



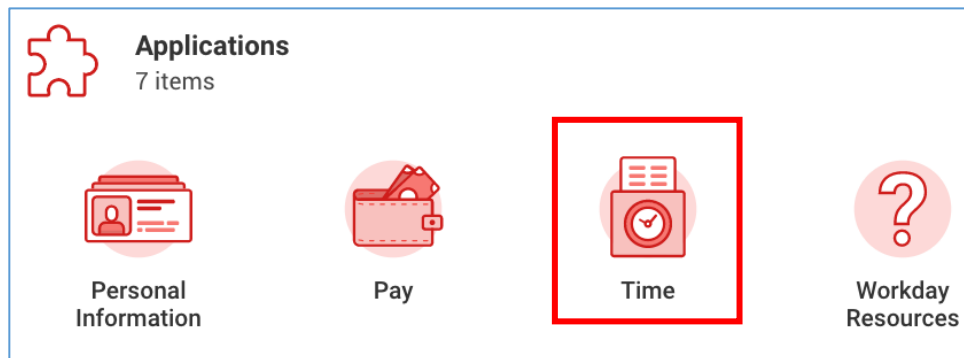
2021 Good Friday Time Entry for Managers

Friday, April 2, 2021 will be a work day for all managers. If a manager works, they do not need to enter time in Workday. If a manager chooses to take this day off with pay, they enter 7 hours of “Alternate Holiday Taken”. If a manager works on April 2nd, they may take Friday, May 28 or another day with pay that meets the operational needs of their unit, with the approval of their supervisor. Managers should schedule this day with pay prior to June 30, 2021 and enter 7 hours of **Alternate Holiday Taken** in Workday for that day.

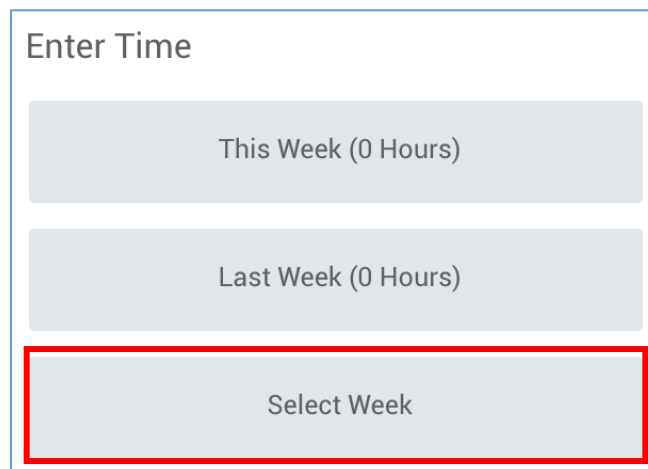
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

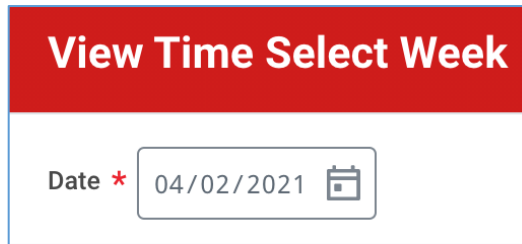
- 1) From your Workday homepage, click on the **Time** worklet.



- 2) Under the **Enter Time** column, click on the button labelled **Select Week**.

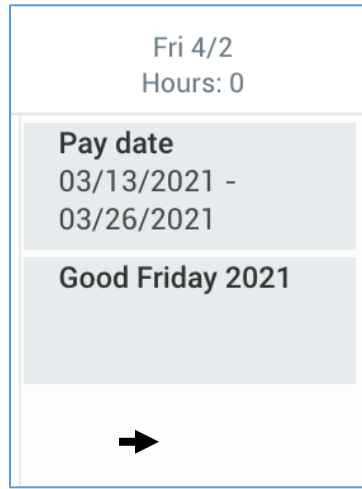


- 3) In the date prompt enter 04/02/2021 or the alternate date you will be taking off and click **OK** at the bottom of the page.



