Time Entry - Change Information and Helpful Hints

Who	Current	Workday Changes	How
Exempt (Managers, AFT expect Faculty)	Have to submit time "sheet" in ESS system even if you don't take time off	• Only report absences • Only submit in Workday when you take time off • If you request time off in advance and it's approved, there is no need to go back into Workday to mark vacation time taken • Time off can be entered, daily, weekly or at the end of the time period	• Use the "Time" or "Time Off" worklet. • Related Actions button next to your name on view profile page
Non-exempt (Classified, excluding IFPTE using Kronos*) *Facilities, non-exempt will continue to report time in Kronos*	Only reported absences	• Enter hours worked for each you work For example: – Monday 7 hr – Tuesday 7 hr – Wednesday 7 hr Sick – Thursday 7 hr – Friday 7hr • Hours can be entered, daily, weekly or at the end of the time period • For worked holidays, use comp time accrued with 7.78 hours	• Use the "Time" worklet • Related Actions button next to your name on view profile page
• Temporary Employees • Student Assistants	Filled out paper timesheet	• Enter Time IN and Time OUT for each day worked. • Hours can be entered, daily, weekly or at the end of the time period	• Use the "Time" worklet • Related Actions button next to your name on view profile page
Department Admins for Faculty	Department Admins sent a form to HR	Department Admins will submit absences for Faculty	• Use the Related Actions button next to the faculty person's name when in their profile

HELPFUL HINTS:

Below are helpful hints and tips. Please, refer to the "How to" Guides for specific instructions on how to enter your time.

- **Quick Add:** perfect for inputting time that is consistent. For example: if you are a temp and you work the same hours. See the "How to" guide on using this option
- **One week at a time:** You can only enter one week at a time.
- **Time off requests:** If you previously requested time off and it was approved, no need to reenter. It will show up on your time sheet calendar in Workday.