

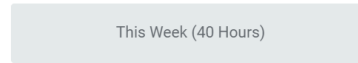
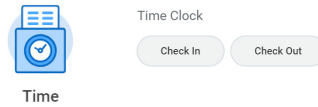


# Time Tracking for Exempt (salary) Staff

Exempt staff will submit time every two weeks by the payroll deadline

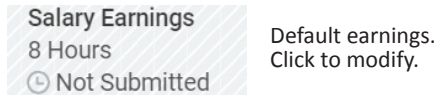
## SUBMIT TIME

- Click the **Time** application from the Workday home page
- Select a week. Typically **This Week**
- Click **Submit** and review your time for the pay period. If no changes are required (i.e. PTO/sick for the pay period), click **Submit** and **Done** to finalize your time submission
- Your manager or time sheet reviewer will receive an alert to approve your time



## MODIFYING DEFAULT TIMESHEET FOR PTO

- Click the **Time** application from the Workday home page
- If a change is needed from the default schedule, select the day you need to change and click the **Salary Earnings** entry to edit
- Change the **Time Type** to PTO, CME or appropriate leave type
- Enter the **Time Off Reason** as General Use or Sick
- Click **OK** to complete the change and submit time as usual
- This process is intended only for unplanned absences during the pay period for Exempt staff. Future PTO or other absence requests need to be submitted through the Absence application.



Enter Time  
03/25/2019

Status Not Submitted

Time Type \*

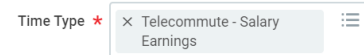
Hours \*

Details

Time Off Reason \*

## ENTERING TELECOMMUTING HOURS

- Staff that telecommute on a half day or full day basis will now designate that telecommute time in Workday
- For telecommute days, select the day in question from the timesheet
- Modify the **Time Type** from **Salary Earnings** to **Telecommute – Salary Earnings**
- Enter the hours for telecommuting (increments of 4 or 8) and click **OK**
- Submit time at the end of the pay period as normal



Submit time. Review hours.

Total for March 16 – 29, 2019	
Regular Hours	80
Time Off	0
<b>Total</b>	<b>80</b>

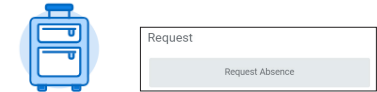
# Absence

for Exempt (salary) Staff

Submit time off (PTO, CME, Jury Duty, Floater Holiday) through the Absence application

## REQUEST ABSENCE (PTO)

- Click the **Absence** application from the Workday home page
- Click **Request Absence**
- Select the day(s) you are requesting, and click **Request Absence** from the lower left (# of days selected will appear in this button)
- Enter the Type as **PTO** and click **Next**
- To change from the default 8 hours, click **Edit Quantity per Day** and change
- Enter the Reason for the Absence as **General Use** or **Sick**
- Click **Submit** and manager or timesheet reviewer will receive an alert to approve your request



Absence



Select Absence Type

When Wednesday, March 27, 2019 - Thursday, March 28, 2019

Type \*

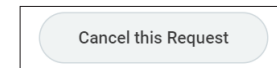
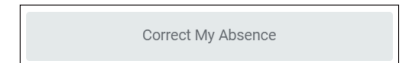
Edit Quantity per Day

Details for: PTO

Reason \*

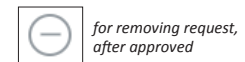
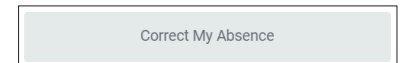
## CANCEL OR MODIFY ABSENCE REQUEST (IF NOT YET APPROVED)

- Click the **Absence** application from the Workday home page
- Click **Correct My Absence**
- Locate and click the absence request on the calendar
- Click **Cancel this Request** and enter a comment (required)
- Click **Submit** to cancel the absence



## CANCEL OR MODIFY ABSENCE REQUEST (IF APPROVED)

- Click the **Absence** application from the Workday home page
- Click **Correct My Absence**
- Locate and click the absence request on the calendar
- Click the absence and modify the type, quantity or reason, or, cancel the request by clicking the minus symbol by the day
- Click **Submit** and manager or timesheet approver will receive notice



Type \*

Quantity per Day

for modifying request, after approved

