Reporting Time
(for Exempt and Non Exempt Employees)

Use this procedure as a guide to enter time during the work week, including a combination of:

- **Daily work hours**, and
- **Intermittent leave**. This is time off in a day that is by the hour or less than a full work day; for example, you may take 2 hours to go to a doctor's appointment. **Note:** To request longer periods of time off (e.g., a week of planned vacation), refer to the **Request Time Off** job aid.

This guide includes the timesheet entry procedure to be used for employees and contractuals, including:

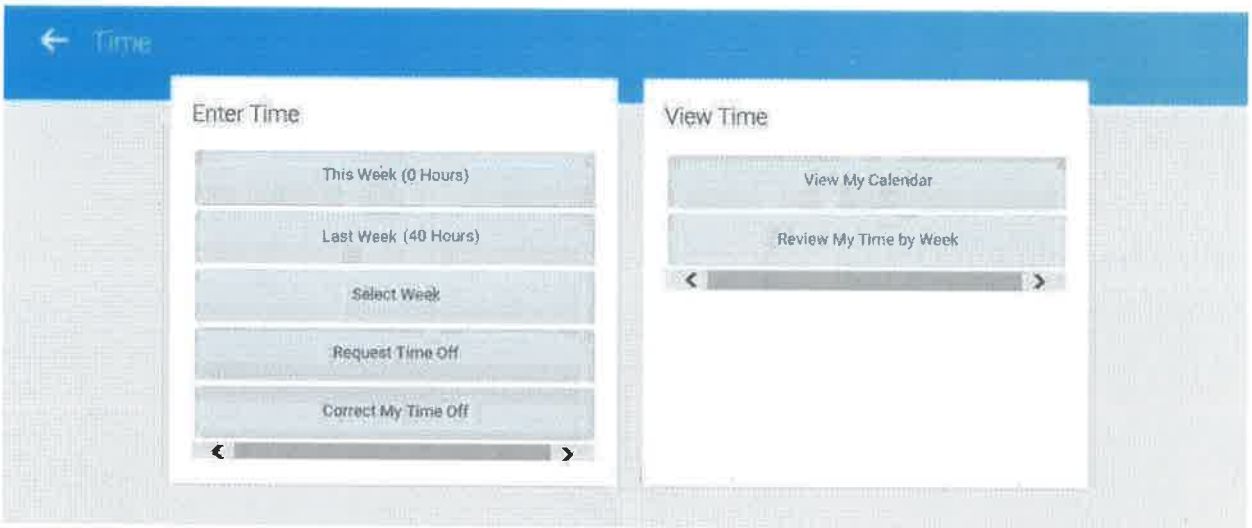
- **Regular 40 Hour Per Week Employees**
- **Cash Overtime Eligible (COE) Employees**
- **Compressed Schedule Employees**
- **Unbalanced (Flexible) Schedule Employees**
- **Part-time Employees**

Procedure:

1. From the **Home** page, click the **Time**

worklet.

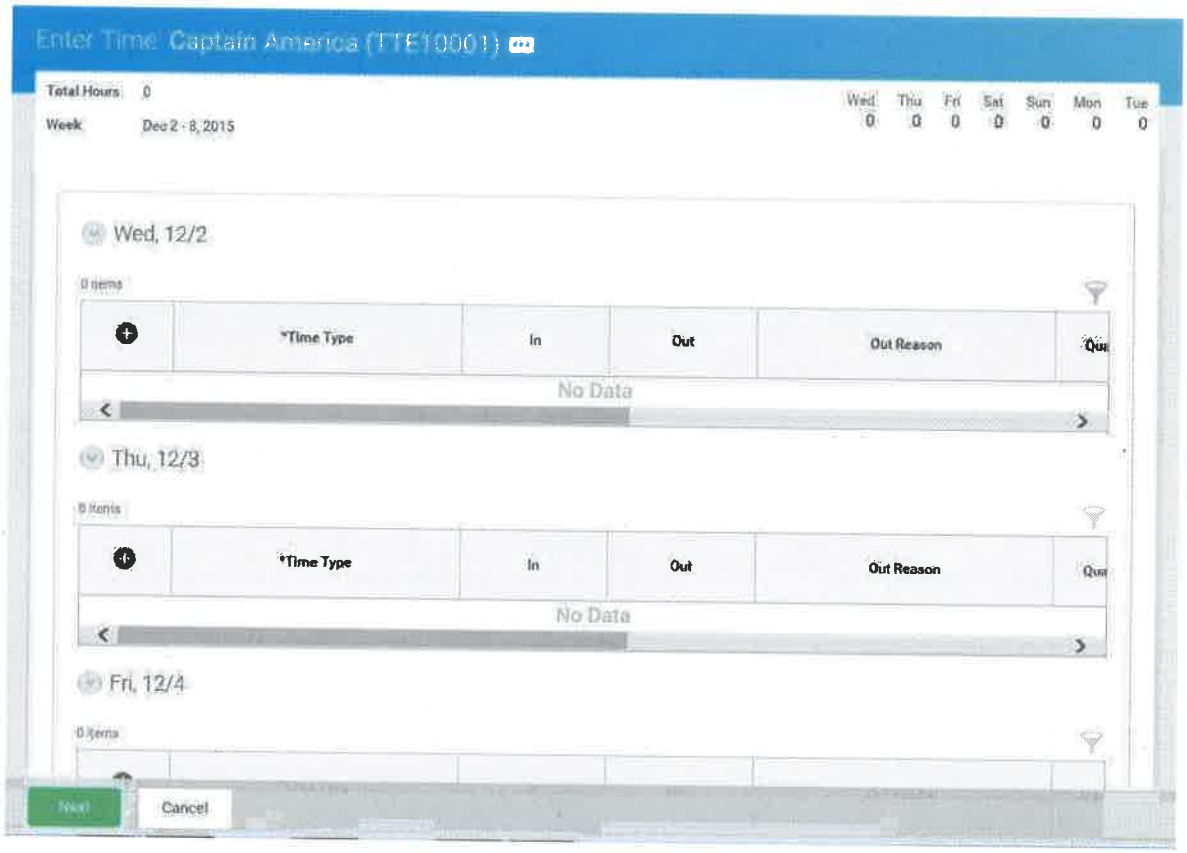
Time Worklet



2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the **This Week** button.
To enter time for the previous week...	Click the **Last Week** button.
To select a week in a previous pay period...	Click the **Select Week** button.

Enter Time



3. Enter time and leave using the procedures in the **Time Entry Procedures** table on the next pages. Then, continue to step 4.

   Note: Tips for entering time on the timesheet can be found at the end of this procedure.

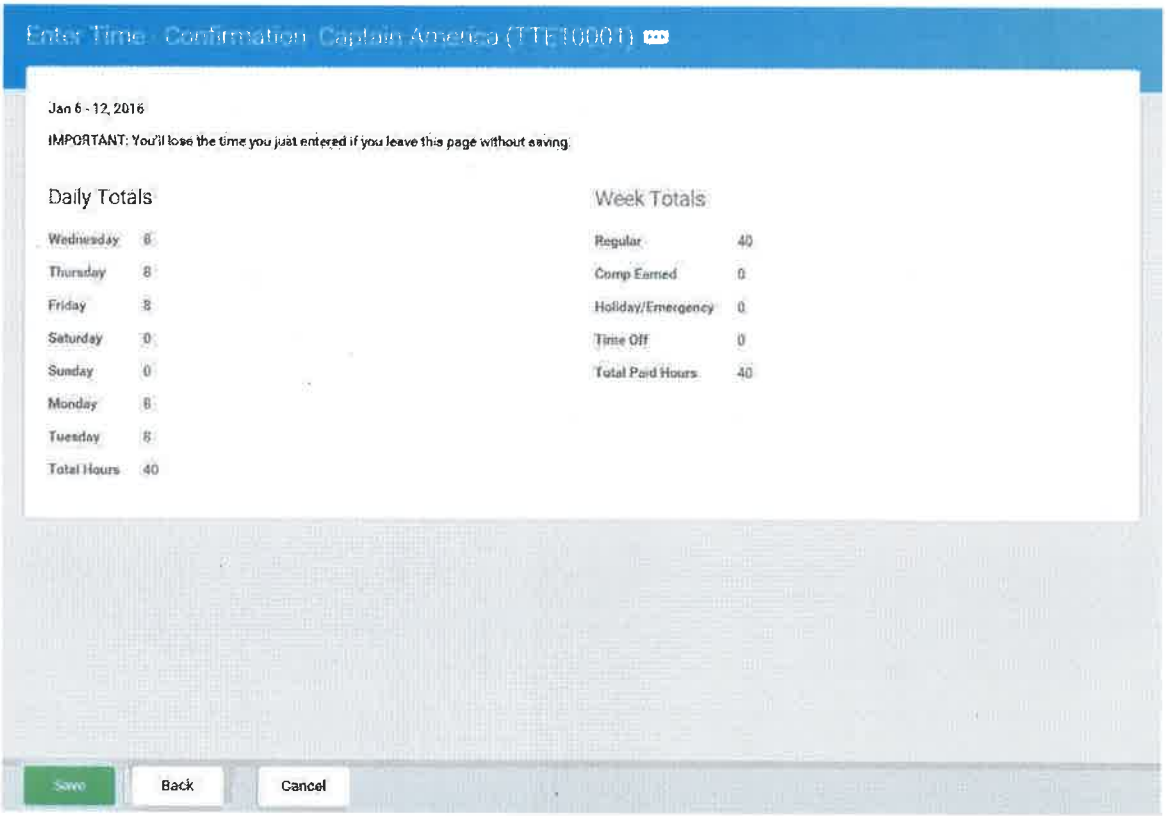
Time Entry Procedures

Type of Time	Entry Procedure
To *copy time* from a previous week (a week in the past to save time on your entry)…	1. Click the **Auto-fill from Prior Week** button. 2. Click the **Select Week** field and select the week (e.g., 11/11/15 – 11/17/15) you want to copy. 3. *Optional.* Click the **Also copy details and comments** check box, to add all details and comments from that time sheet (if desired). 4. Click **OK**. 5. Review the timesheet. 6. If needed, modify time. Use procedures listed in this table to modify timesheet.
To enter *regular work hours…*	1. Click the **Add Row** icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Verify that the appropriate **Time Entry Code** displays in the **Time Type** field. (e.g., Exempt: Regular, Non-Exempt: Regular, Regular, etc.) **Note**: Regular scheduled work hours should be entered with the appropriate Time Entry Code. This code defaults based on your employee type. If the code doesn't default, click the prompt in the **Time Type** field. Then, select the appropriate **Time Entry Code**. 3. Enter/select the following information in the fields listed: • **In**: Enter the start time you reported to work. For example, enter "8a".Then, click in the next field or click Tab. • **Out**: Enter the time you checked out of work. For example, enter "12p". Then, click in the next field or click Tab. • **Out Reason**: Select the reason (e.g., Meal or Out) you check out of work. • **Position**: If you have another State position(s) for which you are reporting time, enter or select the position. • **Worktag**: Select a Worktag (e.g., PCA, Grant Location, etc.), if applicable. (**Note:** Only some agencies use worktags). 4. Repeat the steps above to enter all blocks of time for each week as needed.

(For Compressed Regular Full-Time/Exempt employees ONLY) To enter approved *Comp Time earned …*	1. Click the **Add Row** icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Enter/select the following information in the fields listed: • **Time Type**: Use the prompt to select the appropriate Time Entry Code. • **In**: Enter the start time you reported to work. For example, enter "4p". Then, click in the next field or click Tab. • **Out**: Enter the time you checked out of work. • **Out Reason**: Select the reason (e.g., Meal or Out) you check out of work. • **Worktag**: Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note**: Only some agencies use worktags. 3. Repeat the steps above to enter all blocks of time for each day of the week, as needed.
To enter time for *special payments…*	1. Click the **Add Row** icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Enter/select the following information in the fields listed: • **Time Type**: Use the prompt to select the appropriate Time Entry Code (e.g., Asbestos Pay, etc.). • **Quantity**: Enter the applicable quantity of hours, periods, etc. 3. Repeat the steps above to enter any other time for the week, as needed.
To enter *intermittent leave…* (e.g., leave taken by the hour that is less than a full day)	1. Click the **Add Row** icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Enter/select the following information in the fields listed: • **Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick). • **Time Off Reason:** Use the prompt to select the time off reason. • **In:** Enter the start time of the leave. • **Out:** Enter the time the leave ended. • **Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note**: Only some agencies use worktags. 3. Repeat the steps above to enter any other leave, as needed. **Note:** Time worked and time off (leave) can be entered in any order depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted.
To *delete a row* entered…	1. Click the **Remove Row** icon to delete a row on the timesheet.

4. When you are finished entering time, click the **Next** button.

Enter Time



5. Review the **Daily** and **Week** totals.

- The **Daily Totals** section displays the number of hours entered by day for the week.
- The **Week Totals** section displays the weekly balances (in hours) by category: For Example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday/Emergency, Time Off, etc.
- If you need to make changes to the timesheet, click the **Back** button.

6. Click the **Save** button.

   IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

7. Once time is entered for the pay period, the timesheet should be submitted for approval.

   SUBMISSION DEADLINE: Time should be submitted at the end of the pay period on Tuesday, by 11:59 pm or as directed by your supervisor. Use the **Submit Time** job aid for procedures.

8. The System Task is complete.

Tips for Time Entry:

- Each hour in the work day must be accounted for when entering time.
- Use the plus sign to account for each block of time worked or for intermittent leave taken in a day.

  For example, John arrived at work at 8:00am and went to lunch at 12:00pm. He returned at 12:30pm and left work at 4:30pm for the day. To enter time for this day, John would add a row for 8:00am to 12:00pm and another row for 12:30pm to 4:30pm.
- Meals should not be included in your work hours, unless your Agency allows paid meal time.
- The start time (e.g., **In**) and end time (e.g., **Out**) must be entered and the appropriate time code selected.

  Valid entries when entering **In** and **Out** times:

  Examples:

  - To enter **8:00am**:
    Valid entries: "8a", "8:00a", "0800", "8 am", "8:00 am"
  - To enter **8:30am**:
    Valid entries: "830a", "8:30a", "0830", "8:30 am"
  - To enter **4:00pm**:
    Valid entries: "4p", "4:00p", "400p", "1600", "4 pm", "4:00pm"
  - To enter **4:30pm**:
    Valid entries: "430p", "4:30p", "1630", "4:30 pm"
- Differentials and special payments require the entry of the total quantity of hours worked in that shift or activity (e.g., asbestos pay, on-call pay).
- Comp Time and Overtime:
  - **For Regular 40-Hour Exempt Employees**: The system automatically calculates comp time earned 30 minutes after the 8th hour on a workday.
  - **For Non-Exempt COE Employees**: The system automatically calculates overtime after forty (40) hours have been worked in the week. If you choose earn Comp Time in lieu of cash overtime or to "bank" your overtime instead of receiving cash, enter hours that you want to bank on the time sheet.
  - **For Compressed Schedule Exempt Employees:** You must manually enter any additional time worked outside the normal compressed schedule for a day as "Comp Time Earned" on a second time block or row, including the start (in) time and end (out) time).
  - **For Compressed Schedule Non-Exempt Employees:** The system automatically calculates overtime after forty (40) hours have been worked in the week. If you choose to earn Comp Time in lieu of cash overtime or to "bank" your overtime instead of receiving cash, enter hours that you want to bank on the time sheet.
- You must account for your scheduled work hours per day on your timesheet.
- You may have to enter several different time codes in the same day depending on the situation, one per row is allowed. You can click the **Add Row** icon each time you want to add another row.
- The system automatically calculates the total work and leave hours for the week based on the in and out times or quantity entered.
- The system automatically calculates holidays (except for 24/7 employees). 24/7 employees must enter pre-scheduled holidays on the timesheet.
- Refer to the **Time Entry and Time Off Code Guide** for a list of valid time codes.

Submit Time

Use this procedure to submit time for a pay period. Submit time after all time has been entered for pay period. All time entries including corrections should be submitted by the end of the pay period.

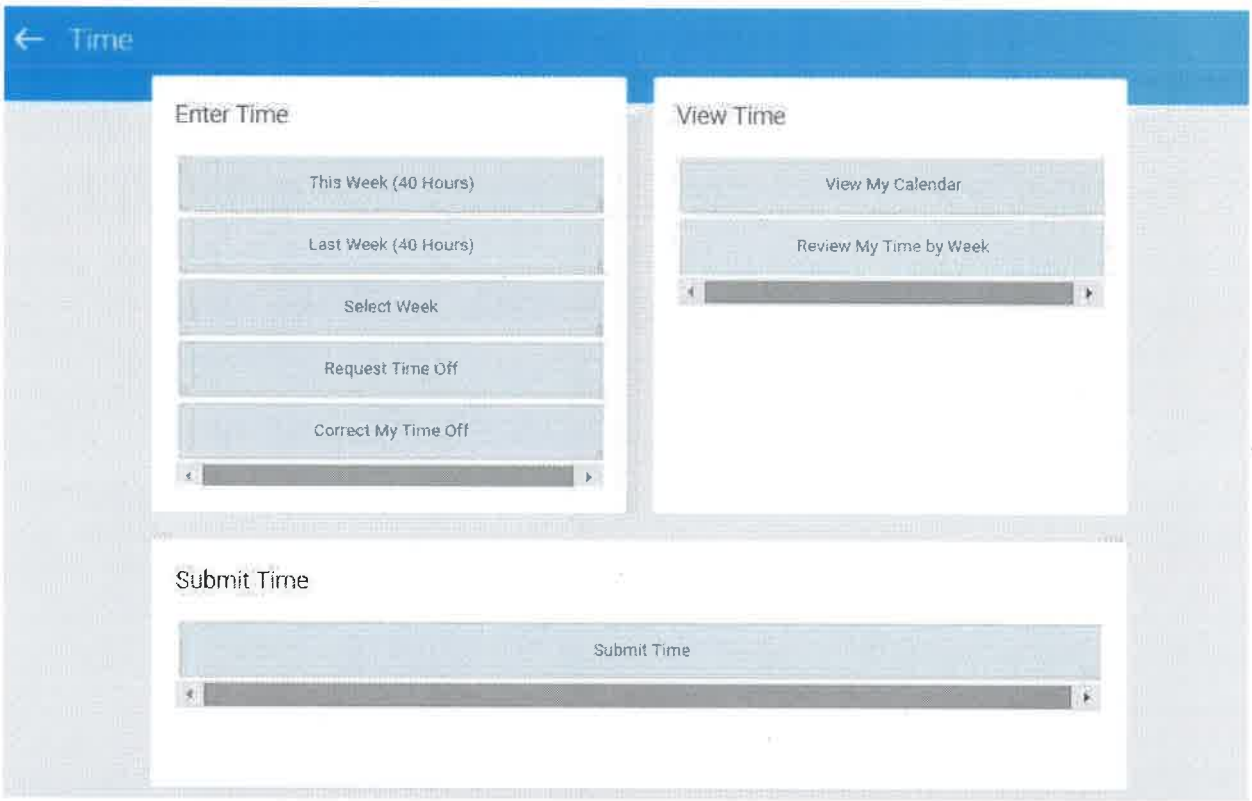
Before submitting your timesheet, use the **Review My Time By Week** job aid to preview your timesheet.

