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End User Training Workday
Time and Attendance - Basics

Instructor

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Agenda

- Welcome and Introductions
- Workday Time and Attendance Self-Service
- Roles and Responsibilities
- Time Tracking (hourly employees)
- Time Off and Leave (eligible employees)
- Manage Team Time (managers and approvers)
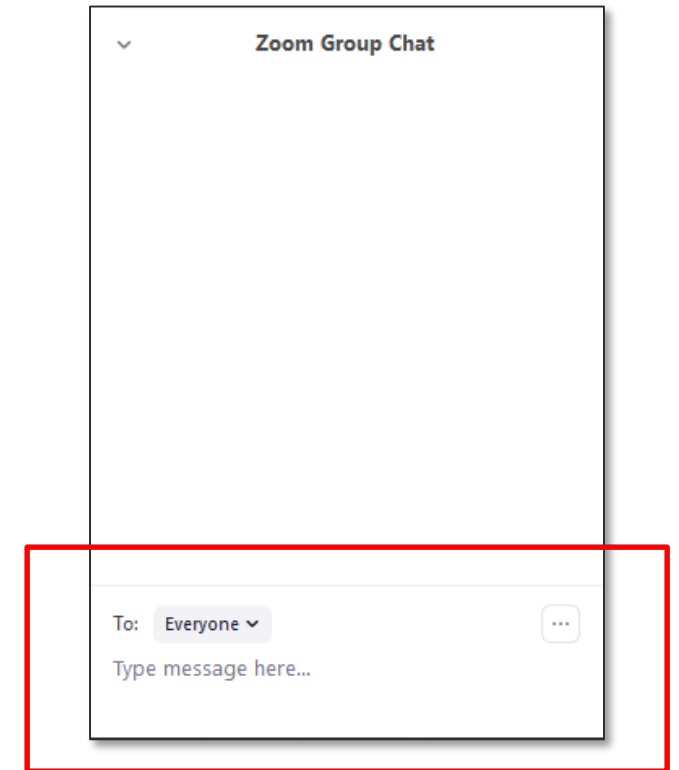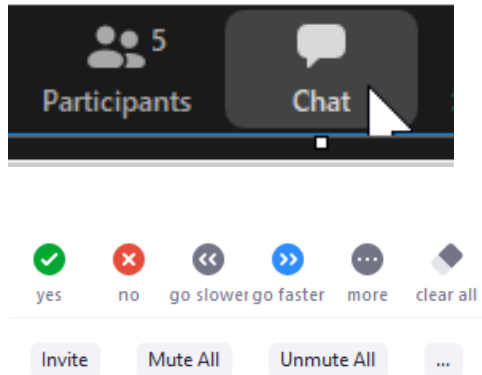- Questions

Welcome and Introductions

- Training prerequisites: Workday Employee Basics
- Attendees: All Lynn University employees
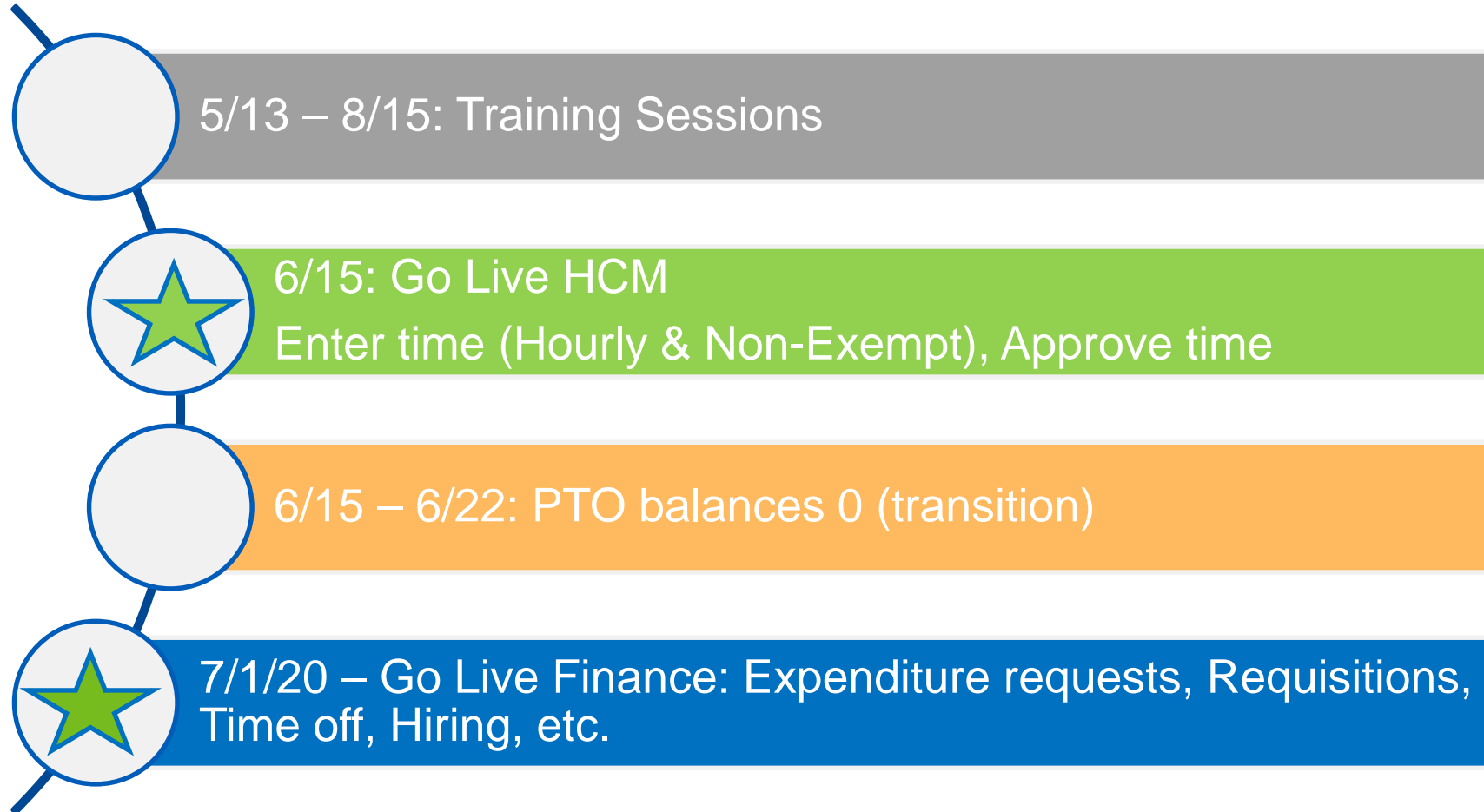
Housekeeping and Classroom etiquette
- Training length: 1 hour
- Mute your connection, no video needed
- Refrain from e-mail and web surfing

