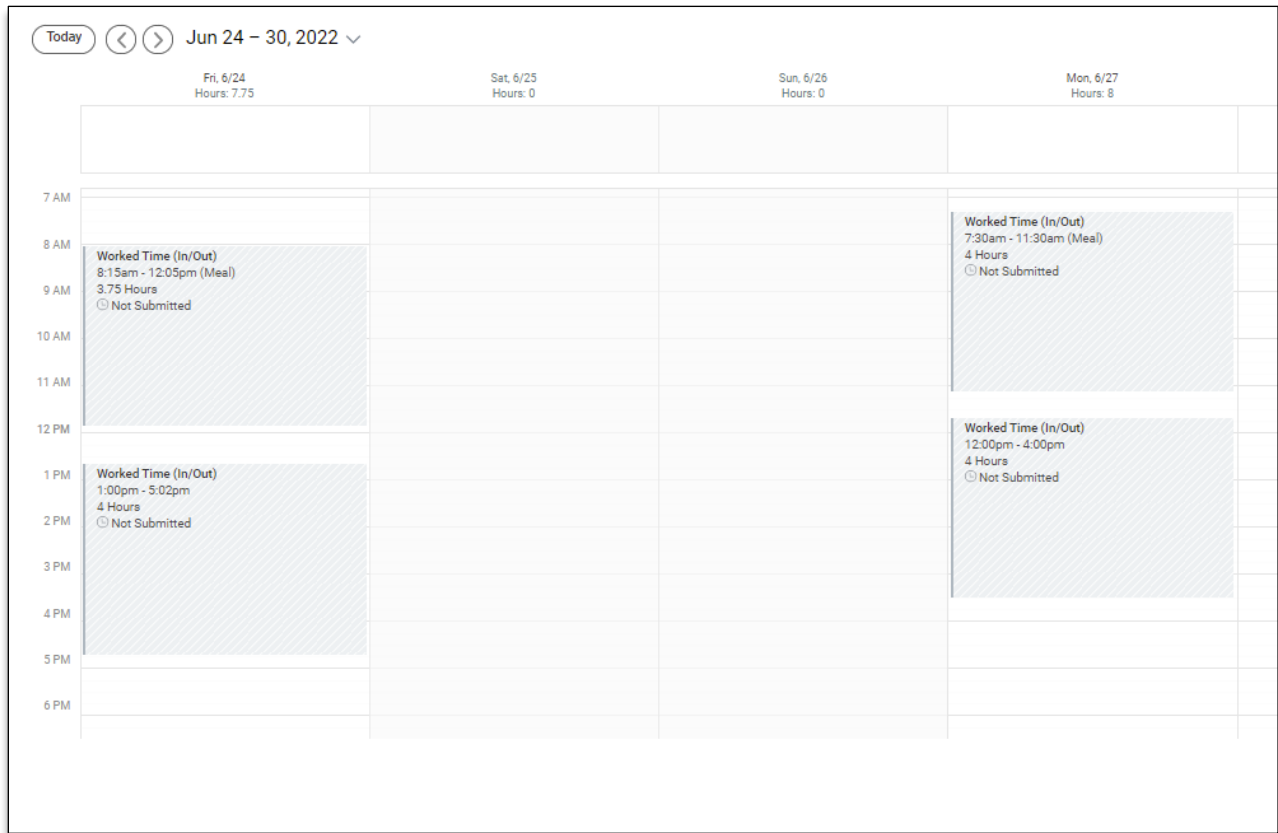
Details

Comment

8. Now review the total hours for Friday and make sure it looks correct before moving on to the next day on your Workday Timesheet.



9. Repeat steps 3 - 8 for your next worked day.
10. Your timesheet should look like the one below after completing your second worked day.



11. Continue following steps 3 – 8 above until you have reported all your time worked for week 1 (6/24-6/30).

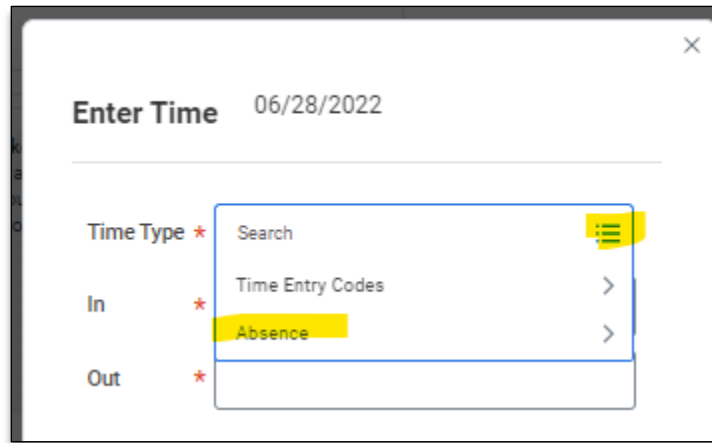
REPORTING TIME OFF

If, during week 1, you took Sick or Annual Time Off (Leave), you can report those on your Workday Timesheet.