Procedure:

1. From the Home page, click the Time

worklet.

Time Worklet

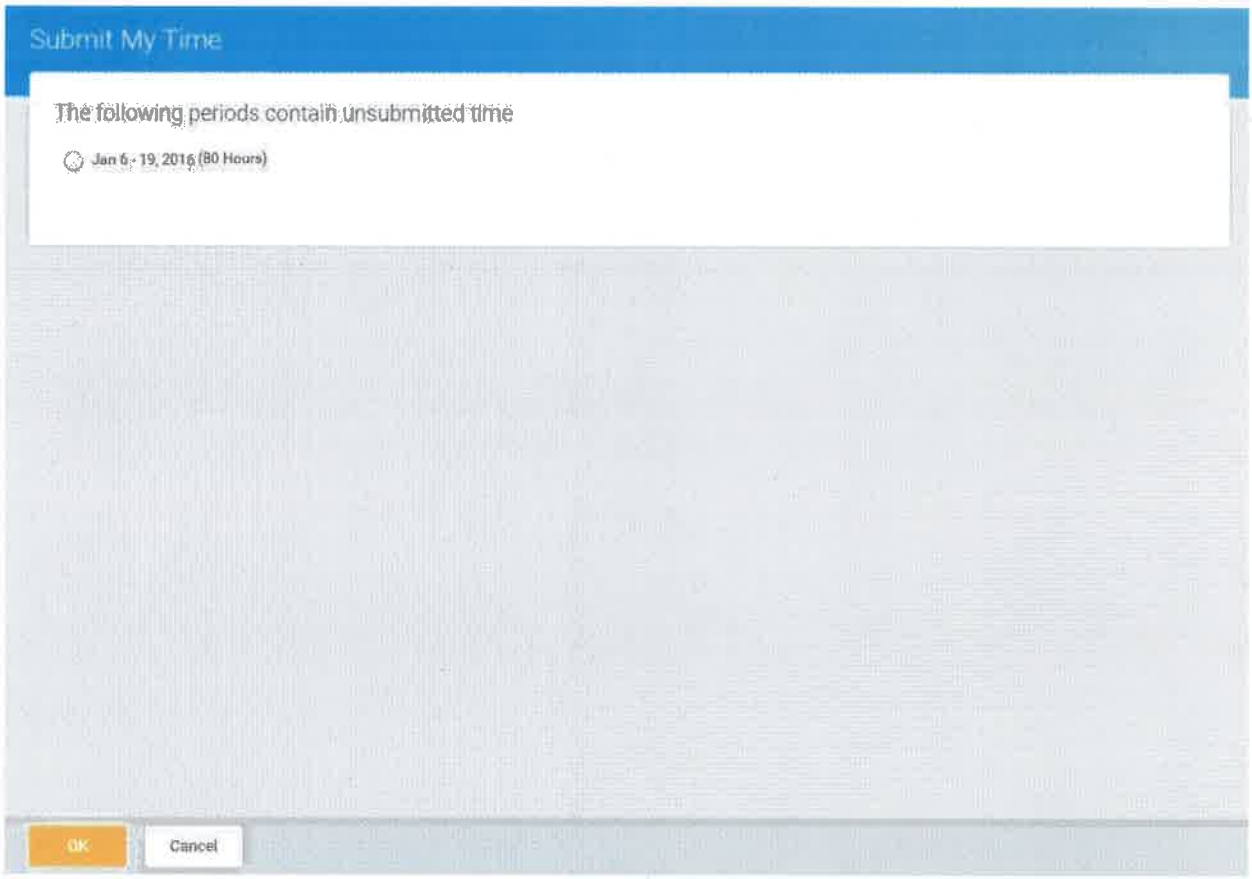


2. In the **Submit Time** section, click the **Submit Time**

button.

Tip: This button only displays when there is time that you have not submitted.

Submit My Time

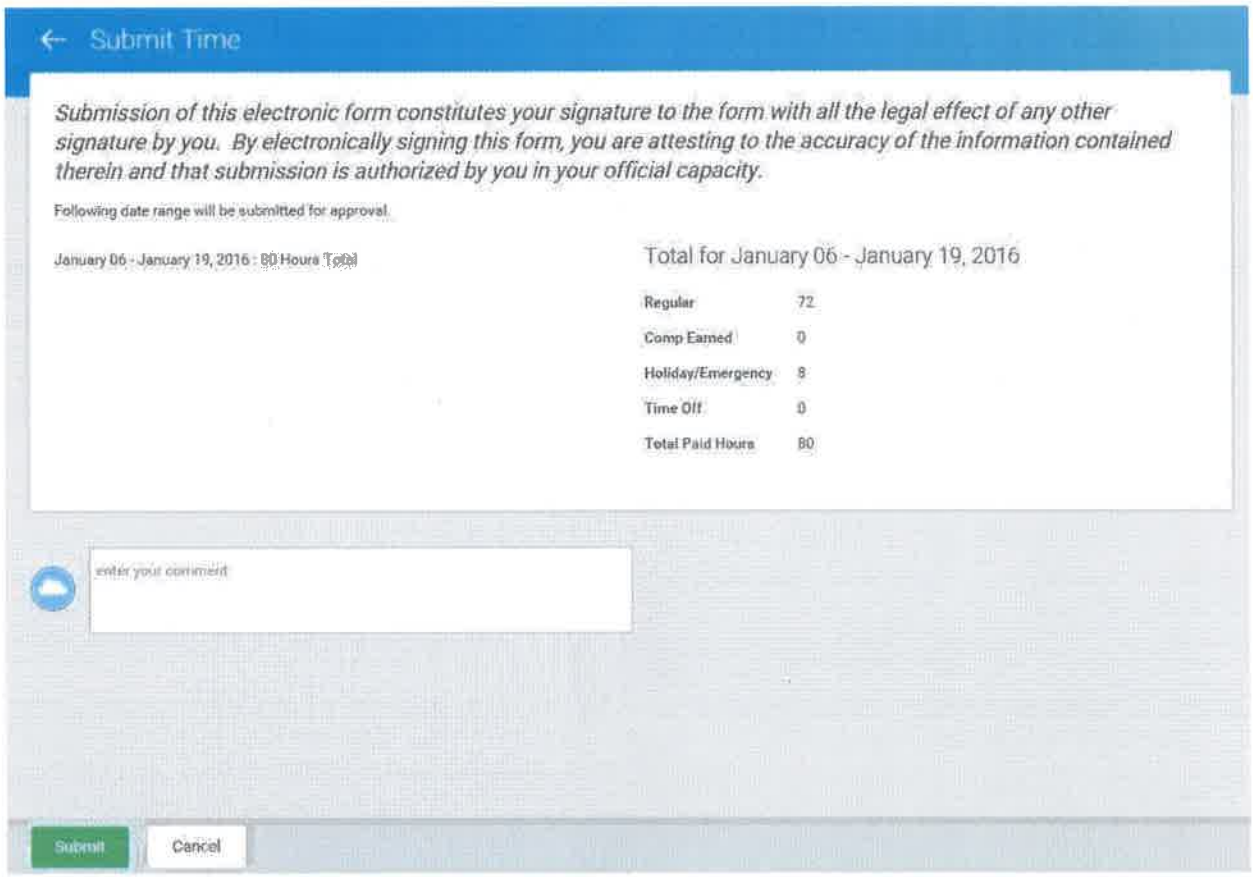


3. Click the radio button beside the pay period to be submitted.

Tip: There may be more than one unsubmitted pay period listed in this section. You can only submit one pay period at a time.

4. Click the **OK** OK button.

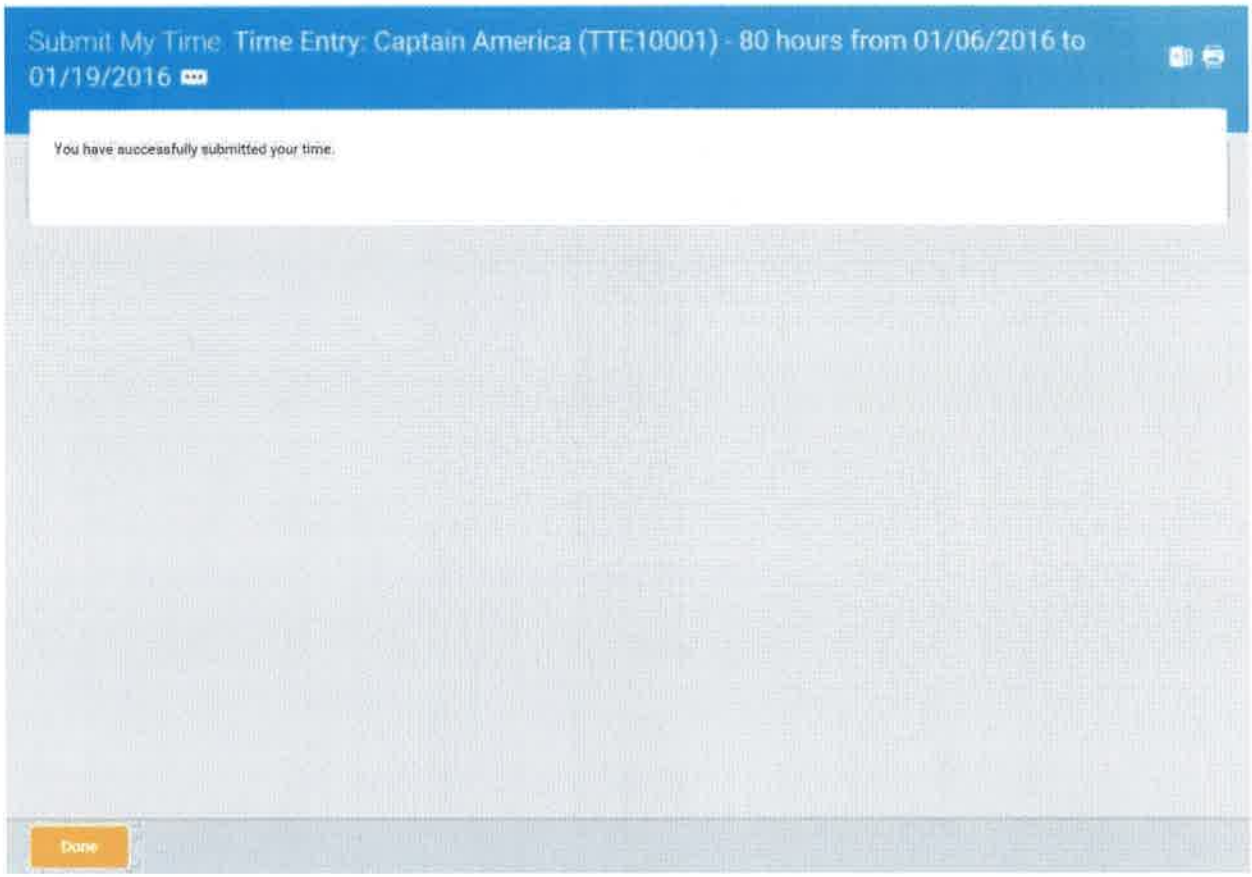
Submit My Time – Electronic Signature



5. Verify that the totals are correct and then click the **Submit** button.

Please read the statement at the top of the screen carefully prior to your submission. Submitting a fraudulent timesheet may be cause for disciplinary action up to and including termination.

Submit My Time – Confirmation Page



6. Click the **Done** button.

Information: Your timesheet will be routed for approval. Your supervisor or other designated approver (e.g., your supervisor's manager or Time Keeper Approver) approves your submitted time. To view the status of your timesheet, use the **Review My Timesheet By Week** job aid.

7. The System Task is complete.

Correct Reported Time

Use this procedure to modify time that was entered incorrectly, add time that was previously omitted, delete time entries, or make other changes.

You can modify timesheets for the current pay period and **one** previous pay period.

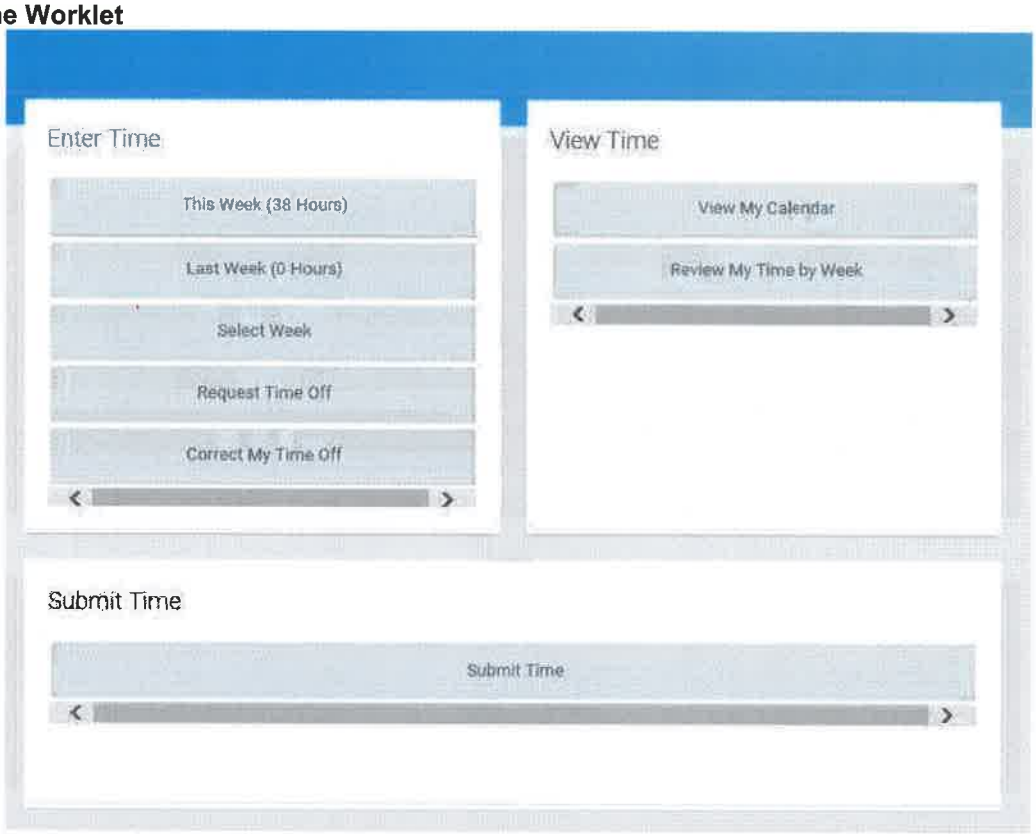
Note that if you correct time in a timesheet that has already been approved, you will have to submit the change to be approved. Your timesheet and all corrections should be submitted by the last day of the pay period by 4pm to ensure timely submission.

Procedure:

1. From the Home page, click the **Time**

worklet.

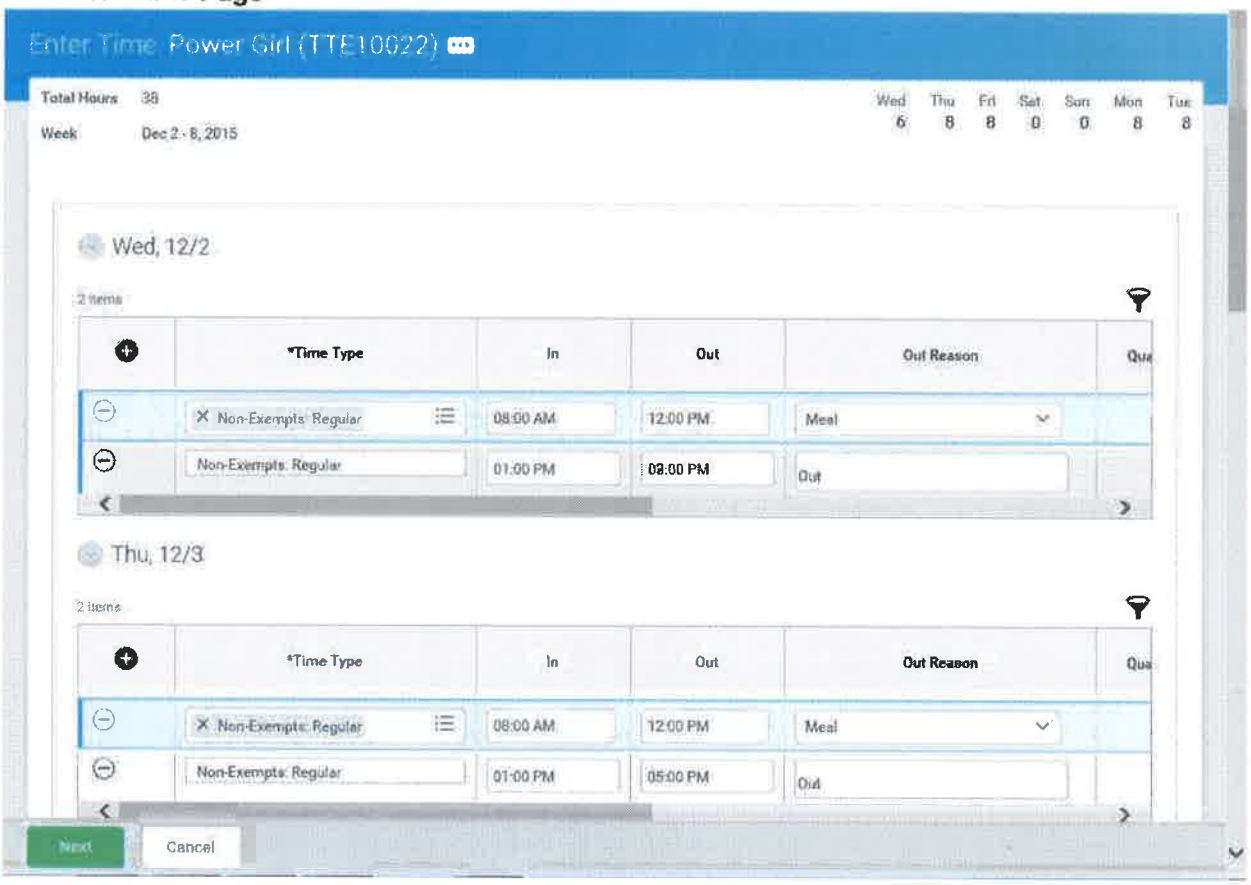
Time Worklet



2. Choose whether to adjust time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the **This Week** button.
To enter time for the last week...	Click the **Last Week** button.
To enter time for a previous week...	Click the **Select Week** button.

