

CHECKING IN AND OUT FOR NONEXEMPT EMPLOYEES: FREQUENTLY ASKED QUESTIONS

The goal of Workday Time is to provide a tool that can help employees and managers accurately collect time worked and time away from the workplace. And then...turning that time into accurate pay for the employee. The importance of this cannot be stressed enough and this document is an attempt to answer your questions and possibly your concerns related to this topic. As questions are received, this document will be updated and continue to grow.

GENERAL QUESTIONS

What does nonexempt mean?

In general, nonexempt employees are eligible for overtime pay when hours worked exceed forty (40) within the university's workweek, and they are required to accurately record the hours they work.

Who is considered a nonexempt employee at ISU?

Nonexempt employees at Iowa State include Merit Staff, Student Employees, Temporary Employees and other positions that fall within FLSA (Fair Labor Standards Act) compliance.

I think I've heard of the FLSA (Fair Labor Standards Act). Why is it important to checking in and out as a nonexempt employee?

The FLSA is a federal regulation that establishes minimum wage, overtime pay, recordkeeping, and child labor restrictions. Nonexempt employees at Iowa State are subject to FLSA minimum wage and overtime provisions.

Can time be recorded outside of Workday or using any other method or system?

No. Nonexempt employees will enter their time via the check in and check out process within Workday utilizing the web clock (including mobile options) or by using an approved university time clock which will integrate time punches within Workday to create the employee's electronic timesheet in Workday. Only in rare cases where an internet connection may not be available or a physical time clock is down should an employee need to record time outside of Workday.

Will pay practices change as a result of Workday Time?

No. Although the system to collect time is changing, there are no changes to the pay practices for nonexempt employees.

How do I check in or out using the Workday website?

Workday is a cloud-based system, meaning it can be utilized by any device with an internet connection. Your department may create additional guidance or provide expectations regarding your method of time entry.

My computer takes forever to boot up. How can I actually clock in when I want to?

Should you be experiencing these issues, please contact the Solution Center at (515) 294-4000 to troubleshoot and discuss possible options in addition to discussing possible solutions with your manager and department.

Will I be able to check in or out using my mobile device?

Mobile check in and check out is an option. However, it is not required that a worker use their own device to check in or out for work purposes. If you are unsure what method you are to use, you should confirm with your manager. The mobile option may not make sense for some positions/locations and yet be quite helpful in others. How and where a worker is expected to check in and out is up to the employee's manager.

Will paper timesheets be going away?

Yes. Workday will provide an electronic timesheet for nonexempt workers. Only in rare cases where an internet connection may not be available or a physical time clock is down should an employee need to record time via paper or other method.

Will ADIN still be utilized for time reporting purposes?

No. Although ADIN will continue to be used for other functions, no actions related to employees' time will be handled in ADIN once Workday goes live.

Will Tracy Time or my local timekeeping system be going away?

Yes. Tracy Time and any other local timekeeping system will be replaced with Workday.

My department has a timekeeping system we purchased. Can we continue to use it?

No. The University made the decision to endorse Workday to support consistency and efficiency for all staff.

What would happen if I just didn't enter and submit my time in Workday?

Should a nonexempt employee not enter and submit their time within Workday, there would be no record of hours worked to be paid. Time feeds directly to payroll and without any hours entered, submitted and approved, Workday would not know what to pay the employee, resulting in the employee not being paid until the accurate hours worked are entered, submitted and approved.

How can I learn more?

To learn more about Checking In and Out in Workday and other topics related to time tracking, consider one or more of the following resources:

- WorkCyte Workshop: Time Tracking for **Nonexempt Employees** (available via recording on the Workcyte website)
 - The Time Tracking for Nonexempt Employees WorkCyte Workshop is an introductory course into terminology and business processes of the Time Tracking functionality as it relates to nonexempt employees in Workday. Content includes an overview of checking in and out, and submitting time in addition to system demonstrations.

- **WorkCyte Workshop: Time Tracking for Managers and Timekeepers with Nonexempt Employees** (available via recording on the Workcyte website)
 - The Time Tracking for Managers and Timekeepers with Nonexempt Employees WorkCyte Workshop focuses on terminology and business processes of the Time Tracking functionality as it relates to the manager and timekeeper roles in Workday. Content includes an overview of entering time and time off on behalf of a nonexempt employee, time entry codes and time calculation tags, and the reporting features of the Time Tracking functionality in Workday. System demonstrations will be provided.
- **Wage and Hour Training for Managers Online Course** (available via [Learn@ISU](#))
 - This course is designed for managers of nonexempt employees to explore wage and hours laws related to earning overtime, knowing when employees are “working,” knowing when employees should not be “working,” keeping records and more.
- **Lynda.com Wage and Hour Laws Online Training**
 - This [training](#) provides an overview of the impact of violations related to wage and hour laws. For the training link to work correctly, be sure you are logged into Okta with your network ID in order to be re-routed to Iowa State’s Lynda.com account to sign in.

What is considered a workweek at ISU?

The workweek at ISU begins at 12:01 a.m. Sunday and ends the following Saturday at midnight.

EMPLOYEES

How many times will I need to check in and out each day?

Nonexempt employees will be required to check in and out at the start and end of their day and at the start and end of their meal break. For example, most full-time nonexempt employees will check in and out a total of 4 times per day.

How will I know how I’m supposed to check in and out?

If you are unsure or if your manager has not set those expectations, be sure to ask them so you’re using the appropriate method for checking in and out. Depending on your position and location, it may make sense for you to log into Workday and check in and out via the web clock, utilize a physical time clock if a Tracy Time or FP&M time clock is currently located in your department, or access checking in and out using a mobile device. Regardless of the potential options, you should use the method as directed by your manager and/or department.

What happens if I forget to check in or out?

Should an employee forget to check in or out or check in or out at a time different than their actual hours worked, the employee should notify their manager or timekeeper and work with them to correct the time punch and make sure it reflects the actual hours worked.

What happens if I forget to submit my electronic timesheet?

Until an electronic timesheet is submitted, the system does not know how to accurately pay the employee. Therefore, to ensure your pay is received in a timely manner, employees should submit their electronic timesheets for approval to their manager at the end of each workweek.

Why is it so important for me to track my time accurately anyways?

Employees must check in and out to record their hours worked in order to be paid. Further, employees must submit their electronic timesheet in Workday to their manager for approval. Complying with federal regulations and being paid accurately for your hours worked is important to ISU – and we're pretty sure it's important to you too.

If I transfer from one department to another, will I submit my hours worked the same way?

Yes. Should an employee transfer from one department to another, they will not need to learn a new process as to how to track their time while at work – or away. Time off requests and hours worked will be submitted and approved consistently between departments.

I am currently a Merit staff member paid a salary. Will I have to become an hourly nonexempt employee versus a salaried nonexempt employee?

Nonexempt salaried employees will continue to be paid their salary. Nonexempt hourly employees will continue to be paid their hourly rate. Current salaried nonexempt employees will not be required to become an hourly nonexempt employee and vice versa.

Will I be required to track my hours worked as a Merit staff member paid a salary?

All nonexempt employees, regardless of their position and pay rate type (hourly or salary), will be required to track their hours worked in Workday Time.

MANAGERS

Do I have to approve my nonexempt employees' timesheets?

Yes. Managers, Timekeepers or their delegate must approve the electronic timesheets in order for employees to be paid.

Will I need to enter or correct time for my nonexempt employee?

Yes. Managers, Timekeepers or their delegate may need to enter or correct time on behalf of the employee to ensure accurate timekeeping and that pay is received for hours worked.