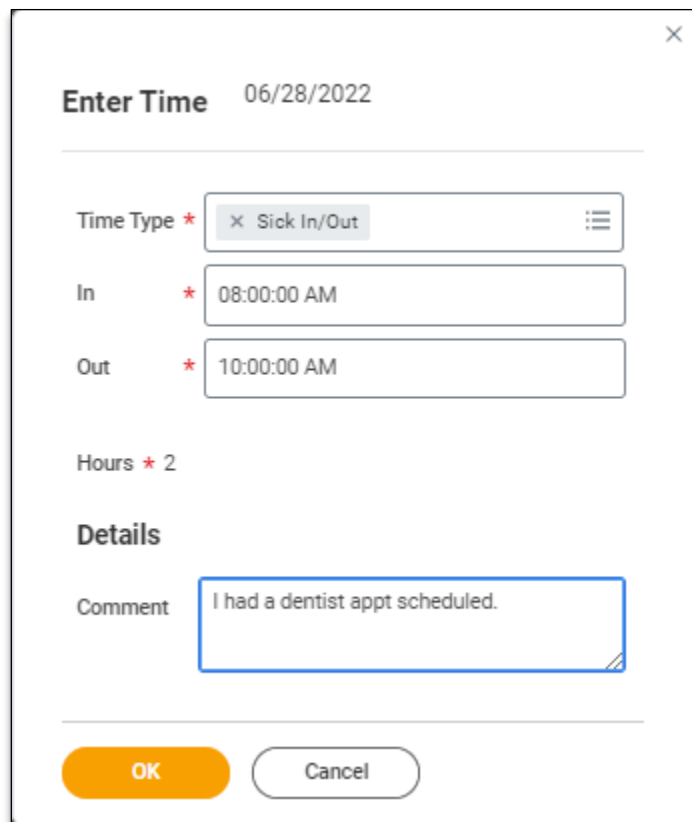
Reporting Partial Day Off

Sick In/Out and Annual In/Out are the only two Time Off Types that can be reported as “in” and “out”. If you are taking less than a day off, you should use the two time off types mentioned. If you are taking a full day off, you can use the Sick and Annual Time Off Types to report in hours instead.

1. To report the Sick Time Off for part of your day, click a time cell on the day you wish to report the time off.
2. In this example, we will be reporting **Sick In/Out** on Tuesday between 8 a.m. – 10 a.m.
3. Click the **X** to remove the defaulted Worked Time (In/Out) and click the menu icon to select the **Absence** folder.



4. Find and select the **Sick In/Out** from the list. Enter the **In:** 8 a.m. and **Out:** 10 a.m. Add a **comment** to help explain to your Manager/Supervisor why you were away. Click **OK**.



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

Assuming you worked the rest of the day, follow the same steps under **Reporting Worked Time**.

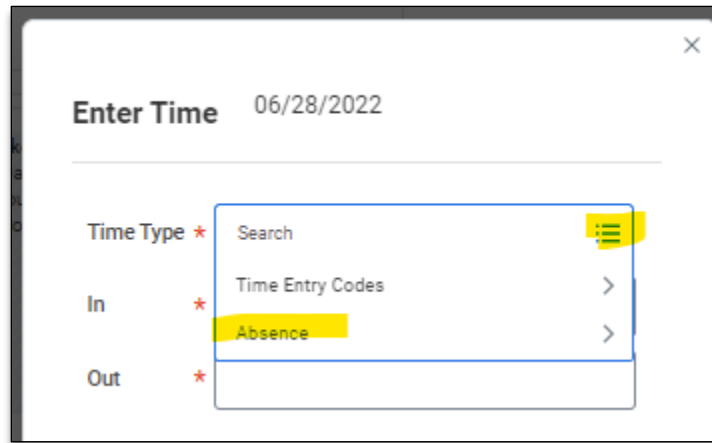
In this example, we are reporting we worked from 10 a.m. to 1 p.m. to take a meal, then returned to work again from 2 p.m. to 5 p.m. This shows a total of 8 hours reported for Tuesday.