Enter Time Page



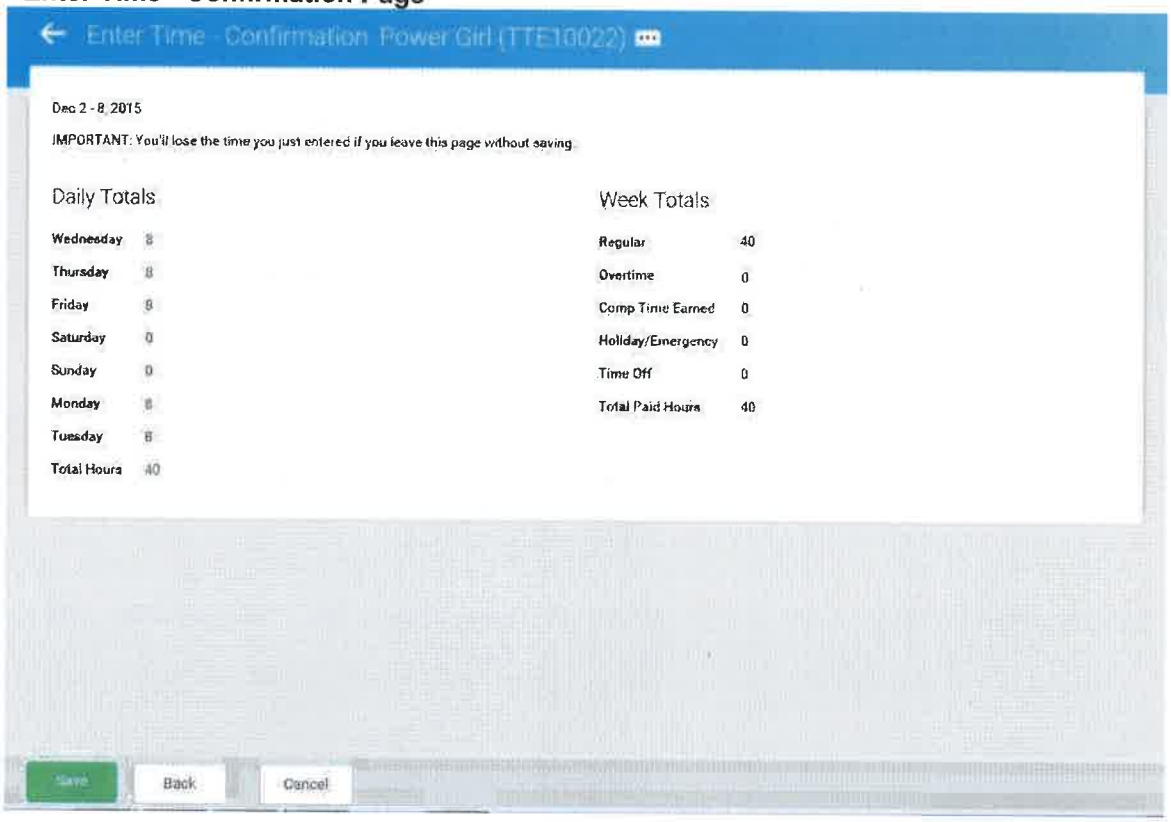
3. To modify the entries on the timesheet, use the procedures in the Timesheet Entry Procedures table below:

Timesheet Entry Procedures

Type of Time	Entry Procedure
To update a field in a row…	1. Click in the field that you want to update and change values as needed. 2. Enter a comment on the row that was modified.
To add time…	1. Click the **Add Row** icon to enter time on a specific day in the week. 2. Enter/select values in the required fields: 3. Enter a comment on the row that was added. 4. Repeat the steps above to enter all blocks of time for each day of the week, as needed.
To *delete time* entered…	1. Click the Remove Row icon to delete a row on the timesheet.

4. When you are done, click the Next button.

Enter Time - Confirmation Page



5. Review Daily and Week Totals. Confirm that adjustments are recorded correctly.

Information:

- The **Daily Totals** section displays the total hours entered by day for the week.
- The **Week Totals** section displays the applicable weekly balances (in hours) by category. For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday/Emergency, Time Off, etc.
- If you need to change or add something after the review of your totals, click the **Back** button to go back to the previous screen

6. Click the **Save** Save button.

   IMPORTANT: You'll lose the time you just entered if you leave the page without saving.

7. After adjustments are saved, you must submit the corrected entries for approval.

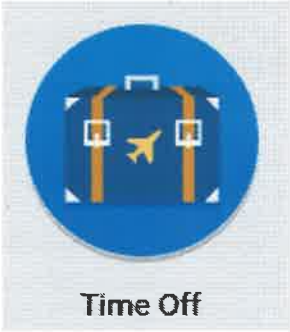
   Information: Time should be submitted at the end of the pay period by 4 pm or as directed by your supervisor.

8. The System Task is complete.

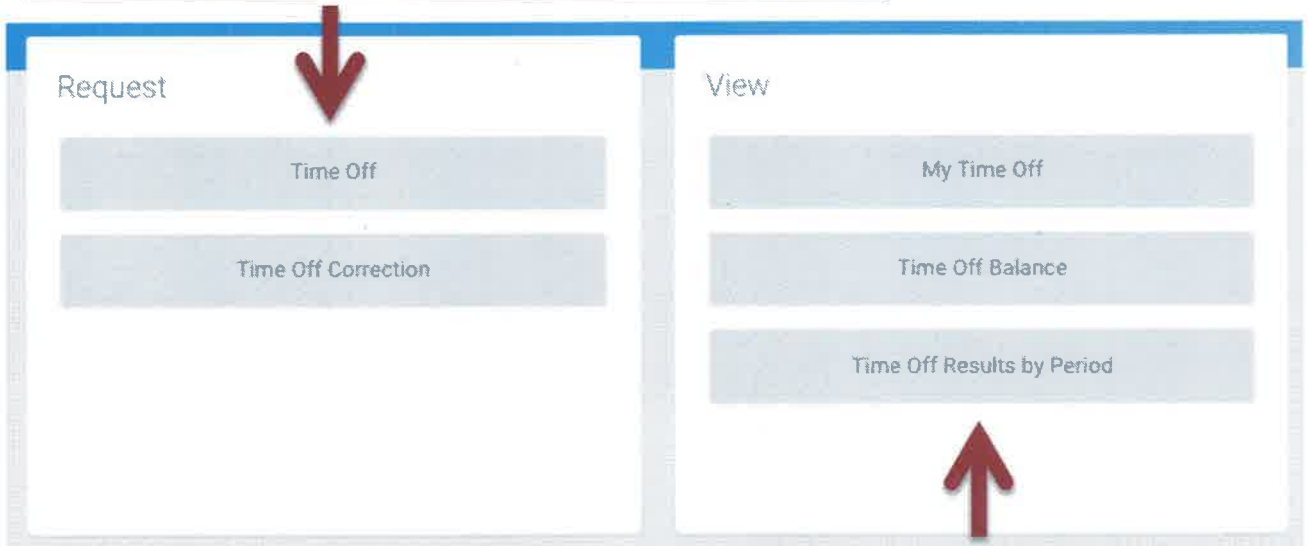
WORKDAY TIME OFF OVERVIEW
QUICK REFERENCE GUIDE

THE TIME OFF WORKLET

Click the **Time Off** worklet on the **Home** page to…

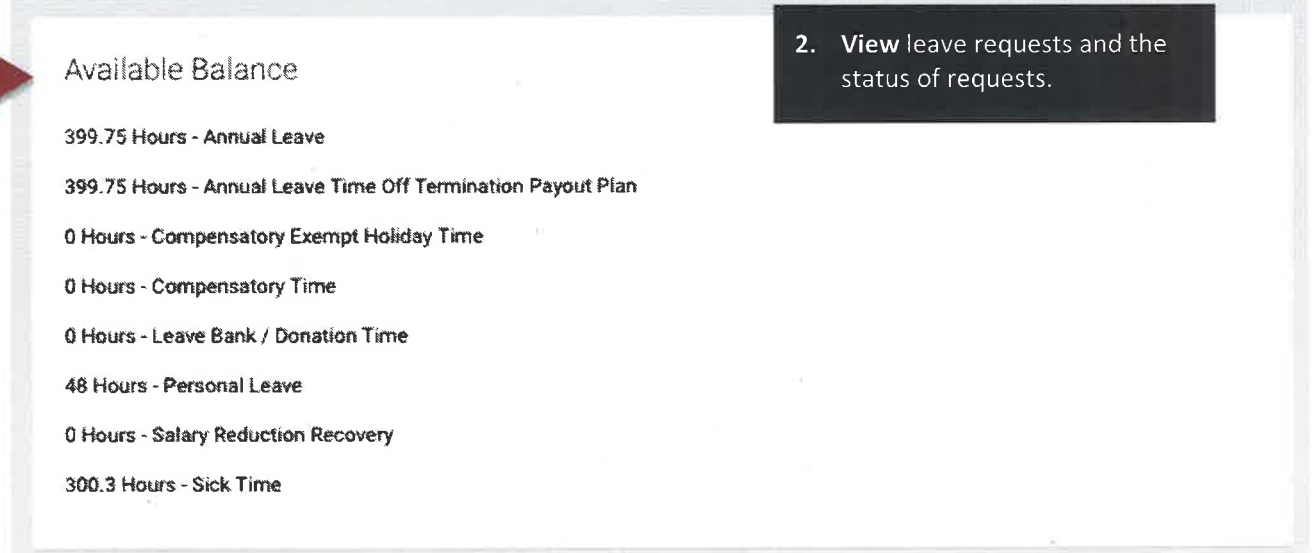


1. **Request** time off (leave) **that for a full work day or consencutive full days off.** For example, a week long vacation. You can also correct time off requests. This type of leave does not require HR approval.



2. **View** leave requests and the status of requests.

3. **View** leave balances.



NOTE: Leave of Absenence (LOA) requests such as FMLA, Accident, Organ Donation, etc. that require a request/application process outside of Workday and HR approval <u>are not requested using the Time Off worklet</u>. Contact your HR office to request a Leave of Absence.

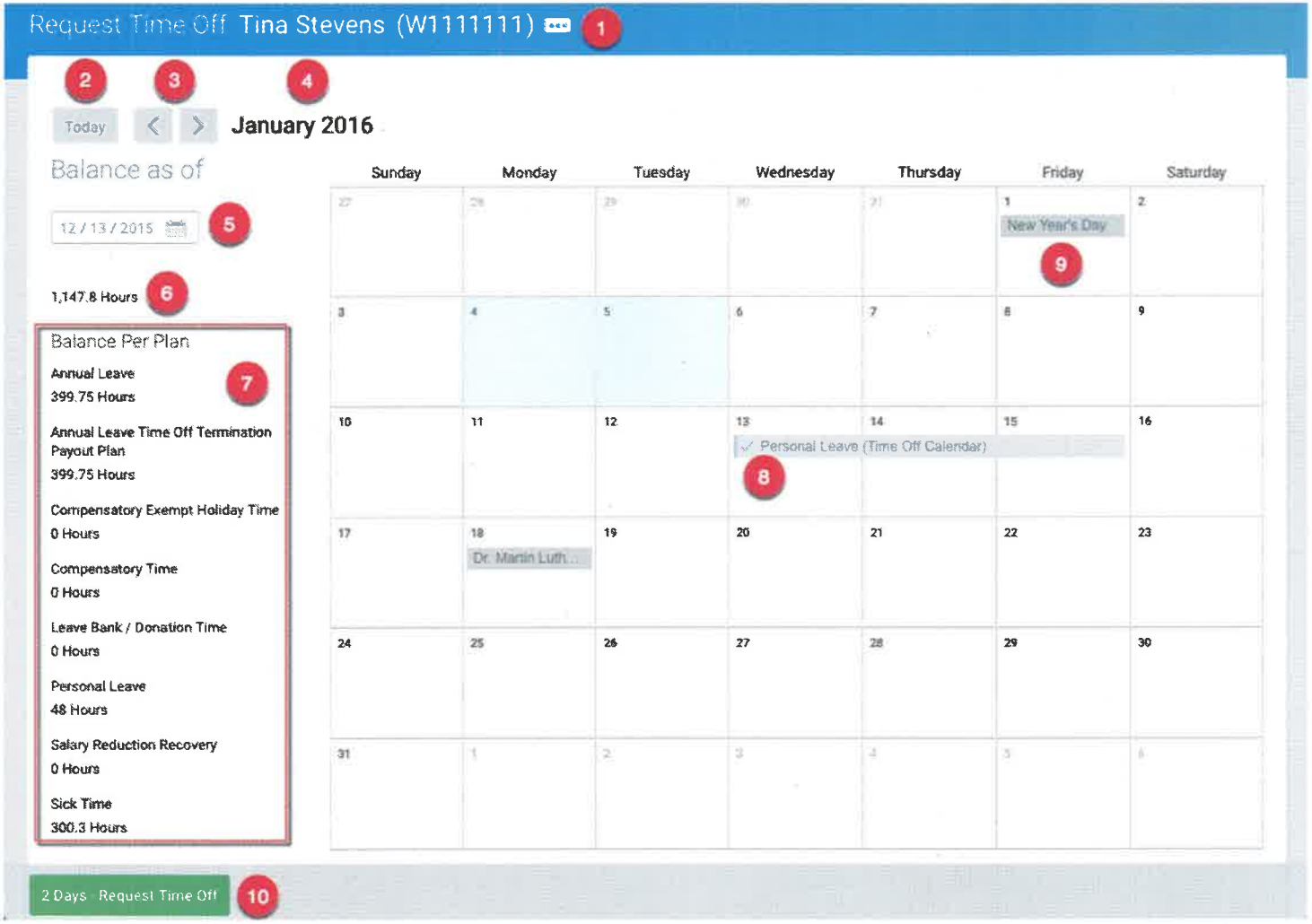
WORKDAY TIME OFF OVERVIEW
QUICK REFERENCE GUIDE

REQUEST TIME OFF PAGE

1. **Employee Name and Employee ID.**
2. **Today** button. Click to display the current month.
3. **Arrow Controls.** Scrolls through the months in the calendar.
4. **Month**. Indicates the calendar month displayed on the screen.
5. **Balance as of Date.** Shows the as of date for leave balances, e.g., annual leave, comp time, personal leave, etc.. This date can be changed.
6. **Total Leave Balance.** Displays the total of the leave hours available as of the date selected in the **Balance as of...** date field.

7. **Balance Per Plan.** Section displays leave balances for each leave plan listed.
8. **Time Off Request** Time Block. Displays any time off requests including the status. Common time off request statuses, include:
   - **Unsubmitted** – Gray Clock
   - **Submitted** – Gray Check Mark
   - **Action Needed** – Yellow Exclamation Point
   - **Approved** – Green Checkmark
   - **Denied** – Red Circle

9. **Holidays.** Time blocks that display scheduled State holidays.
10. **Request Time Off** button. Click to enter leave type and reason (after indicating on the calendar dates being requested). The button displays the number of days being requested



Note: See the **Request Time Off** job aid for step-by-step instructions.