Welcome and Introductions

- ## Zoom meeting:
  - Video not required
  - Everyone muted by default during training
  - Use chat to ask questions during the training

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Important Dates

5/13 – 8/15: Training Sessions

6/15: Go Live HCM
Enter time (Hourly & Non-Exempt), Approve time

6/15 – 6/22: PTO balances 0 (transition)

7/1/20 – Go Live Finance: Expenditure requests, Requisitions, Time off, Hiring, etc.

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Overall Learning Objectives

Upon completion of this training session, employees should be able to:

1. Recall important "Go Live" dates

2. Locate navigation tools to initiate time and absence tasks

3. Identify proper use of Workday time and absence functionality

4. Substitute TimeForce with new Workday interface

What is Workday Time and Absence?

- Workday is Lynn Employee Services Human Capital Management System (HCM) that processes the time and absence functions.
  - Enter your time on a daily basis (hourly, non-exempt)
  - Record your absences.
  - Schedule future absences.
  - Maintain work schedules.

Benefits to Users

- Easy to use
- Provides ability to view and approve time online (web and mobile)
- Offers ability to approve vacation and personal holiday time online
- Offers enhanced reporting
- Provides real-time reporting
- Offers self-service features that allow you to
  - check daily entries
  - check available paid time-off balances
  - request vacation and personal holiday time off online
- Directly integrates with payroll module
- Immediately reflects changes to employees record
- Assists in FMLA compliance

IMPORTANT

It is extremely important that you report your time according to the requirements of your job assignment. Your pay will depend on it!

Managers and timekeepers must approve timesheets prior to payroll. Unlike approvals in TimeForce, employees will not be paid for non-approved hours.

WARNING

Your Role and Responsibilities

- You are responsible for reporting and submitting your time using Workday.
- Workday will replace TimeForce starting June 15, 2020.
- Hourly employees will report time by logging into Workday and starting and stopping a web clock.
- Hourly and non-exempt employees will report absences if applicable.
- Exempt employees will report absences only (no time tracking).
- The method you will use depends on your particular position and department.

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Workday Navigation and Self-Service Demo

