

TIME AND ABSENCE IN WORKDAY

FREQUENTLY ASKED QUESTIONS

Will employees continue to accrue comp time in Workday, or will hours over 40 count as overtime?

Non-exempt employees will default to being paid overtime in cash on their paycheck unless they are assigned to accrue comp time in Workday. Either option remains available, and requests will be approved or denied by your department.

Will student employees be able to clock in and out on their phones?

Yes, all non-exempt employees, if approved by their supervisor/department, will be able to utilize a mobile device to check in and out. Job aids ([Android](#) users and [iPhone](#) users) are available explaining how to utilize a mobile device with Workday.

How do Merit employees record a holiday to get the week to total 40 hours?

A holiday calendar has been set up in Workday which will default to eight hours of holiday pay for eligible employees. Should an employee not be eligible for anything different than eight hours of holiday pay, a time entry code of additional or negative holiday hours can be entered by the timekeeper or manager to correct the total. A job aid regarding time entry codes, including additional or negative holiday is available [here](#).

Will I need to add holiday hours manually in Workday?

No. These hours will automatically be loaded and coded as holiday automatically per the set holiday calendar in Workday.

Will Workday total hours weekly?

Yes. There are multiple ways within Workday to view daily hours, weekly hours, hours by type, and total hours occurring in the work week. As specified in the ISU Work Week policy, the work week begins at 12:01 a.m. Sunday and ends the following Saturday at 12:00 midnight.

Will part-time employees who work on university holidays continue to be paid time-and-a-half?

Yes. Should a Merit employee work on a holiday, the system has been configured to attach a time calculation tag of “worked on holiday” which will pay them the holiday premium pay at time-and-a-half for those days as set by the holiday calendar in Workday.

I was previously submitting a paper wage-hour report. Why am I not able to use a physical time clock under Workday?

The physical time clock contract has a limited number of licenses for users and is integrated with the supervisory organizations that correspond to the user licenses that were purchased for employees who use physical time clocks prior to Workday Go Live. In order to allow more employees to use physical time clocks, we would need to add licenses and change our contract in addition to adding more supervisory organizations to manage those employees. This

may be an option in the future, but the decision for was made to limit physical time clock usage to those using physical time clocks prior Workday Go Live.

Am I able to add documentation when I submit a time sheet?

There is no way to add documentation upon submitting a timesheet, however, comments can be added at the time of check in and check out as well as when a timesheet is submitted for the week.

Should I record the start and return time for my lunch on the July 1 template?

If you took a lunch break on July 1, you should record the time away on your template. When you take a daily lunch break, you should clock out when you leave and clock back in when you resume working.

Are XH students non-exempt employees?

Yes. Non-exempt employees include Merit staff, student employees, temporary employees, and all other positions covered by Fair Labor Standards Act (FLSA).

Will temporary employees hired through an outside agency track their hours worked in Workday?

Temporary workers hired through ASI or any other agency will not track their hours worked in Workday. They will continue to track them through their agency.

If a student holds two positions with different departments in the same semester, is there somewhere they can view all hours worked for both positions?

Yes. All hours worked will show on the employee's timesheet. Each employee only has one timesheet for all positions. The student and both supervisors will be able to see all hours worked for the workweek. Each supervisor will only approve the hours worked for the position they supervise.

If I do not leave for lunch, do I have to clock out and back in?

If an hourly employee is not performing work on behalf of the university, they should be clocked out regardless of their location or the reason they are not working. If an employee is continuing to work while eating lunch (e.g., answering e-mails, taking phone calls, working on a project, etc.), they should remain clocked in.

Some of my employees have already entered in leave requests for the whole year. Will they need to reenter those in Workday?

Yes. Time off requests for July 1, 2019 and after will need to be entered into Workday in order to track and decrement time off balances correctly in the system. This task can be completed by the employee, the manager, or the local timekeeper.

Is there a comp time option?

Should an employee work more than 40 hours within a work week and wish to accrue comp time instead of being paid overtime, they can request this within Workday for approval. This request can be changed on a monthly basis, effective the 1st of the next month following the request. Please see the [job aid](#), Request CAT leave, Vacation Credit, Comp Time Payout or Switch from Overtime to Comp Time for further reference.

Is there an audit trail as to the location of time clock check-ins?