Request Time Off

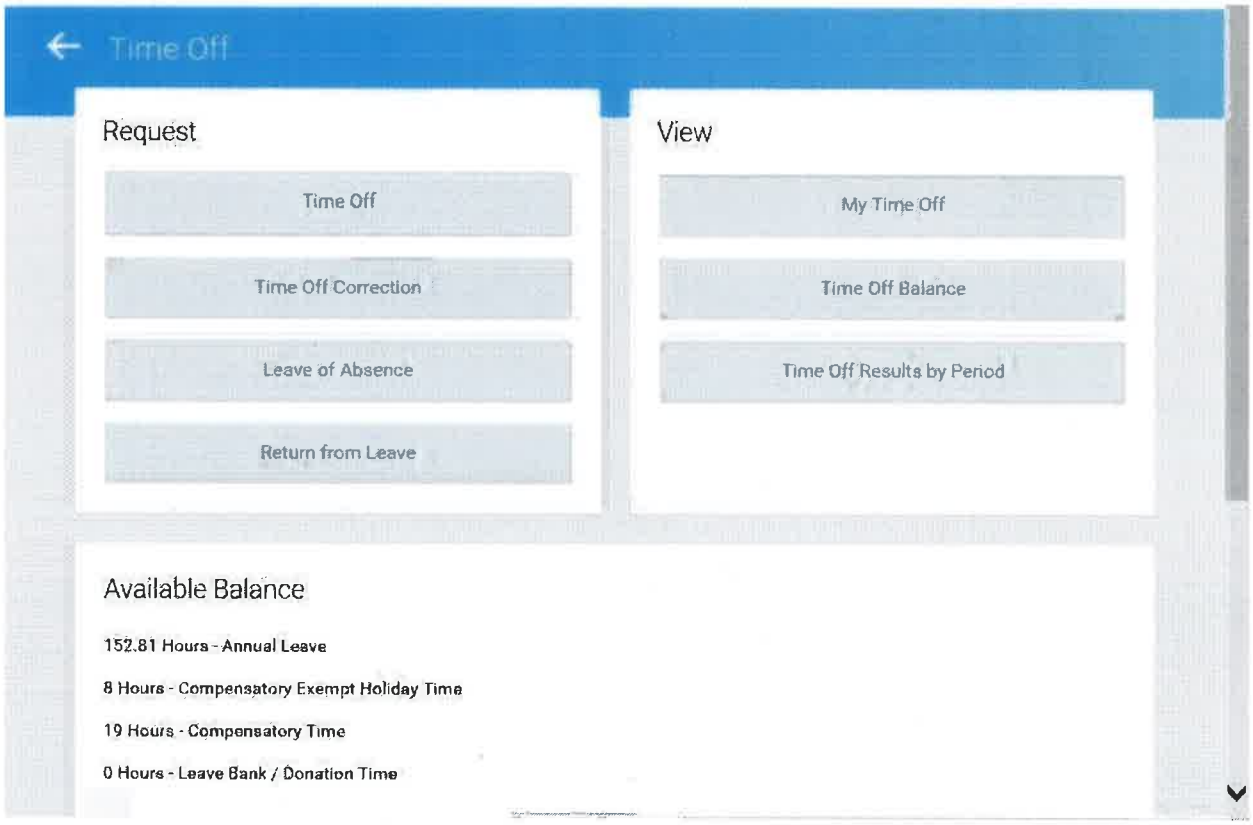
Use this procedure to request continuous leave (more than 8 hours at a time or multiple workdays for the employee) in a future pay period such as vacation. To request continuous leave, select the days you want to use leave. Your balances are updated at the end of the pay period.

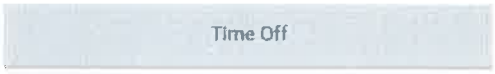
The days that you select will automatically be added to the corresponding future timesheet(s) and will display as time off (leave). There will be no need to report your leave on that week's timesheet.

Procedure:

1. From the Home page, click the **Time Off** worklet.

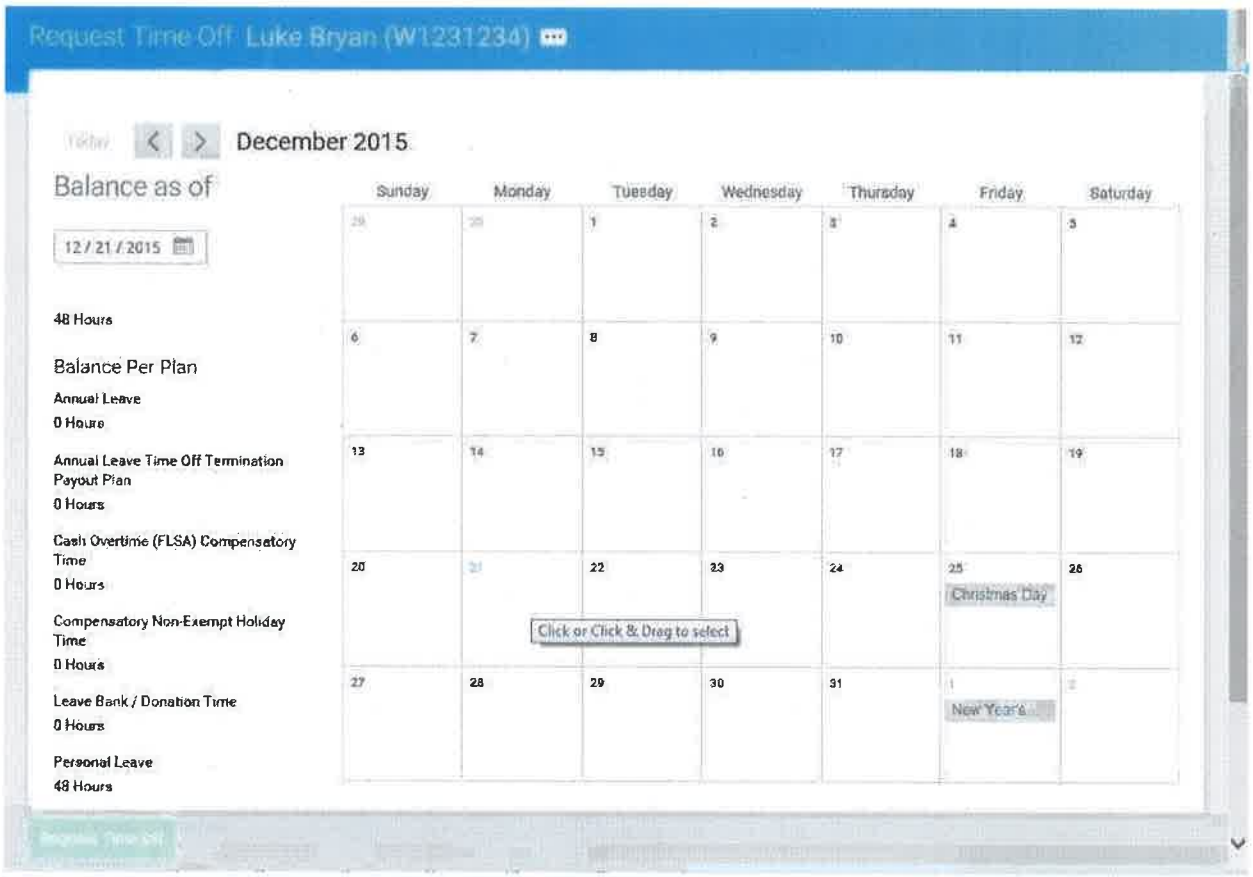
   Time Off worklet



2. In the Request section, click the Time Off 

button.

Request Time Off



3. To select days you want to take off:

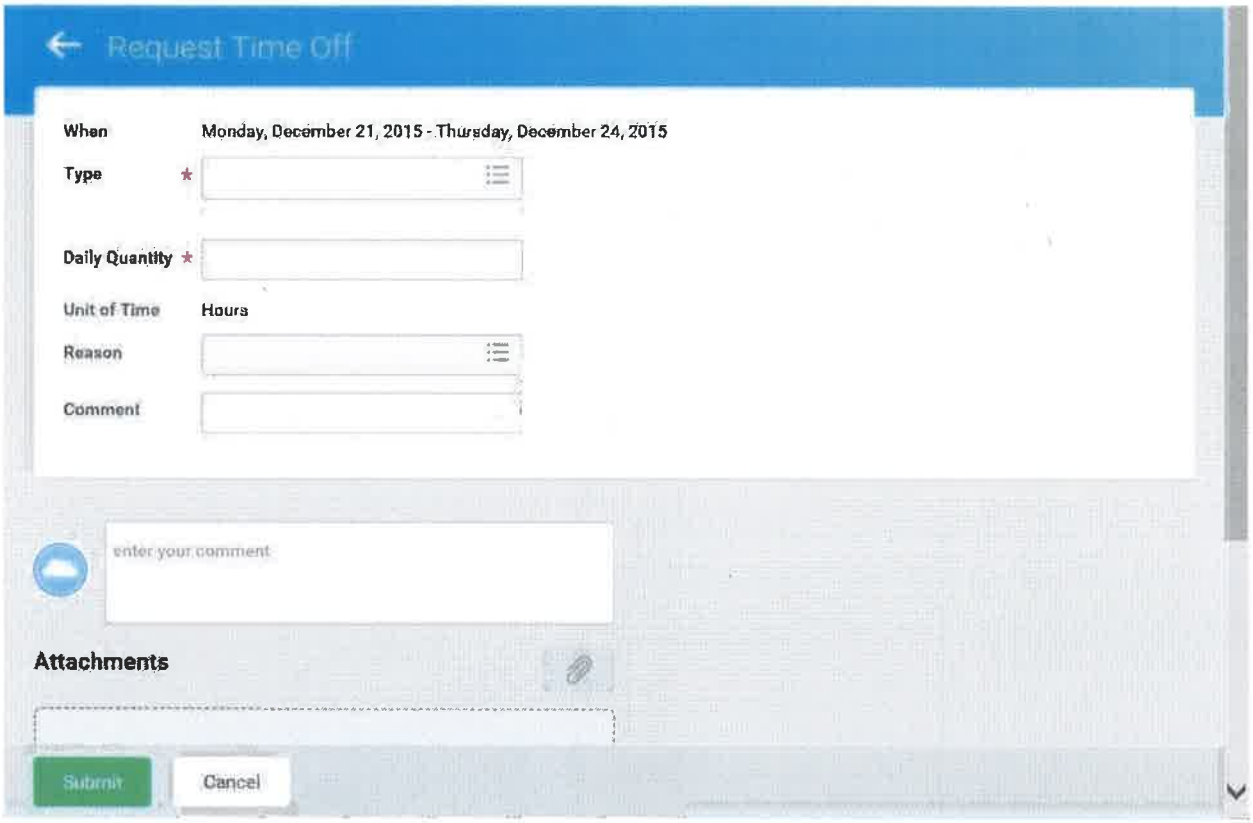
   a. Use the **Next** > arrow to find an upcoming month in which you want to take a day off. (Use the **Previous** < arrow to go back, if needed.)

   b. Click the day(s) on the calendar to select them.
   Tip: Click the day and, for multiple consecutive days, drag acrossthe calendar to select consecutive days.

   c. Click the **Request Time Off** button that states the number of days you are requesting.

Note: The **Request Time Off** button displays the number of days that you are requesting to take off. *Example*: 4 Days - Request Time Off

Request Time Off



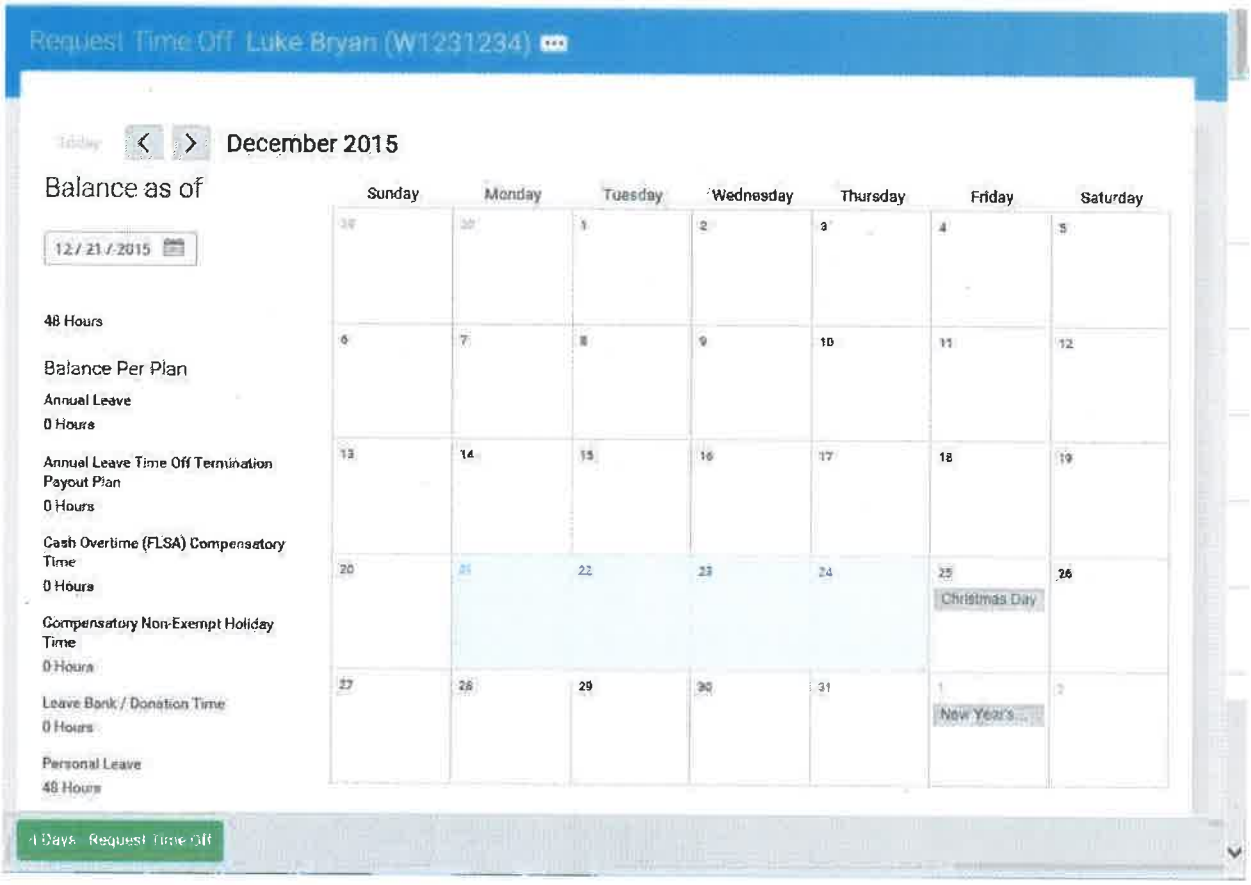
4. In the window, enter /select the following information in the fields listed:

    a. **Type:** Use the prompt to select the appropriate Time Off code.
    b. **Daily Quantity:** Enter the number of hours you are taking off daily. The **Daily Quantity** cannot exceed your scheduled daily hours.
    c. **Reason:** Use the prompt to select the appropriate reason for leave.

5. Click the **Submit**

button to submit the requested time off for approval.

Request Time Off



6. Review the submitted time off request on the calendar. The day(s) that you requested on the calendar.

Tips:

- Leave balances are not updated until the end of the pay period.
- To view the status of your time off request, use the **View Time Off (Leave) Requests and Balances** job aid.
- You can cancel time off before it has been approved. After time off has been approved, you can correct time off.
- There is no need to request Holidays as Time Off unless you work in a unit that uses pre-scheduled holidays.

7. The System Task is complete.

View Time Off (Leave) Requests and Balances

Use this procedure to view:

- All your leave requests and the current status
- Your year-to-date leave balances and current pay period leave balances

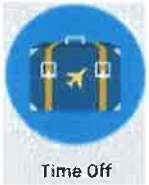
Questions? Please contact your agency Timekeeper or HR Office for questions regarding leave requests and balances.

IMPORTANT
Employee leave balances will be loaded into Workday before the go-live date and then updated again within the first pay period.

Most employee's leave balances have been one pay period behind in current timekeeping systems.

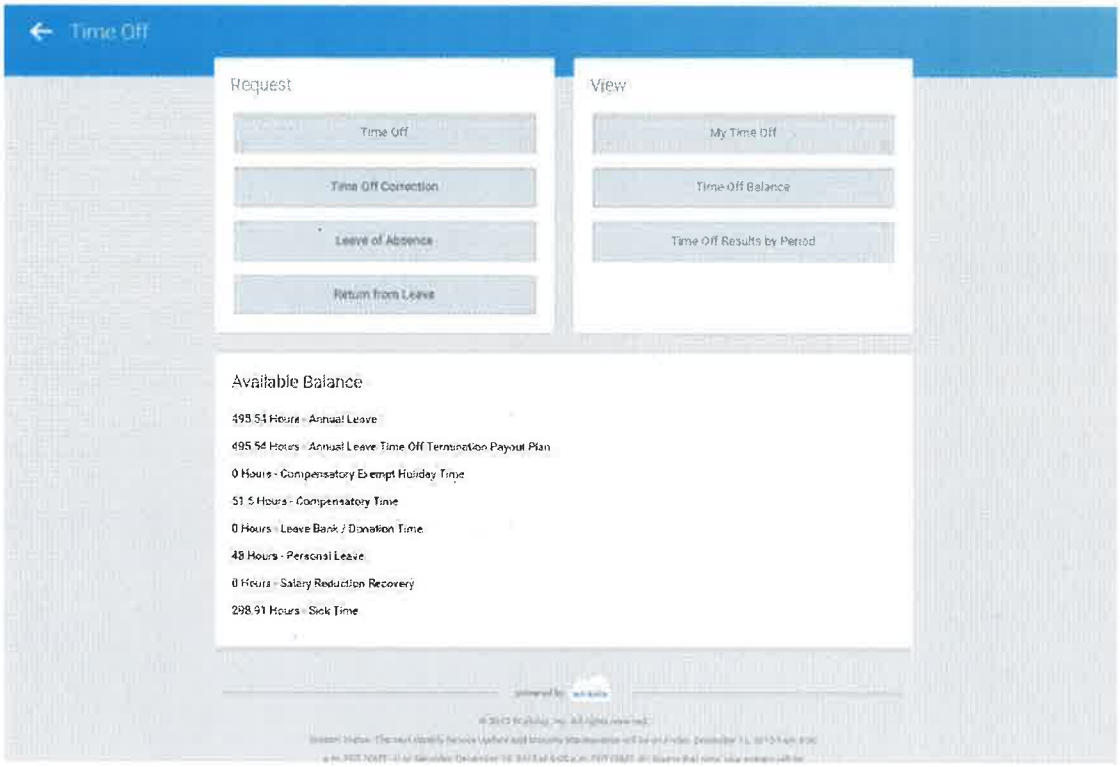
DBM expects leave balances to be up to date in Workday within the first two pay periods as timesheets from the current systems are processed in each agency

Procedure:

1. From the Home page, click the **Time Off** 

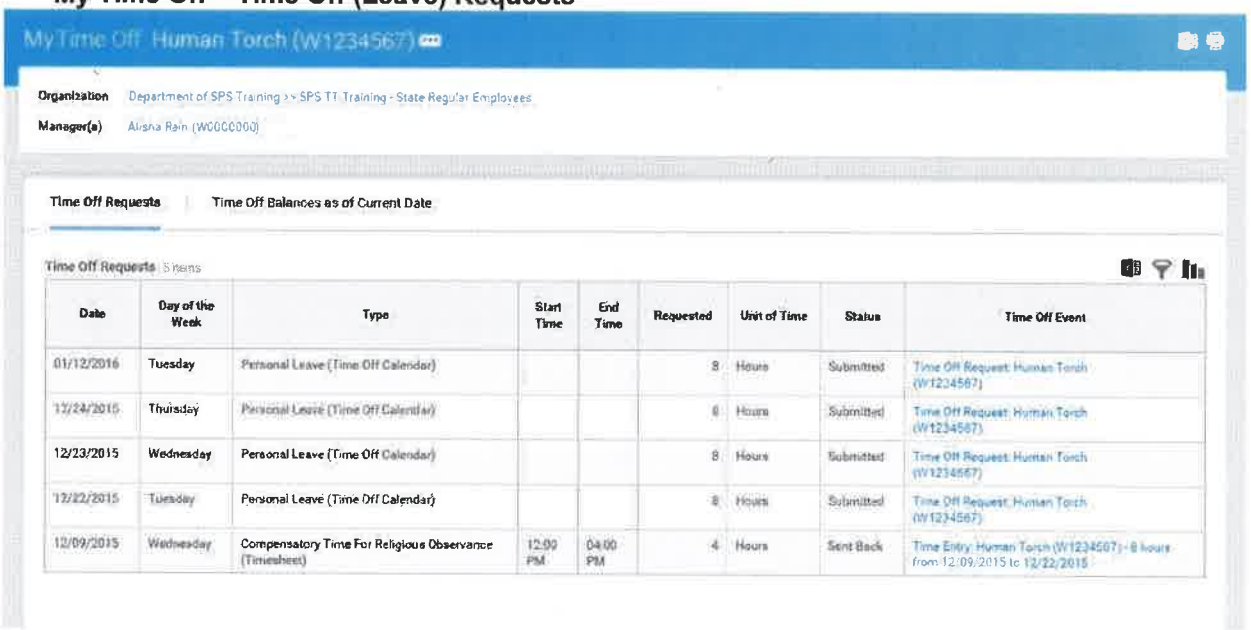
worklet.

