

# Time Tracking and Time Off

Workday replaces Timeforce as Lynn University's time and attendance tool.

All non-exempt, weekly paid workers are required to enter time in Workday. Timesheets are submitted weekly by non-exempt workers. Non-exempt employees must clock in and out daily. If you forget to submit your timesheet, contact your manager as soon as possible. Your manager will work with you to enter your time or fix any incomplete time entries..

To request time off (e.g., paid time off, sick leave), employees request time using the Absence application on the Workday homepage. Time off requests are automatically routed to managers for approval. You will receive a notification in your Workday inbox once your time request is approved. The time off will also appear as approved, blocked time in your calendar.

All eligible employees submit time-off requests in Workday to managers and others with the appropriate security roles manage leave and absence requests. In Workday, employees can view their current time-off balance. Workday also has a feature that enables workers to view future time off balances based on planned PTO. This allows workers to plan PTO and manage their time proactively.

Workers can request a leave of absence in the Time and Absence application in Workday. From this page, workers enter details of their leave, including the last day of work, the first day of leave, length of leave, and any other relevant comments. The request is then automatically routed to the appropriate approver(s).

Accruals, or your time off balance, are automatically calculated by Workday based on your employment history. Employees that accrue time on a biweekly basis and will accrue time every two weeks along with the payroll calendar. Once the hours are awarded, your accrual balance will be updated to reflect the earned time. Sick leave is accrued based on employees' regularly scheduled hours of work. The maximum sick leave accumulation is forty-five (45) workdays. Those with a balance higher than 45 days will not collect any additional time in Workday until the balance drops below 45 days. Workday will not take any current sick leave balance away. Time will be deducted once your time off request becomes current.

Process	Workday	Before Workday
Time Entry - Check In /Out Time	Hourly staff and student workers enter time in Workday. Open Time application, click Check In / Check Out	Hourly staff and student workers entered time in TimeForce.
Create Absences	Eligible employees request time off using the Absence application (sick time, vacation, personal days, bereavement, Jury Duty)	Eligible employees requested time off in TimeForce (sick time, vacation, personal days, bereavement, Jury Duty)
Request Leave of Absence	Eligible employees request FMLA and extended leave via the Absence application.	Eligible employees requested FMLA and extended leave via email and phone calls to manager and Employee Services staff.

## On this section:

- [Manage Your Time Off and Leave of Absence](#)
- [Time Entry for Nonexempt and Hourly Employees](#)
- [Time Blocks](#)
- [How to View Time off Balances](#)