The only information Workday reports back to us is whether the employee checked in at a physical time clock or utilized the web clock. The system does not recognize every device, what type of device it is, or where the check in took place.

How will student employees know to start using Workday to track their time when they return?

Much like any other newly hired (or returning) employee, we would expect the department to onboard the student and set expectations as to how they will track their time. However, to assist with this process we recommend students be directed to Learn@ISU to take the following courses:

- Introduction to Workday
- Employee Self Service for Students and Graduate Assistants
- Time Entry for Nonexempt Employees

How does Workday recognize when a call back ends and a new shift begins the next morning?

Workday will not be able to recognize this automatically. The time will need to be recorded with the correct time entry code to indicate if the employee is working regular hours, in an on-call status, or has been called back to work. If a call back lasts until the beginning of the next shift, the employee can remain clocked in continuously, but the Manager or Timekeeper will need to edit the time to ensure it is coded correctly and the employee is paid correctly.

Is there a cap on the number of hours of comp time that can be accrued?

Yes. An employee may accrue up to 160 hours of comp time.

Will there be an automatic shift differential?

Yes. Shift differentials have been configured within Workday and will automatically be applied to hours worked during the timeframes of 6:00 pm and 12:00 am and 12:00 am and 6:00 am per the Board of Regents Merit System rules. This applies to Merit employees only.

What are the shift differential levels?

Shift differential 2 from 6:00 pm to 12:00 am is 60 cents per hour, and shift differential 3 from 12:00 am to 6:00 am is sixty-five cents per hour.

Will Workday change the way we set up student workers in TracyTime?

Tracy time will not be used after June 30. All non-exempt employees including student employees will be clocking in and out of Workday to record time.

Will any work over eight hours automatically be time-and-a-half?

Overtime pay at time and a half does not begin until someone works 40 hours within the workweek.

Is there a shift differential for weekends?

No. There is no separate differential for weekends during the day. The normal differentials would apply to Merit employees who work during certain hours.

What happens if an employee does not take a lunch break because they are busy or forget?

The employee should remain clocked in and record their hours worked in order to be paid for them. Their hours should always reflect the actual time worked.

If an employee doesn't leave for lunch, do they have to clock out and back in?

If the employee is no longer performing work on behalf of the employer, they should not be recording time as hours worked regardless of location or reason and therefore should be in a status of clocked out. If an employee is continuing to work while eating lunch (e.g., answering emails, taking phone calls, working on a project, etc.), they are still performing work on behalf of the employer and would remain checked in. An employee's hours worked must always reflect the hours they were actually working.

When requesting vacation leave how do you indicate that you want to use converted sick leave as the source?

Eligible employees may create a request within Workday to convert sick time to or from vacation time (vacation credit). If eligible, the HR Coordinator assigns the employee to the vacation credit custom organization. The employee would then have vacation credit as an option when selecting absence codes when requesting time off.

According to the Absence Management for Employees on-line training module, every employee defaults into an 8-5 work schedule, unless assigned otherwise. Does this mean that everyone who is working 7:30-4:00 hours this summer (or beyond) needs to do the Request Work Schedule that requests for time off will process correctly in the Workday system?

No. Start and end times do not change a schedule in Workday nor will they impact time off requests as quantities can be edited and assigned to specific dates. Both of these schedules (assuming you are referring to 7:30-4 with a 30-minute lunch M-F or 8-5 with a 60-minute lunch M-F) are considered 40 hours per week, M-F, 8 hours each day. Non-exempt employees will be paid per their check in and check outs in Workday—not their schedule. Furthermore, if a schedule change is necessary in Workday because it would impact someone's leave entitlement or benefits, a To Do has been built into the business process to ensure the step is completed.

With Workday's system of clocking in and out, and the weekly balancing of those hours, how will this system accommodate employees with irregular hours?

Non-exempt employees required to track their hours worked and eligible for overtime provisions should check in when they are working on behalf of ISU and check out when they are no longer performing work. Employees will be paid for hours recorded on their timesheets within Workday. Should a non-exempt employee work more than 40 hours within a workweek, they will receive overtime pay at a rate of time-and-a-half per the FLSA. Hours worked are by workweek—they cannot be averaged across weeks or throughout the month. Hours worked outside of your regularly scheduled hours should be recorded in Workday like all other hours worked. Workday will allow you to record hours at any time throughout the day with as many check in and check outs needed for you to accurately record your hours worked. As today, a non-exempt employee's timesheet should accurately reflect their actual hours worked.