Time Off Worklet



2. Under View, click the My Time Off button.

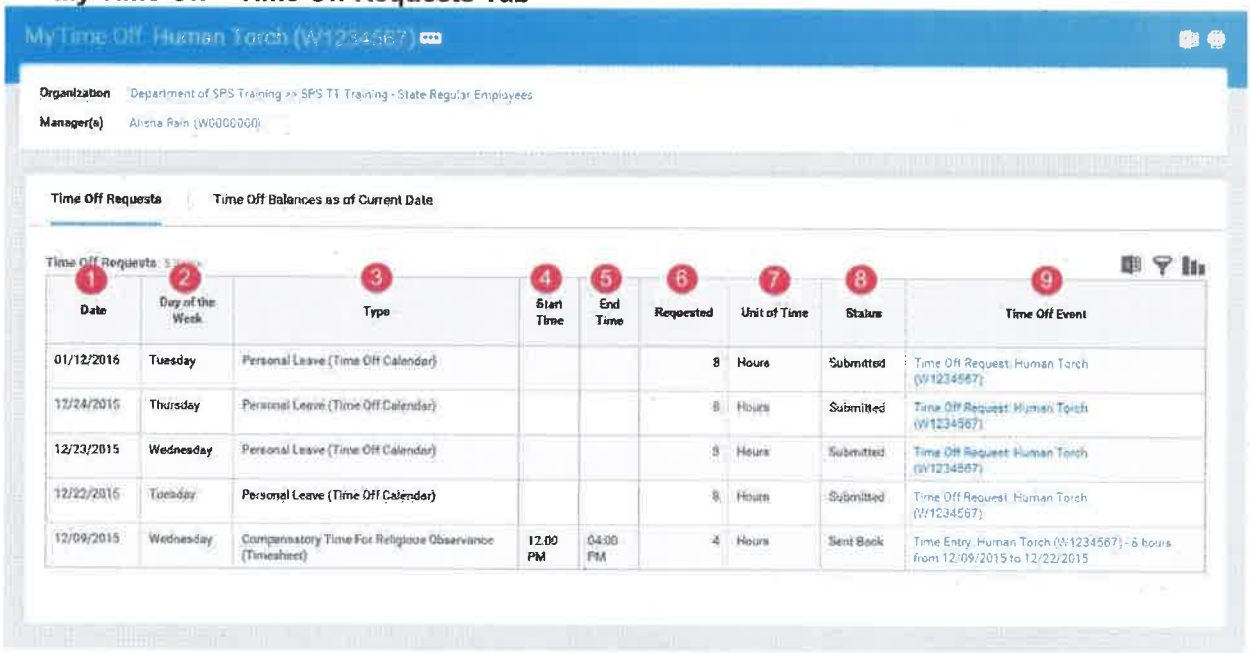
My Time Off – Time Off (Leave) Requests



Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Status	Time Off Event
01/12/2016	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/24/2015	Thursday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/23/2015	Wednesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/22/2015	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/09/2015	Wednesday	Compensatory Time For Religious Observance (Timesheet)	12:00 PM	04:00 PM	4	Hours	Sent Back	Time Entry: Human Torch (W1234567) - 8 hours from 12/09/2015 to 12/22/2015

- **Time Off Requests Tab**: Click this tab to review your leave requests and the status. This tab is not available when there are no leave requests.
- **Time Off Balances as of Current Date Tab**: Click this tab to compare your year-to-date leave balances and current pay period balances.

My Time Off – Time Off Requests Tab

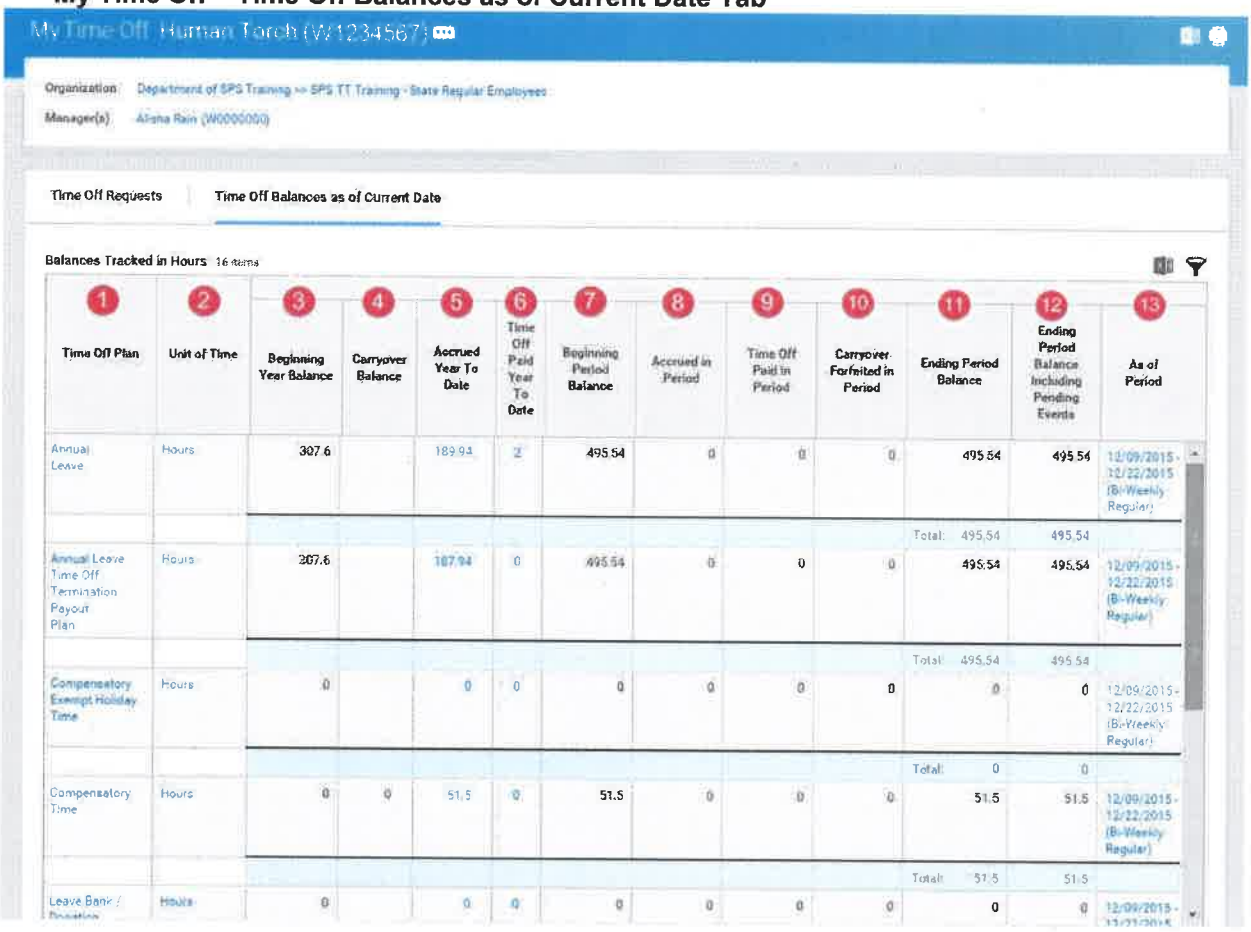


Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Status	Time Off Event
01/12/2016	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/24/2015	Thursday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/23/2015	Wednesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/22/2015	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/09/2015	Wednesday	Compensatory Time For Religious Observance (Timesheet)	12:00 PM	04:00 PM	4	Hours	Sent Back	Time Entry: Human Torch (W1234567) - 8 hours from 12/09/2015 to 12/22/2015

Time Off Requests Tab

#	Column	Description
1	**Date**	Date leave was requested.
2	**Day of the Week**	Day of the week leave was requested.
3	**Type**	Leave type requested (e.g., Annual Leave, Personal Leave, FMLA, etc.).
4	**Start Time**	Start time of leave for the day, if applicable.
5	**End Time**	End time of leave for the day, if appicable.
6	**Requested**	Number of hours requested for leave.
7	**Unit of Time**	Unit of time (e.g., hours).
8	**Status**	Status of the leave request: Unsubmitted, Submitted, Approved, Denied, etc.
9	**Time Off Event**	Type of leave request entered in the system: • **Time Entry**: Leave requests less than 8 hours entered on the timesheet. • **Time Off Request**: Leave requests for 8 hours (or your full workday) or more entered on the Time Off Calendar. • **Leave Request**: Leave of Absence (LOA) requests entered by HR, e.g., FMLA, Military, etc. Employees contact their agency HR office to start this type of leave of absence process.

My Time Off – Time Off Balances as of Current Date Tab



1 Time Off Plan	2 Unit of Time	3 Beginning Year Balance	4 Carryover Balance	5 Accrued Year To Date	6 Time Off Paid Year To Date	7 Beginning Period Balance	8 Accrued in Period	9 Time Off Paid in Period	10 Carryover Forfeited in Period	11 Ending Period Balance	12 Ending Period Balance Including Pending Events	13 As of Period
Annual Leave	Hours	307.6		189.94	2	495.54	0	0	0	495.54	495.54	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
										Total: 495.54	495.54	
Annual Leave Time Off Termination Payout Plan	Hours	307.6		187.94	0	495.54	0	0	0	495.54	495.54	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
										Total: 495.54	495.54	
Compensatory Exempt Holiday Time	Hours	0		0	0	0	0	0	0	0	0	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
										Total: 0	0	
Compensatory Time	Hours	0	0	51.5	0	51.5	0	0	0	51.5	51.5	12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
										Total: 51.5	51.5	
Leave Bank / Donation	Hours	0		0	0	0	0	0	0	0	0	12/09/2015 -

Time Off Balances as of Current Date Tab

#	Column	Description
1	**Time Off Plan**	Leave type. For example: – Annual Leave – Annual Leave Time Off Termination Payout Plan – Compensatory Time – Cash Overtime (FLSA) Compensatory Time – Compensatory Exempt/Non-Exempt Holiday Time – Leave Bank/Donation Time – Personal Leave – Salary Reduction Recovery – Sick Time
2	**Unit of Time**	Unit of time for the leave type (e.g., hours).
3	**Beginning Year Balance**	Beginning leave balance for the next 12-month period.
4	**Carryover Balance**	Leave balance that was carried over to the next 12-month period
5	**Accrued Year to Date**	Leave accrued year-to-date.
6	**Time Off Paid Year To Date**	Total leave paid year-to-date.
7	**Beginning Period Balance**	Beginning balance as of the current pay period.
8	**Accrued in Period**	Hours accrued in the current pay period.
9	**Time Off Paid in Period**	Leave paid in the current pay period.
10	**Carryover Forfeited in Period**	Total hours that have been lost and cannot be used during the current pay period, e.g., loss of Annual Leave or Compensatory Leave.
11	**Ending Period Balance**	Ending leave balance for the current pay period.
12	**Ending Period Balance Including Pending Events**	Ending leave balance for approved <u>and</u> unapproved leave in the current period.
13	**As of Period**	Pay period by which all period balances (displayed in columns 6 – 11) are calculated.

3. The System Task is complete.

View Time Off (Leave) Balance by Specific Period

Use this procedure to view your year-to-date leave balances and pay period leave balances as of a date you select.

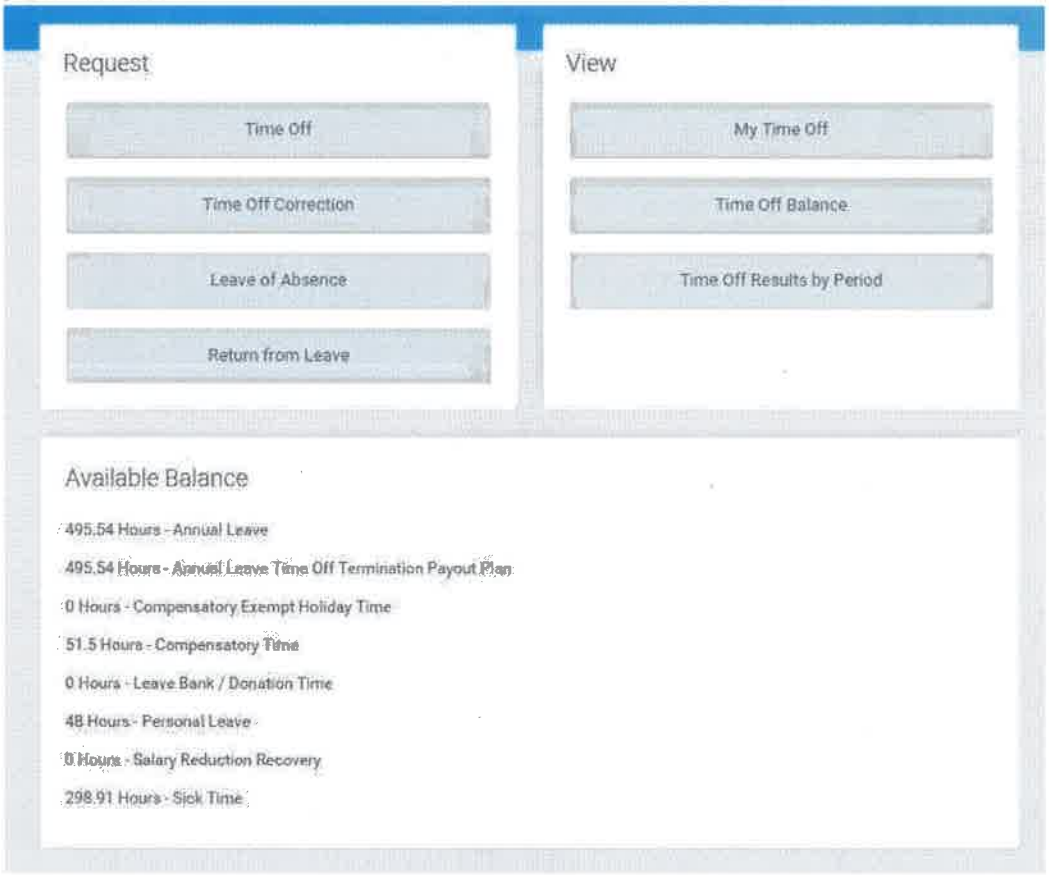
Questions? Please contact your agency Timekeeper or HR Office for questions regarding leave requests and balances.

Procedure:

1. From the Home page click on the **Time Off**

worklet.