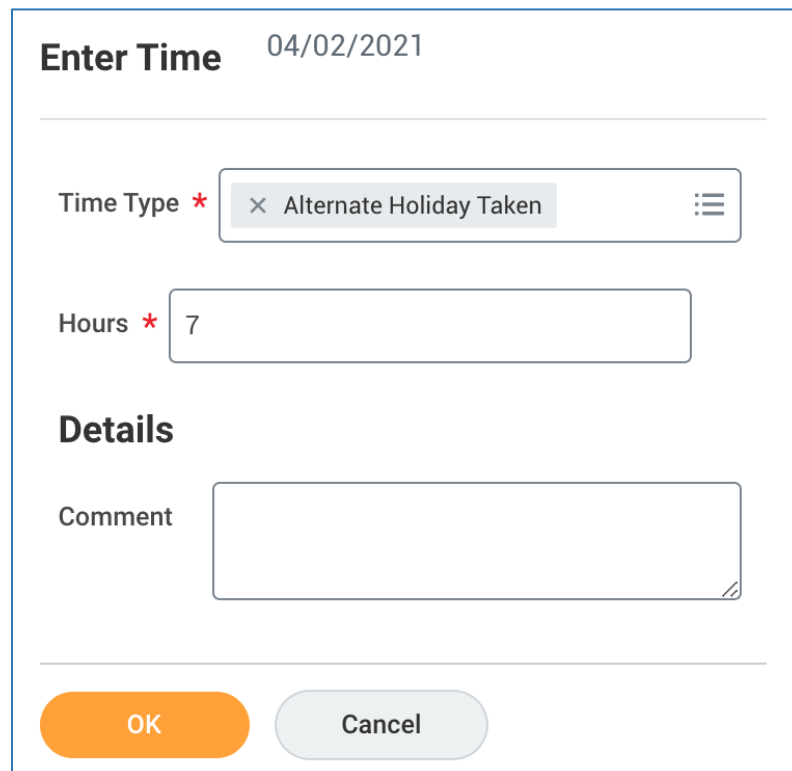
The dialog box has a red header with the text "View Time Select Week". Below the header is a white area with a label "Date *" followed by a text input field containing "04/02/2021" and a calendar icon to its right.

- 4) Click anywhere in the blank space within the column of day you are taking off.



The pop-up window shows "Fri 4/2" and "Hours: 0" at the top. Below this is a grey box containing "Pay date" with the range "03/13/2021 - 03/26/2021". Underneath is another grey box with the text "Good Friday 2021". At the bottom center of the window is a black right-pointing arrow.

- 5) In the pop up window that appears select **Alternate Holiday Taken** as the Time Type and enter **7** as the number of hours. Click **OK**.



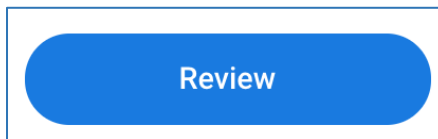
The dialog box is titled "Enter Time" and has "04/02/2021" in the top right corner. Below the title is a horizontal line. Underneath is a "Time Type *" dropdown menu with "Alternate Holiday Taken" selected and a menu icon to its right. Below that is an "Hours *" input field containing the number "7". A section titled "Details" follows, with a "Comment" label and a large empty text area. At the bottom are two buttons: an orange "OK" button and a grey "Cancel" button.

6) You will now see the unsubmitted time entry on the timesheet.

Fri 4/2
Hours: 7

Pay date 03/13/2021 - 03/26/2021
Good Friday 2021
Alternate Holiday Take 7 Hours 🕒 Not Submitted

7) Click the blue **Review** button.



8) Click the **Submit** on the pop up window that appears.

Submit Time


This electronic timesheet is the official University process for recording hours worked and issuing compensation for the pay period. The individual reporting the hours worked and the individual approving the hours reported attest that the hours reported for the period are true and accurate. Further, they understand that the falsification of this electronic record constitutes a violation of University policy and a crime punishable by law.

Following date range will be submitted for approval.

March 27 – April 9, 2021 : 7 Hours Total

Total for March 27 – April 9, 2021

Regular Time	0
Overtime	0
Total	0



SubmitCancel