Tue, 6/28 Hours: 8	
Sick In/Out 8:00am - 10:00am 2 Hours <input type="radio"/> Not Submitted	
Worked Time (In/Out) 10:00am - 1:00pm (Meal) 3 Hours <input type="radio"/> Not Submitted	
Worked Time (In/Out) 2:00pm - 5:00pm 3 Hours <input type="radio"/> Not Submitted	

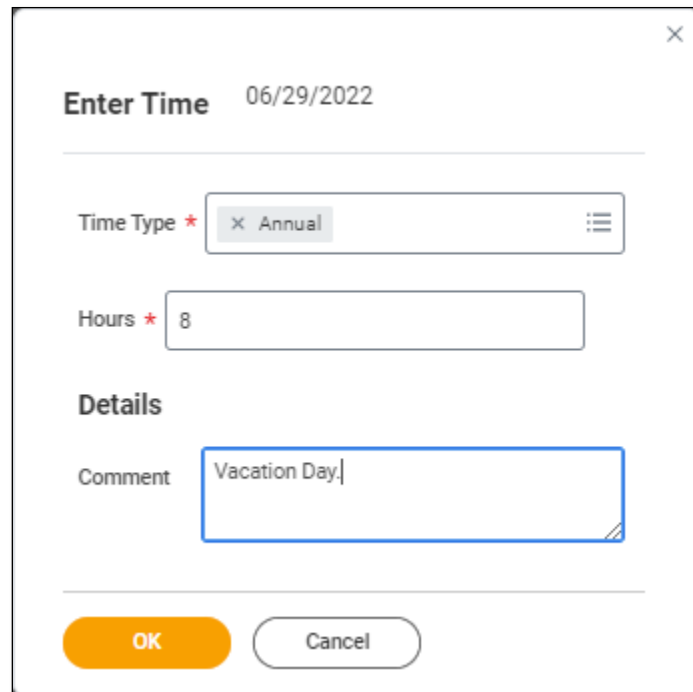
REPORTING A FULL DAY OFF

If you are taking a full day off, you can use the Sick and Annual Time Off Types to report hours instead.

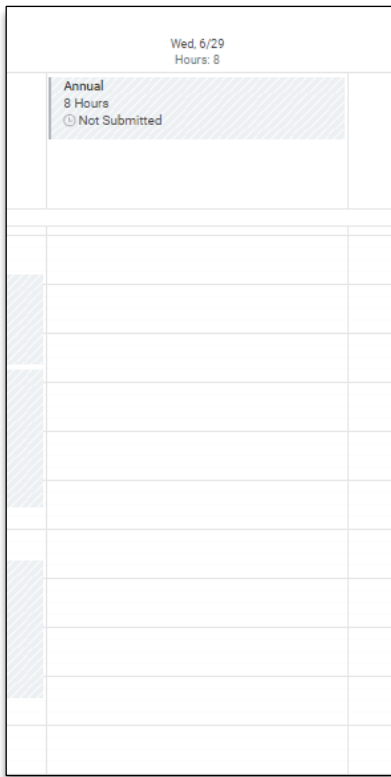
1. To report a full Annual Time Off, click a time cell on the day you wish to report the time off.
2. In this example, we will be reporting **Annual** on Wednesday.
3. Click the **X** to remove the defaulted Worked Time (In/Out) and click the menu icon to select the **Absence** folder.



4. Find and select the **Annual** from the list. Hours: **8** will be defaulted if you are on a 1.0 FTE. Add a **comment** to help explain to your Manager/Supervisor why you were away if needed. Click **OK**.



5. After you click **OK**, the Annual 8 hours will appear on the timesheet.



The above steps are the same if you are requesting a full day of the following*:

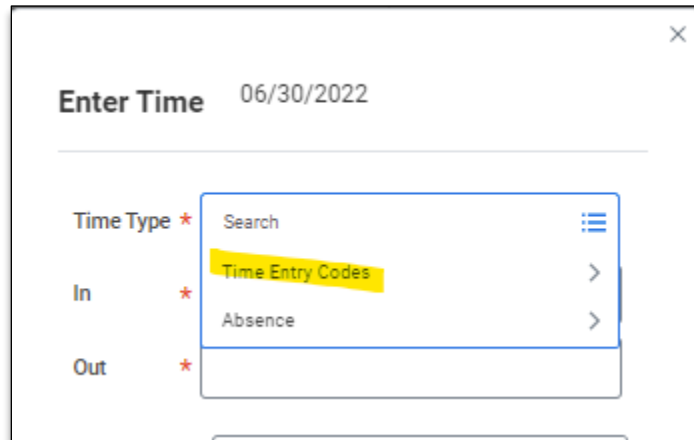
- Bereavement
- Jury Duty
- Personal Holiday
- Summons
- Voting
- Olympians