Time Off Worklet



2. Under View, click the **Time Off Balance**

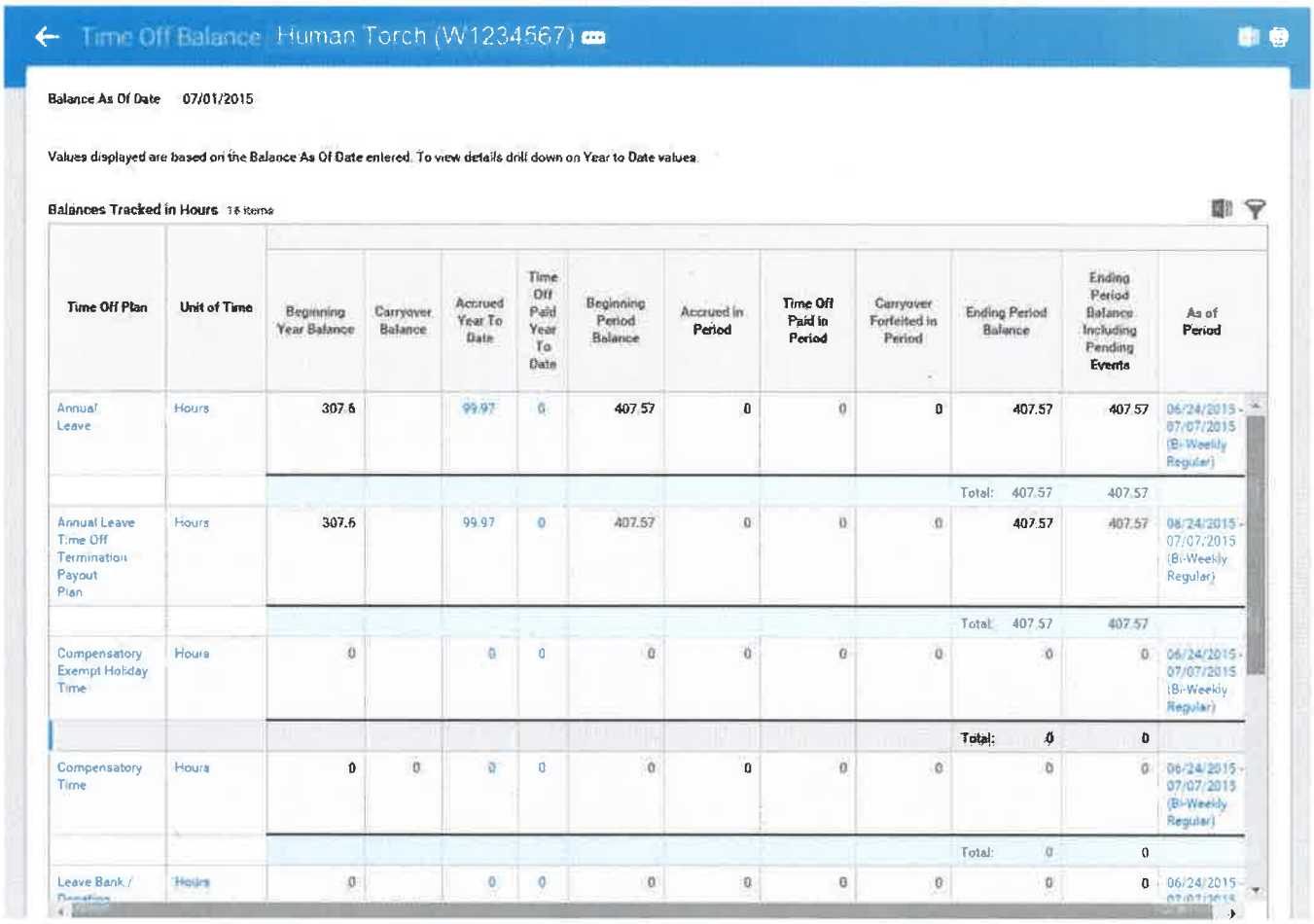
button.

Time Off Balance

3. In the **As Of** field, enter or select an appropriate date.

4. Click the **OK** button.

Time Off Balance



Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Annual Leave	Hours	307.6		99.97	0	407.57	0	0	0	407.57	407.57	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total: 407.57	407.57	
Annual Leave Time Off Termination Payout Plan	Hours	307.6		99.97	0	407.57	0	0	0	407.57	407.57	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total: 407.57	407.57	
Compensatory Exempt Holiday Time	Hours	0		0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total: 0	0	
Compensatory Time	Hours	0	0	0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total: 0	0	
Leave Bank / Donations	Hours	0		0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015

5. On the **Time Off Balance** page, review the year-to-date leave balances and pay period balances as of the date selected on the previous page.

Information: Values displayed are based on the **Balance As Of Date** entered on the last page. To view details, click on the links in the columns with Year-to-Date values.

Time Off Balance Page

#	Column	Then
1	**Time Off Plan**	Leave types, for example: - Annual Leave - Annual Leave Time Off Termination Payout Plan - Compensatory Time - Cash Overtime (FLSA) Compensatory Time - Compensatory Exempt/Non-Exempt Holiday Time - Leave Bank/Donation Time - Personal Leave - Salary Reduction Recovery - Sick Time
2	**Unit of Time**	Unit of time for the leave type (e.g., hours).
3	**Beginning Year Balance**	Beginning leave balance for the next 12-month period.
4	**Accrued Year to Date**	Leave accrued year-to-date.
5	**Time Off Paid Year To Date**	Total leave paid year-to-date.
6	**Beginning Period Balance**	Beginning balance as of the pay period.
7	**Accrued in Period**	Hours accrued in the pay period.
8	**Time Off Paid in Period**	Leave paid in the pay period.
9	**Carrover Forfeited in Period**	Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave.
10	**Ending Period Balance**	Ending leave balance for the current pay period.
11	**Ending Period Balance Including Pending Events**	Ending leave balance for approved and unapproved leave in the period.
12	**As of Period**	Pay period by which all period balances (displayed in columns 6 – 11) are calculated.

6. The System Task is complete.

View Time Off (Leave) Results by Period

Use this procedure to view your year-to-date and pay period leave balances for one or more pay periods.

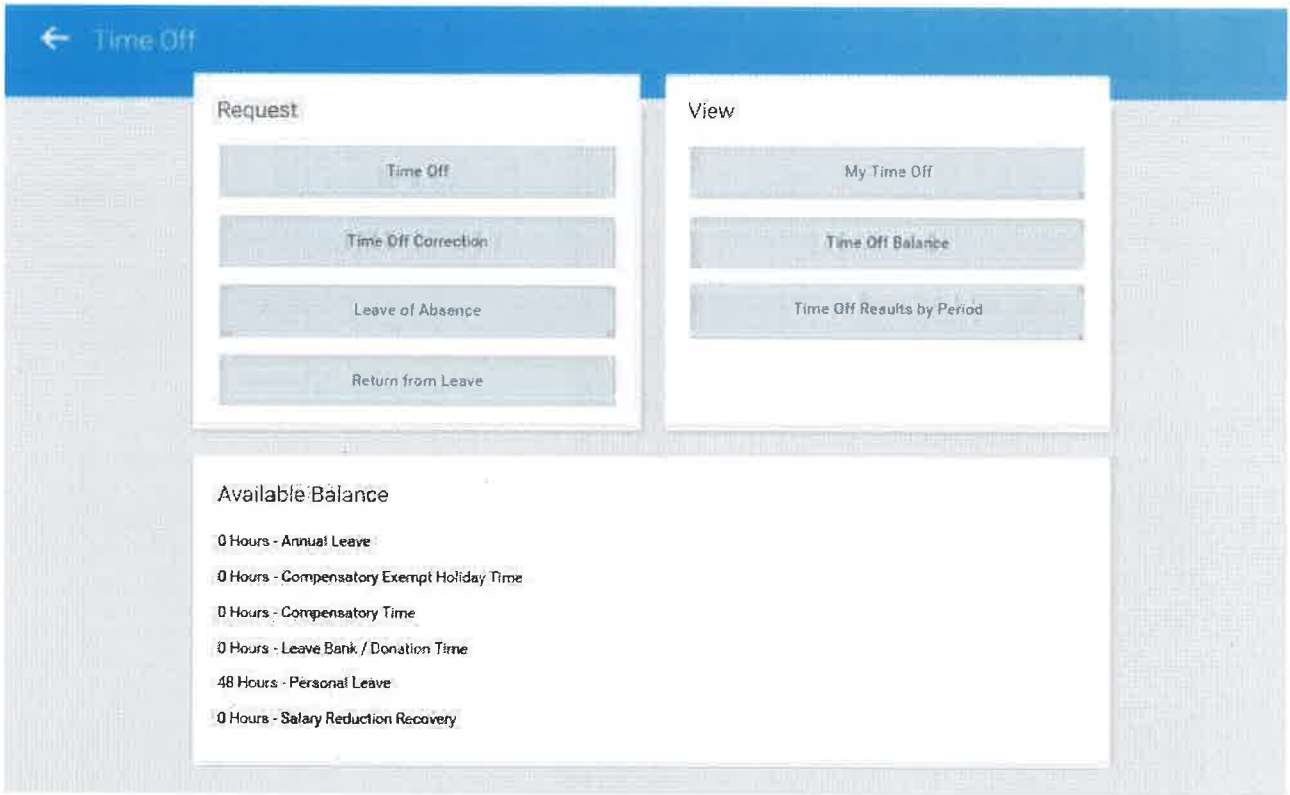
Questions? Please contact your agency Timekeeper or HR Office for questions regarding requests and balances.

Procedure:

1. From the **Home** page, click on the **Time Off**

worklet.

Time Off Worklet



2. Under **View**, click the **Time Off Results by Period** button.

Time Off Results by Period – Select Leave Type and Period

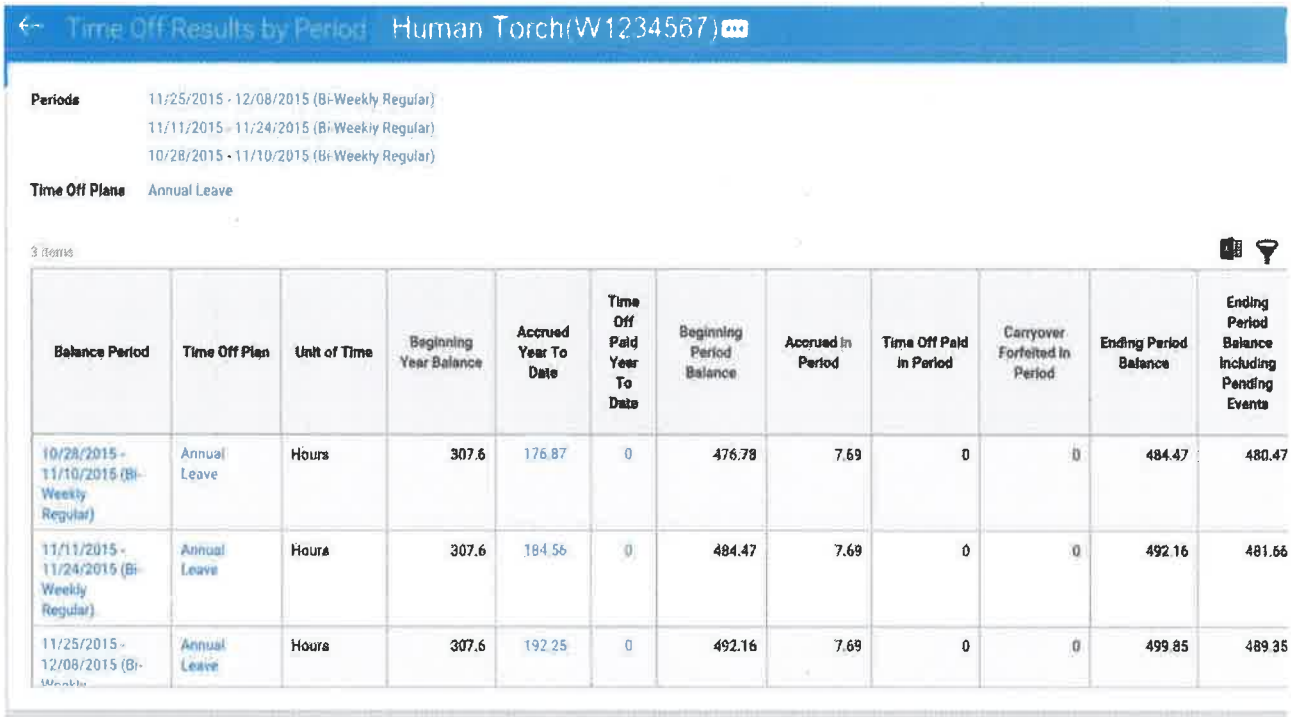
3. On the **Time Off Results by Period** page, enter or select the following values:

   - **Time Off Plans:** Enter or select one or more leave plans to view.
   - **Periods:** Select one or more pay periods to view.

4. Click the **OK** button.

Tip: Click the **Cancel** button to return to the previous page. Your entries will not be saved.

Time Off Results by Period



Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued In Period	Time Off Paid In Period	Carryover Forfeited In Period	Ending Period Balance	Ending Period Balance Including Pending Events
10/28/2015 - 11/10/2015 (Bi-Weekly Regular)	Annual Leave	Hours	307.6	176.87	0	476.78	7.69	0	0	484.47	480.47
11/11/2015 - 11/24/2015 (Bi-Weekly Regular)	Annual Leave	Hours	307.6	184.56	0	484.47	7.69	0	0	492.16	481.66
11/25/2015 - 12/08/2015 (Bi-	Annual Leave	Hours	307.6	192.25	0	492.16	7.69	0	0	499.85	489.35

5. On the **Time Off Results by Period** page, review the pay period balances for period(s) selected on the previous page.

Time Off Results By Period Page

#	Column	Description
1	**Balance Period**	Pay period for which balances are displayed. Pay periods included in the report are listed at the top of the page.
2	**Time Off Plan**	Leave plans selected for review. Leave plans (Time Off Plans) included in the report are listed at the top f the page.
3	**Unit of Time**	Unit of time for the leave type (e.g., hours).
4	**Beginning Year Balance**	Beginning leave balance for the next 12-month period.
5	**Accrued Year to Date**	Leave accrued year-to-date.
6	**Time Off Paid Year To Date**	Total leave paid year-to-date.
7	**Beginning Period Balance**	Beginning balance as of the pay period.
8	**Accrued in Period**	Hours accrued in the pay period.
9	**Time Off Paid in Period**	Leave paid in the pay period.
10	**Carrover Forfeited in Period**	Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave.
11	**Ending Period Balance**	Ending leave balance for the pay period.
12	**Ending Period Balance Including Pending Events**	Ending leave balance for approved and unapproved leave in the period.

6. The System Task is complete.

View Carryover Balances

Use this procedure to view carryover balances for the next 12-month period. Information shown includes selected leave plan, the Carryover Date, Carryover Balance, Forfeited Hours, and the expiration date of leave balances specified (if applicable).

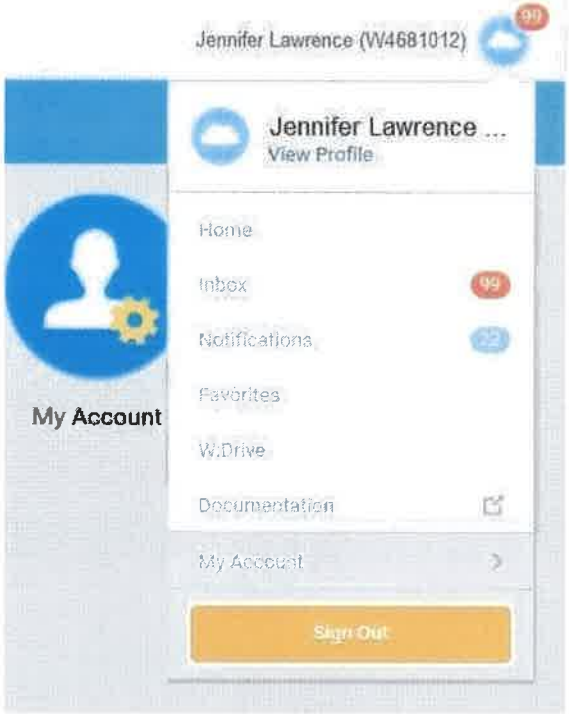
Questions? Please contact your agency Timekeeper or HR Office for questions regarding carryover balances.

Procedure:

Workday Header

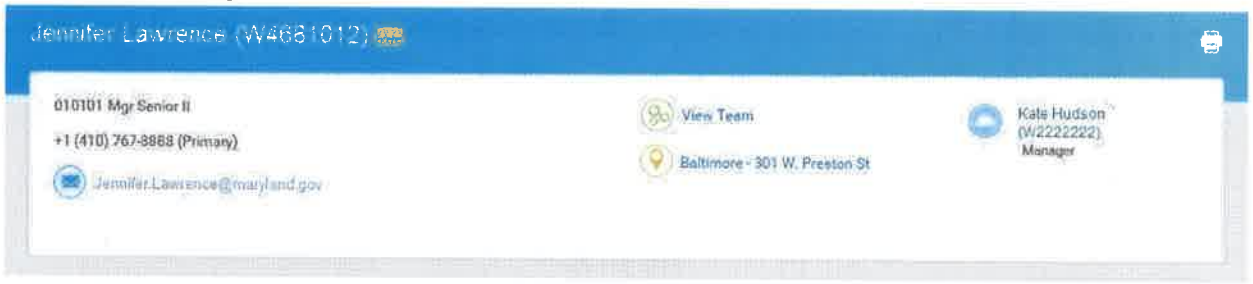
1. In the top right corner, click the My Account icon.

Workday Header – My Account Menu



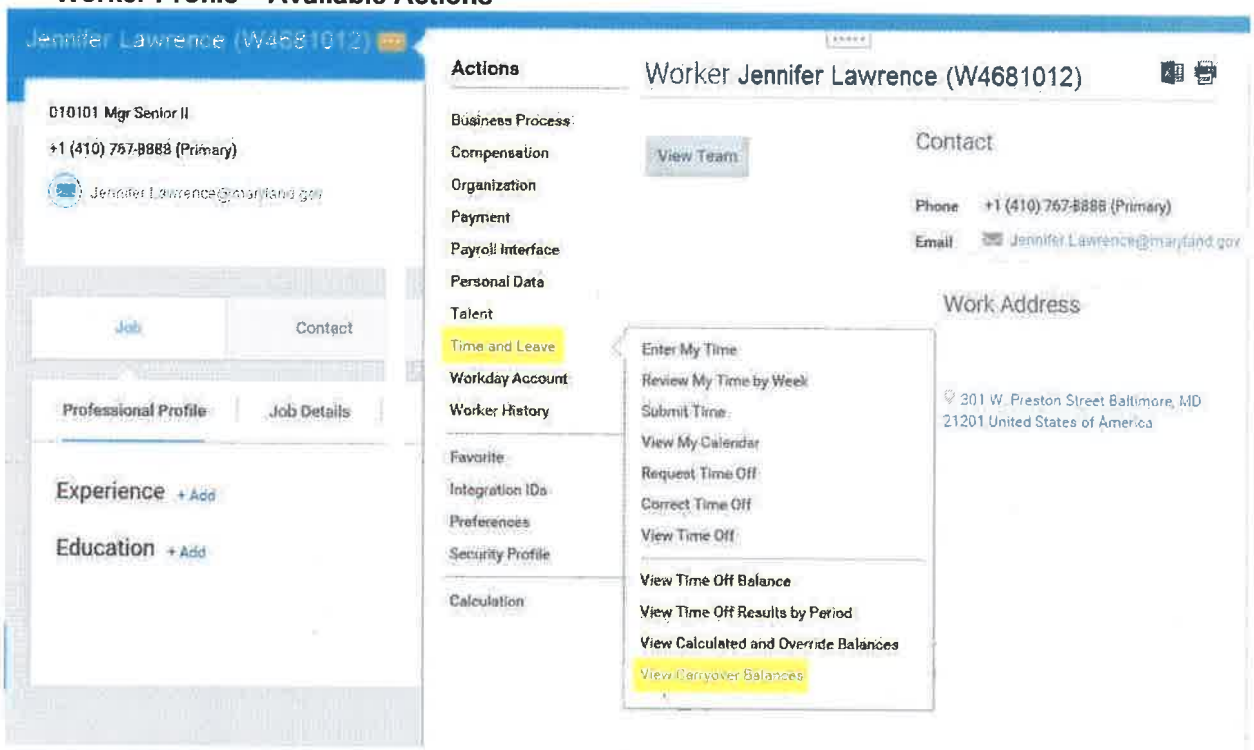
2. Click the **View Profile** View Profile hyperlink.