Software Support Services

- Aiesha Jones (manager)
- Angela Martin (exempt)
- Pam Beesly (exempt)
- John Smith (hourly)
- Jared Ellis (exempt)
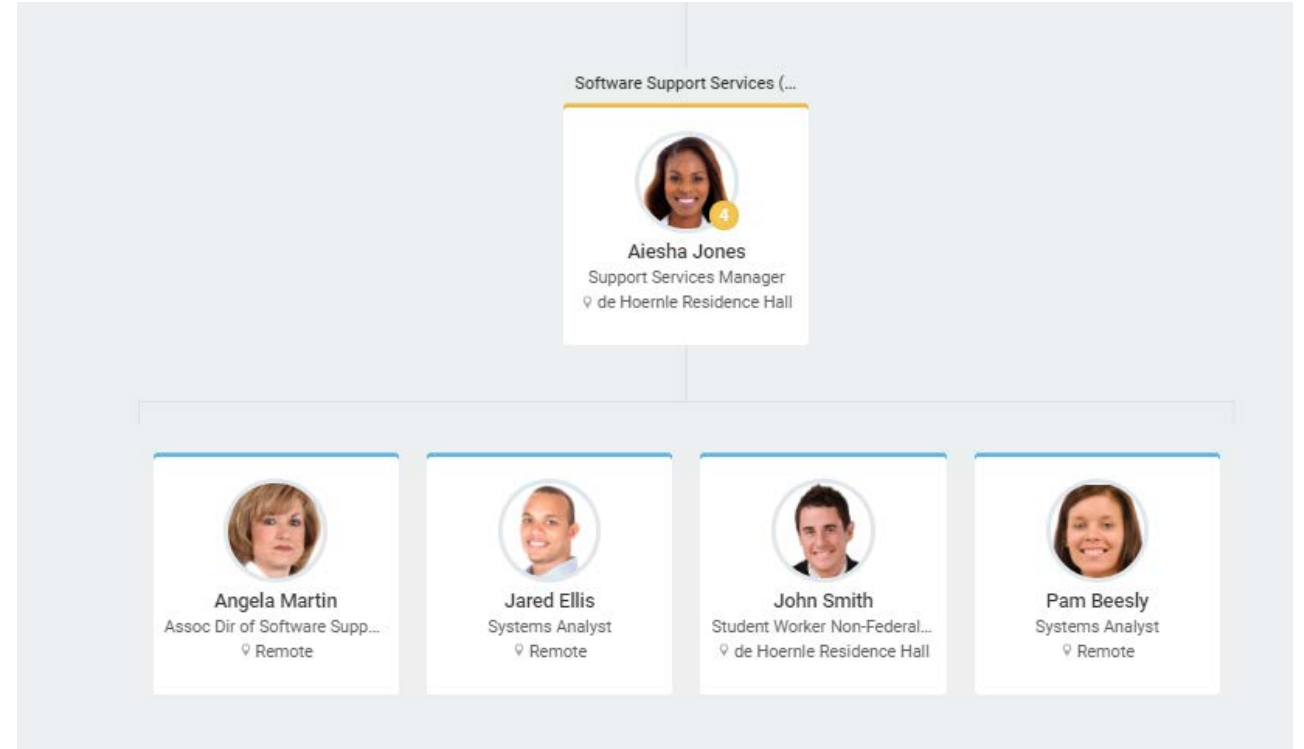
Time Tracking

- Who? Hourly employees
- After completing this module, you will be able to:
  - Understand the layout of the Time application
  - Record your daily worked time by using the web clock
  - Record your daily worked time by using mobile app
  - View entered time
  - View your work schedule

- Job Aids:
  - [Time Entry for Nonexempt and Hourly Employees](#)
  - [Time Blocks](#)

Time Application - Demo

Time Off and Leave

- Who? All staff eligible for time off
- After completing this module, you will be able to:
  - Understand the layout of the Absence application
  - Report and request time off
  - View your accrued time off balance
  - View pending time off requests
  - Cancel a request for time off
- Job Aids:
  - [Manage Your Time Off and Leave of Absence](#)

Time Off and Leave - Demo

Manage Team Time Off and Leave

- Who? All managers and time approvers
- After completing this module, you will be able to:
  - Understand role and responsibilities of a Time Approver for tracking time
  - Access the Team Time application to review a worker's recorded time
  - Approve entered time and time off for workers
  - Identify the applications used as a Time Approver for Time Off
  - Recognize the types of absences used to request or report time off.
  - Describe the procedure for requesting time off in Workday.
  - View absence requests for individual workers and your team
  - Correct Time Off requests for workers

- Job Aids:
  - Approving Timesheets
  - Manage Team Absences
  - Create Work Schedule Assignments

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Manage Team Time and Time Off - Demo

Next

Follow up email:

 Quick survey

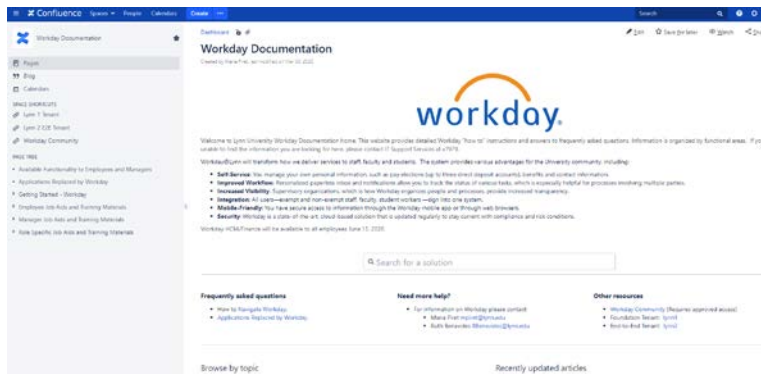 Link to documentation site

 Link to test tenant

 Copy PowerPoint

Please visit our Workday new website for more info
lynn.edu/workday

Next

- Documentation: kb.lynn.edu

- Training Sessions
  - **Employee (basics)**
  - **Time and Absences**
  - **Manager (basics)**
  - Expenses
  - Cost Center Managers
  - Procurement (Requisitions, Invoices)
  - Hiring Managers

Thank you for attending Workday Time and Attendance - Basics

Email your questions to: mpiret@lynn.edu

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