**The list above will be different if you are PBA Patrol or on a Leave of Absence*

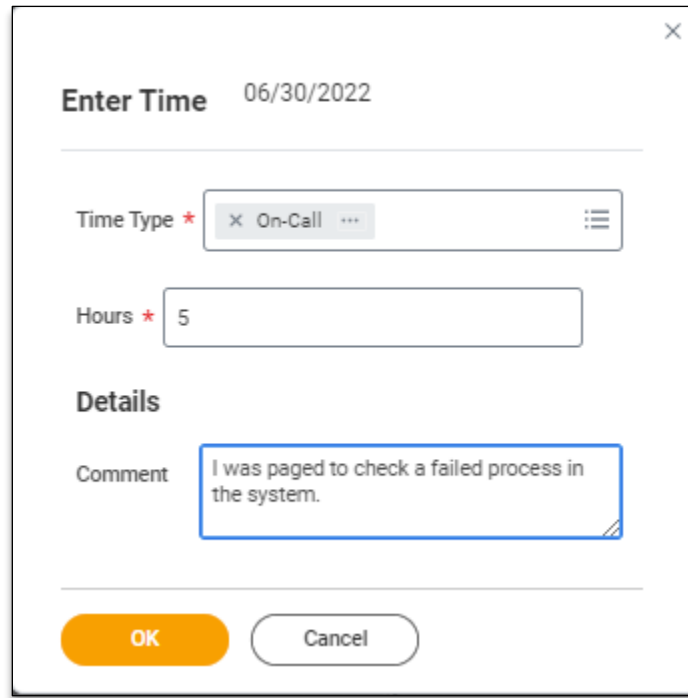
REPORTING ON CALL

If you, in the past, have reported on-call hours, you can report those hours on your Workday Timesheet.

1. Click a time cell on the day you wish to report on call.
2. Click the **X** to remove the defaulted Worked Time (In/Out) and click the menu icon to select the **Time Entry Codes** folder.



3. Find and select the **On-Call** from the list. In this example we will report 5 hours On-Call for Thursday. Add a **comment** to help explain to your Manager/Supervisor why you were on On-Call if needed. Click **OK**.



Enter Time 06/30/2022

Time Type *

Hours *

Details

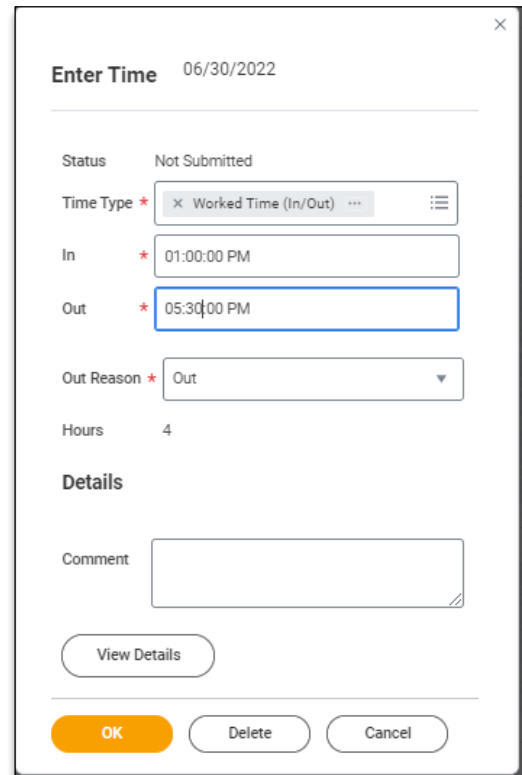
Comment

OK **Cancel**

MAKING CORRECTIONS

While you review all of your entries on your timesheet you realize you made a mistake, you can click on the time block that needs correction and update as needed. Click **OK**.

In this example, we changed the out time from 5:00pm to 5:30pm.



Enter Time 06/30/2022

Status Not Submitted

Time Type *

In *

Out *

Out Reason *

Hours 4

Details

Comment

View Details

OK **Delete** **Cancel**

REVIEWING TOTAL HOURS FOR THE WEEK

1. Below is what the week will look like after all the above steps are completed. Your Workday Timesheet will look different and should reflect the time you reported on your paper timesheet.
2. Verify that the information listed in the **Summary** area is correct and matches your totals on your paper timesheet.

Please Note: It is not necessary to click on the **Review** button prior to Thursday July 7. After your time has been reported for the entire payperiod you can submit your time so your manager/supervisor can review and approve your timesheet once.

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

IMPORTANT NOTES

- If you are currently on an **Intermittent Leave of Absence** or on a **Leave of Absence with a Reduced Work Schedule**, you will get a separate email with instructions on how to report your worked time and time off.
- If you are a worker with multiple jobs and one of your jobs is an OPS Non-Exempt job, your Manager/Supervisor, of the OPS job, will help you enter the “in” and “out” for Week 1. Starting July 1, you will be able to start checking in/out in Workday. Please review the available [Job Aids](#) to assist you with the process.