Worker Profile



3. Click the **Related Actions and Preview** icon next to your name.

Worker Profile – Available Actions

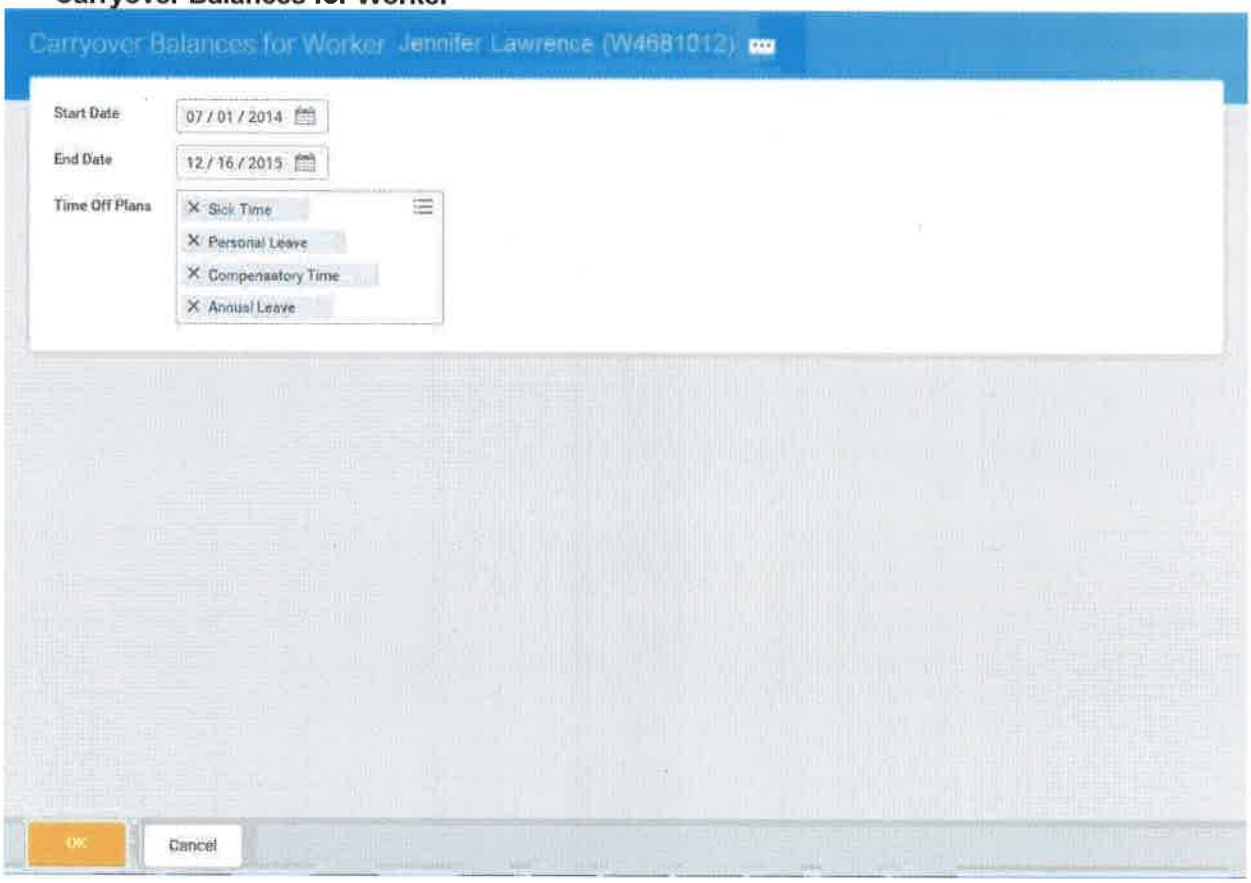


4. In the menu, hover over Time and Leave, then click View Carryover Balances.

Carryover Balances for Worker – Select Date Range and Time Off Plans

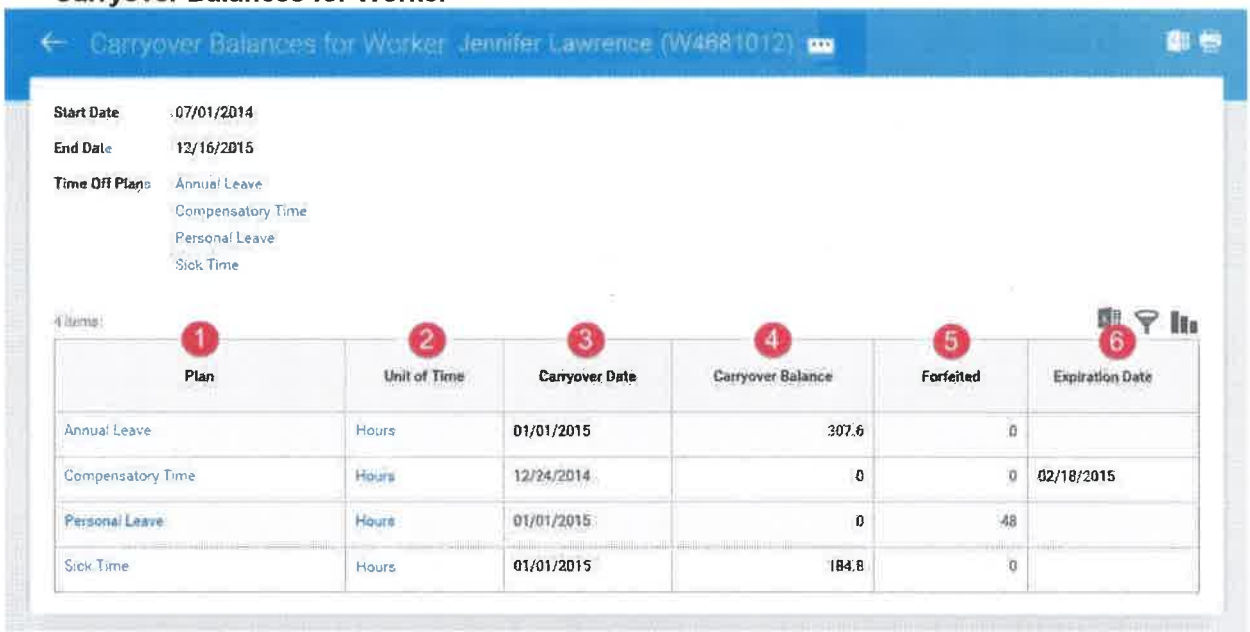
5. On the **Carry Over Balances for Worker** page, enter or select values for the following fields:
   - **Start Date:** Enter the start date for the period in which you want to view.
   - **End Date:** Enter the end date for the period in which you want to view.
   - **Time Off Plans:** Select one or more leave plans that you want to view carryover balance information.

Carryover Balances for Worker



6. Click the **OK** button.

Carryover Balances for Worker



Plan	Unit of Time	Carryover Date	Carryover Balance	Forfeited	Expiration Date
Annual Leave	Hours	01/01/2015	307.6	0	
Compensatory Time	Hours	12/24/2014	0	0	02/18/2015
Personal Leave	Hours	01/01/2015	0	48	
Sick Time	Hours	01/01/2015	184.8	0	

7. Review the carryover balance information.

Carryover Balances for Worker

#	Column	Desc
1	**Plan**	Leave types that were selected on the previouse page.
2	**Unit of Time**	Unit of time for the leave type (e.g., hours).
3	**Carryover Date**	Date that the balance for the leave plan was carried over to the next 12-month period.
4	**Carryover Balance**	Leave balance that was carried over to the next 12-month period.
5	**Forfeited**	Total hours that have been lost and cannot be used during next 12-month period, e.g., loss of Annual Leave or Compensatory Leave.
6	**Expiration Date**	Date that balances expire in the time frame selected (e.g., 7/1/2014 – 6/30/2015, if applicable.

8. The System Task is complete.

Correct Time Off Requests

Use this procedure to correct time off requests that have already been approved and that were started using the **Request Time Off** process. You can delete a day or cancel the request entirely. All corrections must be submitted for approval.

This procedure should **not be used** to correct time off or leave requests for the following:

Type of Leave Request	Action To Take
Time Off requests *sent back* for corrections by your supervisor.	Check your inbox. Look for actions with the language, "Sent back by...". Refer to the **Access Items Sent Back for Corrections** job aid for detailed procedures.
Time Off Requests *denied* by your supervisor or other approver in Workday.	Start a new request. Refer to the **Request Time Off** job aid for detailed procedures.
Time Off Requests that *have been entered or submitted but not approved* (i.e., has a status of "Submitted") in Workday.	Cancel the entire request and then start a new request. Refer to the **Cancel a Time Off Request** job aid for detailed procedures.
Leave of Absence (LOA) requests (e.g., FMLA, Accident, Organ Donation, etc.) requested/applied for outside of Workday and approved by HR.	Contact your HR office to correct or cancel LOA requests.

The procedure starts on the next page.

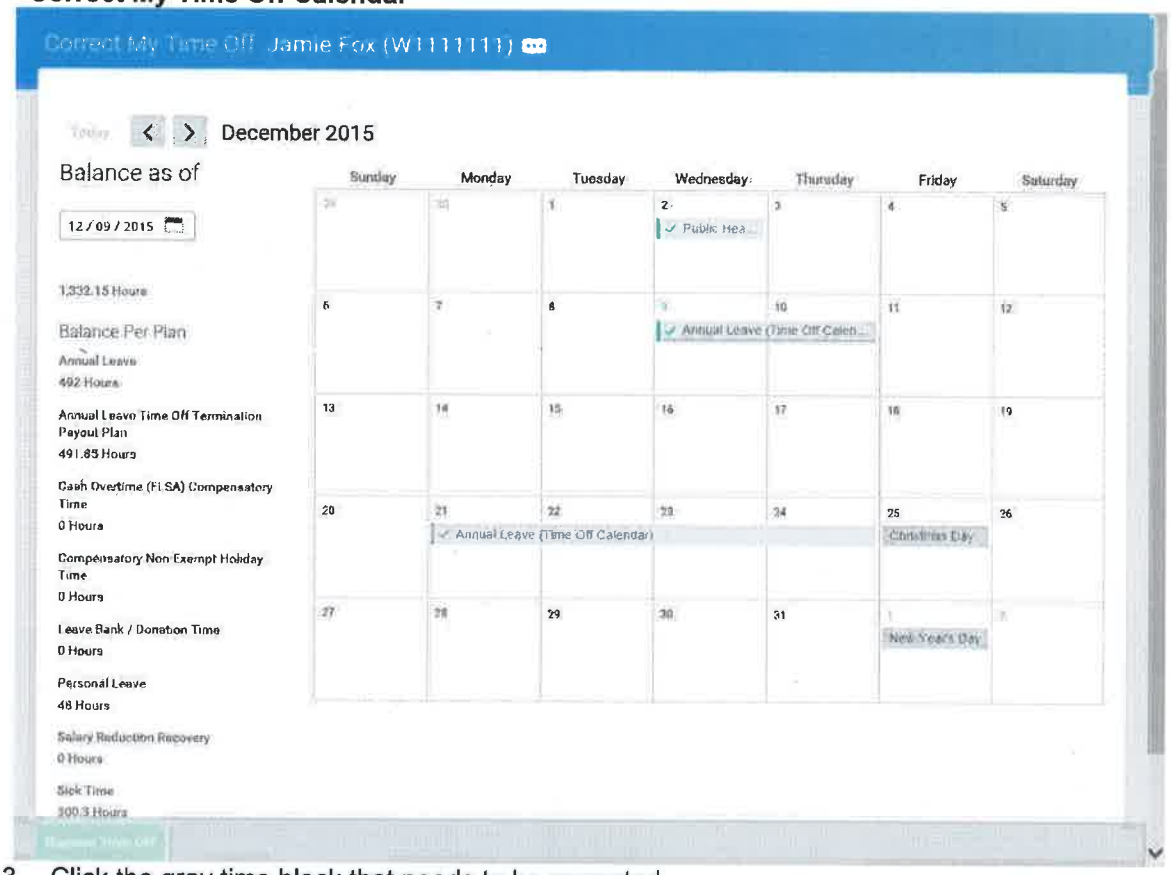
Procedure:

1. From the Home page, click the **Time Off** worklet.

Time Off Worklet

2. In the Request section, click the **Time Off Correction** button.

Correct My Time Off Calendar



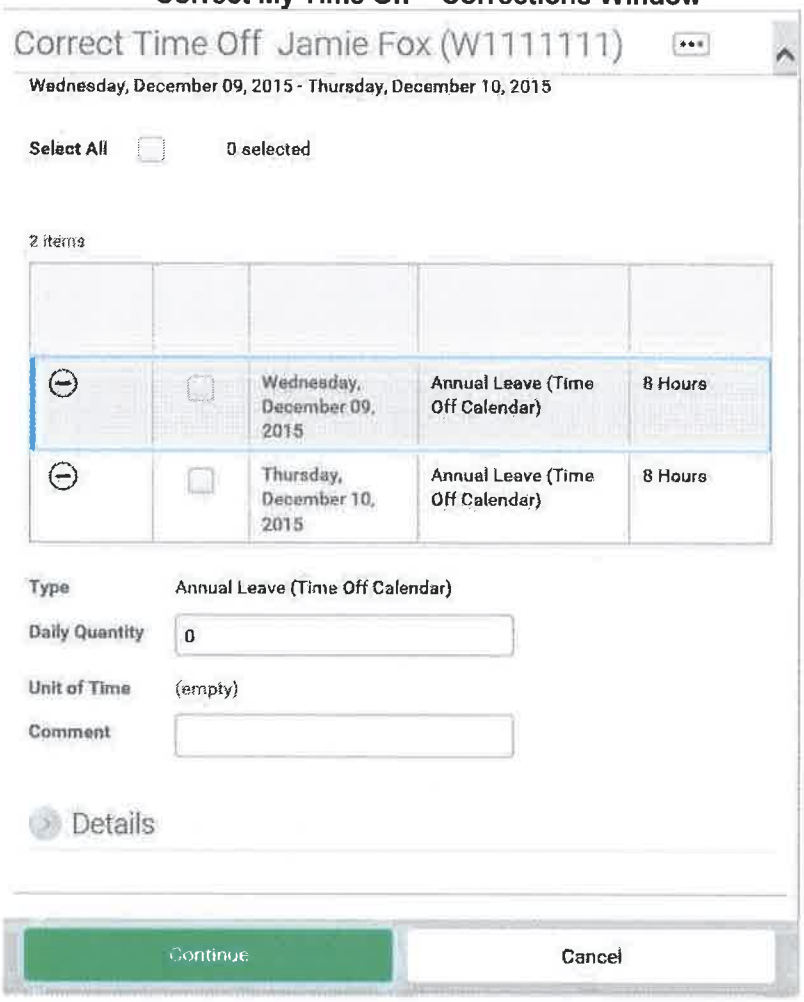
3. Click the gray time block that needs to be corrected.

Information: The status of a Time Off request displays inside the time block as follows:

- Gray Clock = Unsubmitted
- Gray Check Mark = Submitted
- Green Check Mark = Approved
- Red Circle = Denied
- Yellow Exclamation Mark = Needs Actions

Note:
To correct a request that ***has not*** been approved (e.g., status is "submitted"), cancel the entire time off request and start a new one. Refer to the **Cancel a Time Off Request** job aid for details.