Will student managers be able to access our employees' time sheets to make adjustments as necessary?

If the supervisory organization was structured as such that the student managers were placed above the students, then they should have access to adjust time and correct, edit, and approve timesheets. Otherwise, if the manager above the student manager delegated tasks to the student manager and the delegation was approved, they could complete time tasks on behalf of the manager.

What happens in Workday when a non-exempt employee goes over 40 hours?

Once a non-exempt employee reaches 40 hours within the work week, Workday adds a time calculation tag of "overtime" to ensure the employee is paid at a rate of time-and-a-half versus their regular rate of pay.

What happens if a manager or a timekeeper forgets to approve my timesheet?

In an effort to make sure no timesheets go unapproved, reports have been created for both managers and timekeepers to review what actions may need to be taken for a specific pay period. To ensure accurate pay for nonexempt employees, timesheets must be approved by payroll deadlines.

What will the leeway for clocking in and out be?

Time is tracked in six-minute increments to the 1/10th of the hour with a two-minute rounding "breaker". Rounding occurs for the total time block per the employee's check in and check out times. For example, if an employee clocks in between 4:56:01 p.m. - 5:02:00 p.m. and the check out time is 6:00 p.m. consistently, 1 hour of work would be recorded. This example demonstrates the six-minute increment and where the two-minute breaker comes into play.

Do non-exempt employees need to clock in and out for breaks?

Non-exempt employees are expected to clock in and out at the beginning and end of the day as well as the beginning and end of meal breaks. Rest periods are considered paid time, and

therefore are included in determining if overtime has been worked, and should be included when reporting time. A supervisor has the authority, but is not required, to establish and permit paid rest periods for nonexempt employees of up to 15 minutes for each four (4) hour work period.

What is the difference between Absence Coordinator and Timekeeper?

HR Coordinators within ISD will serve as the Absence Coordinator for all things related to the Absence application within Workday. We created the Absence Coordinator role in case there were individuals outside of ISD that provided support to departments with a high number of leaves of absence.

Are full-time P&S employees exempt from Fair Labor Standards Act (FLSA)?

At this time, most P&S employees on campus are exempt. However, some are non-exempt and would be eligible for overtime and expected to track their hours like any other non-exempt employee. If an employee is non-exempt, they are eligible for overtime provisions under the FLSA. It makes no difference if they are P&S. The determining factor is if they are exempt or non-exempt.

Will full-time P&S employees have to clock in at the beginning of the day and clock out at the end of the day using the WorkDay time tracker?

Only if they are non-exempt will they be required to do this.

If employees are not paid weekly, why must time sheets be submitted weekly?

The FLSA (Fair Labor Standards Act) is a federal law that requires employers of non-exempt employees to track their hours for overtime calculation purposes. The FLSA defines a work week as seven consecutive 24-hour periods that equal 168 total hours. Employers are required to pay employees an overtime rate of one and one half times their regular rate of pay for all hours worked in a work week in excess of 40. In order to accomplish this and meet payroll deadlines, time sheets must be submitted weekly.

What happens if the pay period ends in the middle of the week?

Regardless of when the pay period ends, time sheets can still be submitted on a weekly basis. For employees who are paid semi-monthly, the payroll snapshot is taken the following week. You can find more information on the payroll website [here](#).

If an employee works Monday through Thursday and is out Friday and unable to submit their time sheet, what happens?

They can submit it on Monday when they return to the office.

Are Absence Coordinators the same thing as HR Coordinators?

Not exactly. HR Coordinator is a position within the ISD model, and Absence Coordinator is a role in Workday. All HR Coordinators will have the Absence Coordinator role to perform tasks within Absence business processes.

If you request more time off than you end up using, do you get that time credited back to you? Is there a way to change the amount of time you request if you end up not using all of it?

If an employee winds up taking less time off than originally requested, the time off should be corrected to reflect the actual amount of time the employee was away from work. Employees, Managers, Timekeepers and HR Coordinators can all correct time off.

Does Workday sync with Outlook calendar?

No, Workday does not sync with Outlook calendar. In the Absence application within Workday, employees can view their team members' absences. It will be up to your area if using the absence calendar will work for your needs or if you want to also continue your practice of tracking in Outlook.