Correct My Time Off – Corrections Window



4. Make corrections using the procedures below:

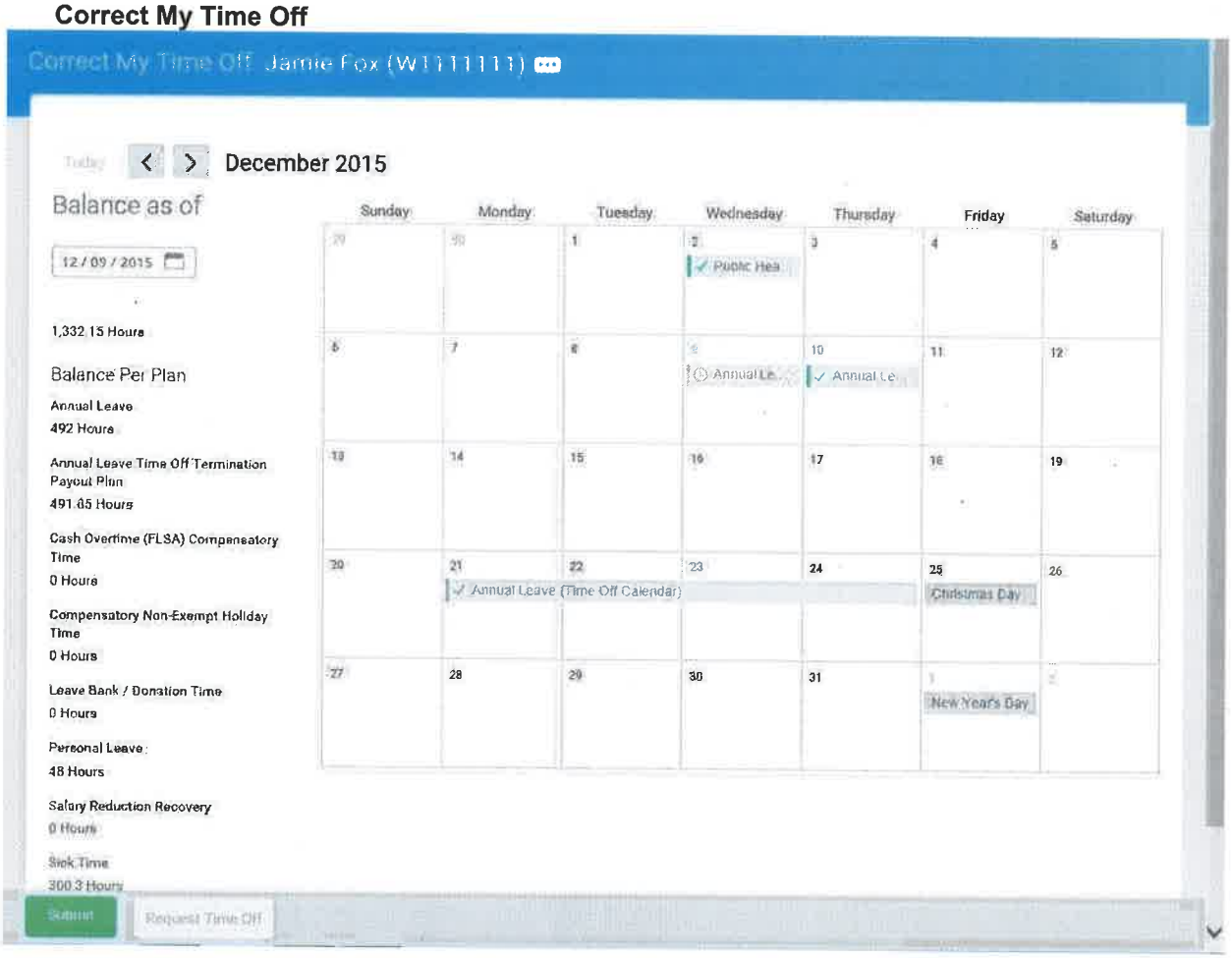
To...	Do This...
Cancel one or more days...	**1.** Click the checkbox on the row of the request **2.** Enter zero in the **Daily Quantity** field. ***OR*** Click the **Remove Row** button (minus sign) on the row of the request.

5. Click the **Continue** button.

Tip:

- Use the **Cancel** button to cancel the corrections made on this page. You will be returned to the **Correct My Time Off** page.

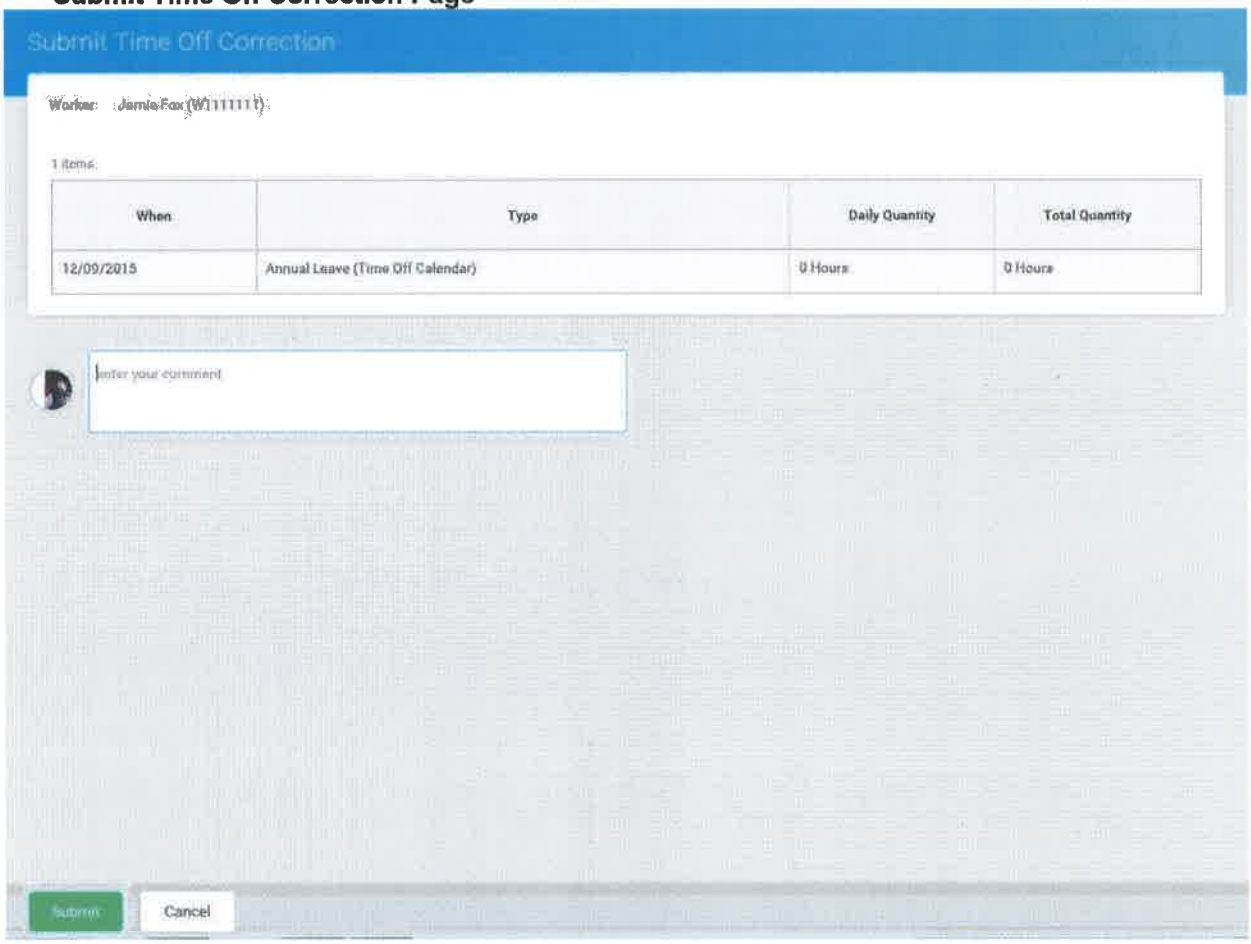
Correct My Time Off

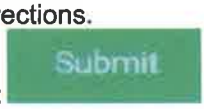


6. On the **Correct My time Off** page, click the **Submit** button.

Information: The time off request status is "Unsubmitted" on the calendar after you make a change.

Submit Time Off Correction Page



7. Review your corrections.
8. Click the **Submit**  button.

Information:
Monitor the status of your request by clicking the **My Time Off** button in the **Time Off** worklet. Refer to the **View Time Off (Leave) Requests and Balances** job aid for details.

9. The System Task is complete.

Cancel a Time Off Request

Use this procedure to cancel a Time Off Request that has not yet been approved.
Note: If a Time Off Request has not been approved, you cannot use the "Time Off Correction" function to cancel days on the request.

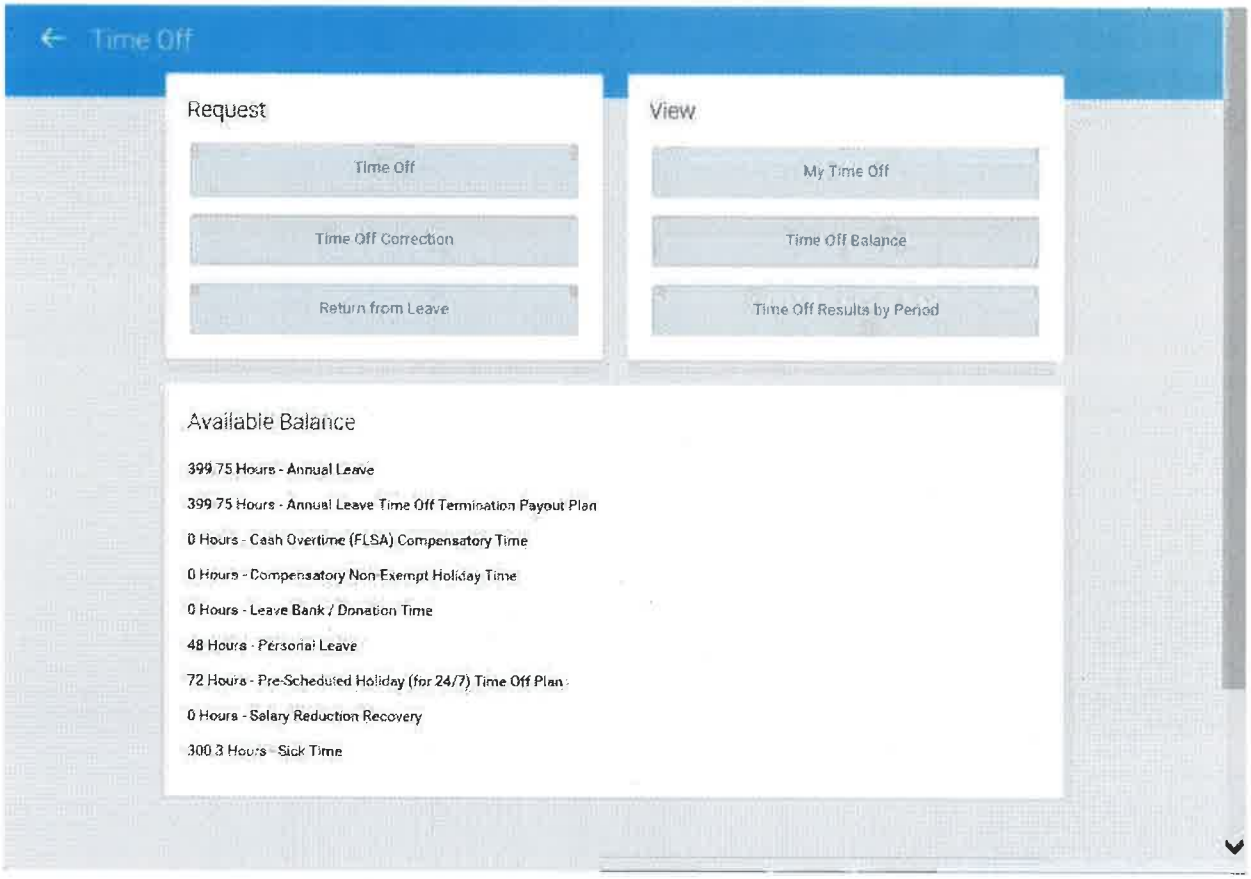
Create a new Time Off Request to make changes that were not included in the original request, such as cancelling a day(s), extending the duration of the time off, changing the start date, leave type changes, etc.

Procedure:

1. On the Home page, Time Off

worklet.

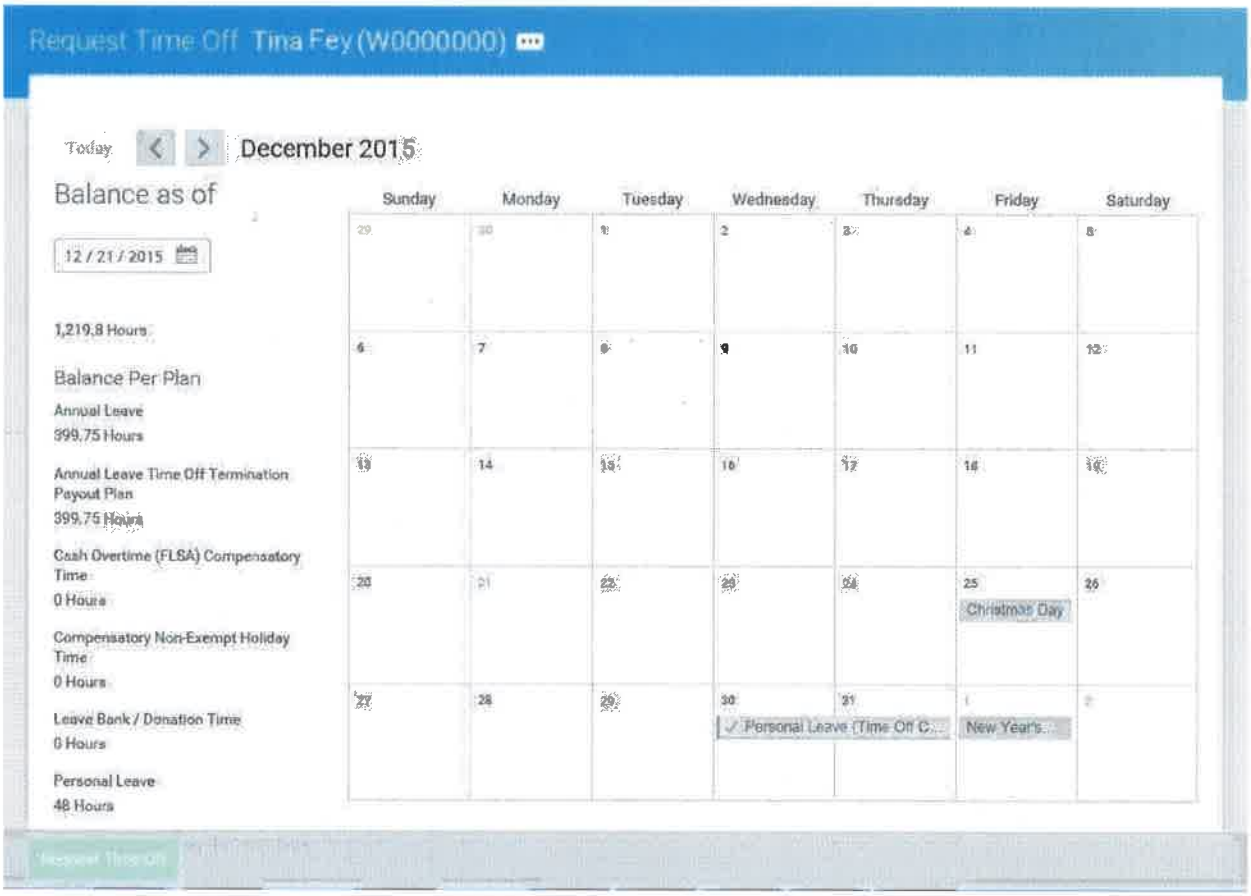
Time Off Worklet



2. In the Request section, click the Time Off

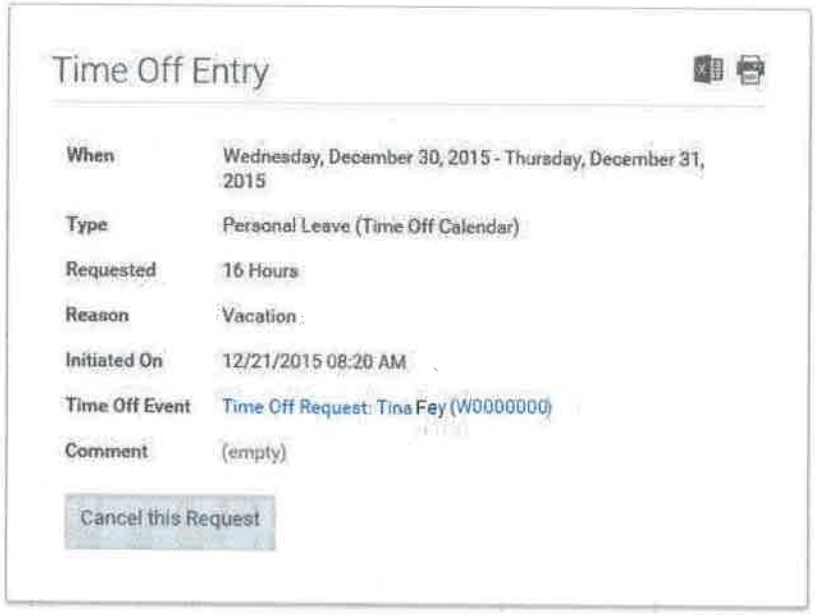
button.

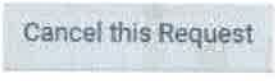
Request Time Off



3. Search for the time off request on the calendar, then click the time block.

Time Off Entry Details



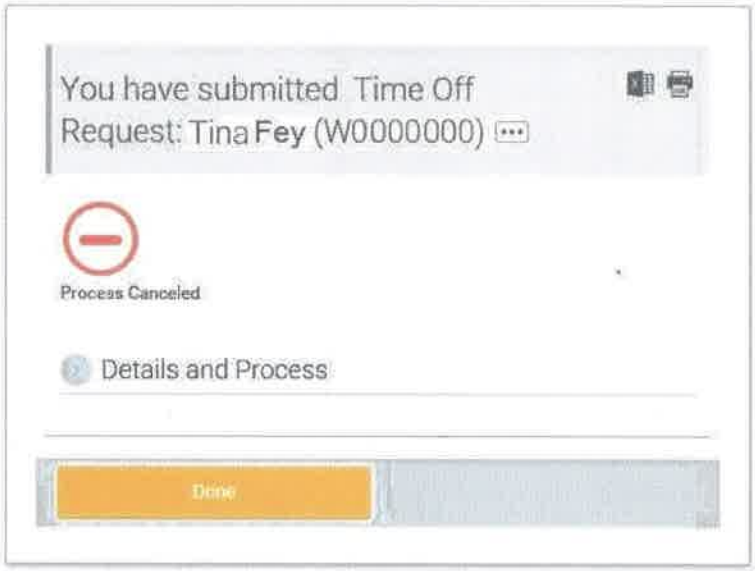
4. Click the **Cancel this Request** 

button.

Cancel Business Process - Time Off Request

5. In the comment field, enter the reason for cancelling the request.
6. Scroll down (if needed) and click the Submit button.

Time Off Request – Cancellation Confirmation Page



7. Click the **Done** button.
8. If desired, create a new Time Off Request.
9. The System Task is complete.