

## Workday- Non-EXEMPT EMPLOYEE TIME

Click on the title below to hyperlink to desired section:

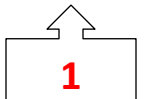
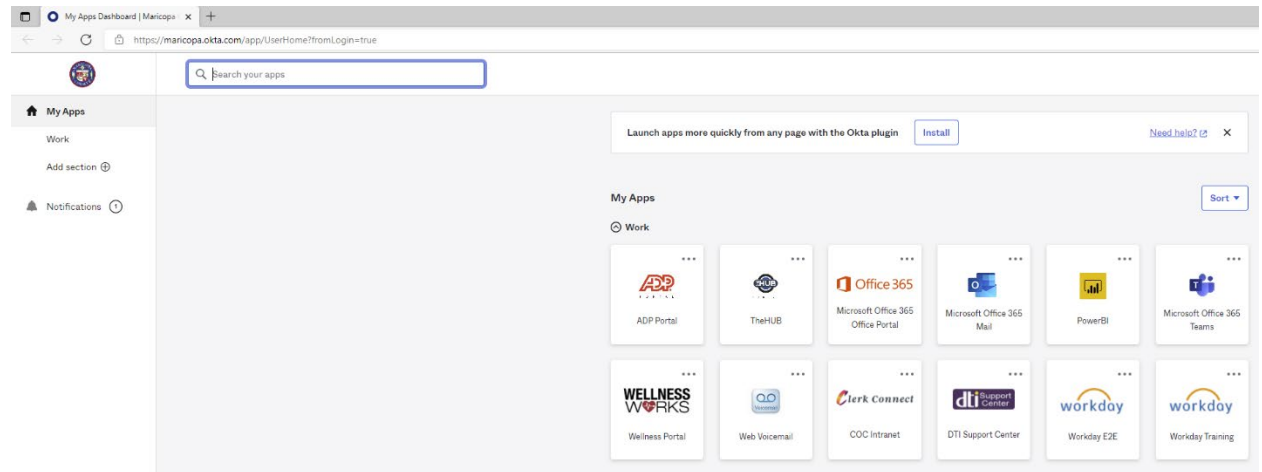
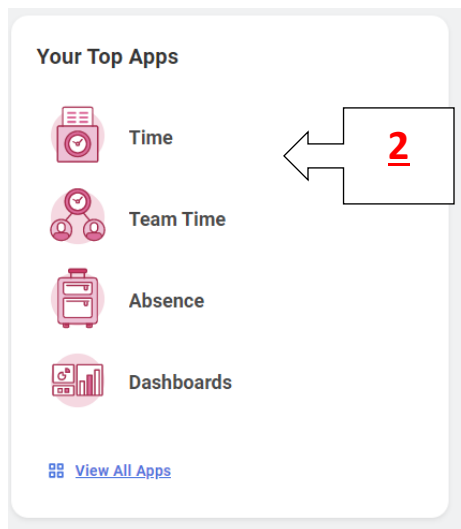
- [Clocking in via workday](#)
- [Approving your own time](#)
- [Requesting time off](#)
- [Status of time off request](#)

There are currently TWO methods to clock in and out. At this time, all employees MUST use one of these two methods. Clocking in / out using a mobile device is prohibited.

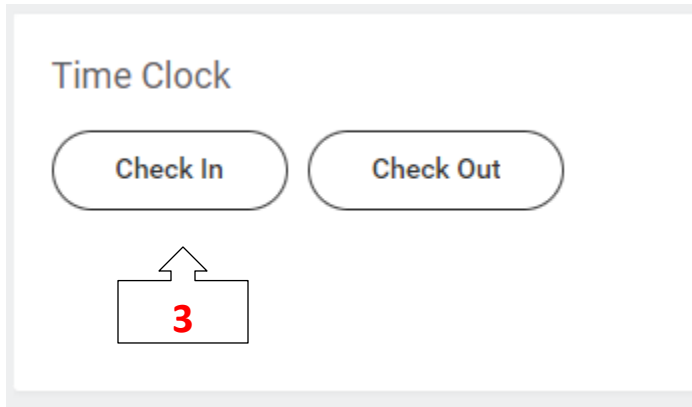
- 1- Use the new timeclock and punch in using your badge.
- 2- Clock in and out using the Workday tile in OKTA at your workstation.

## CLOCKING IN VIA WORKDAY

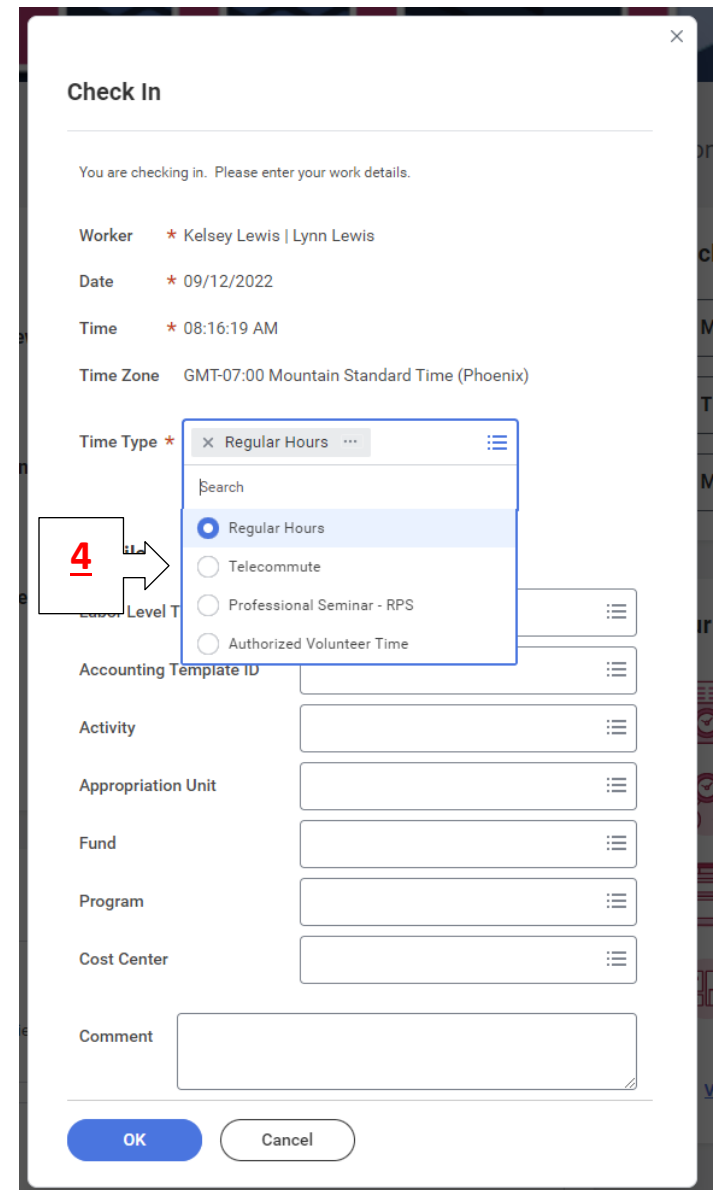
1. Open OKTA and login to the Workday tile.
2. Click on "TIME". If "TIME" is now showing, click on "VIEW ALL APPS".



3. Click on the "CHECK IN" button




4. Select REGULAR hours or TELECOMMUTING hours (employees DO NOT need to put both in if telecommuting)
5. Follow this same process for all remaining punches.



## APPROVING / SUBMITTING YOUR TIME FOR APPROVAL

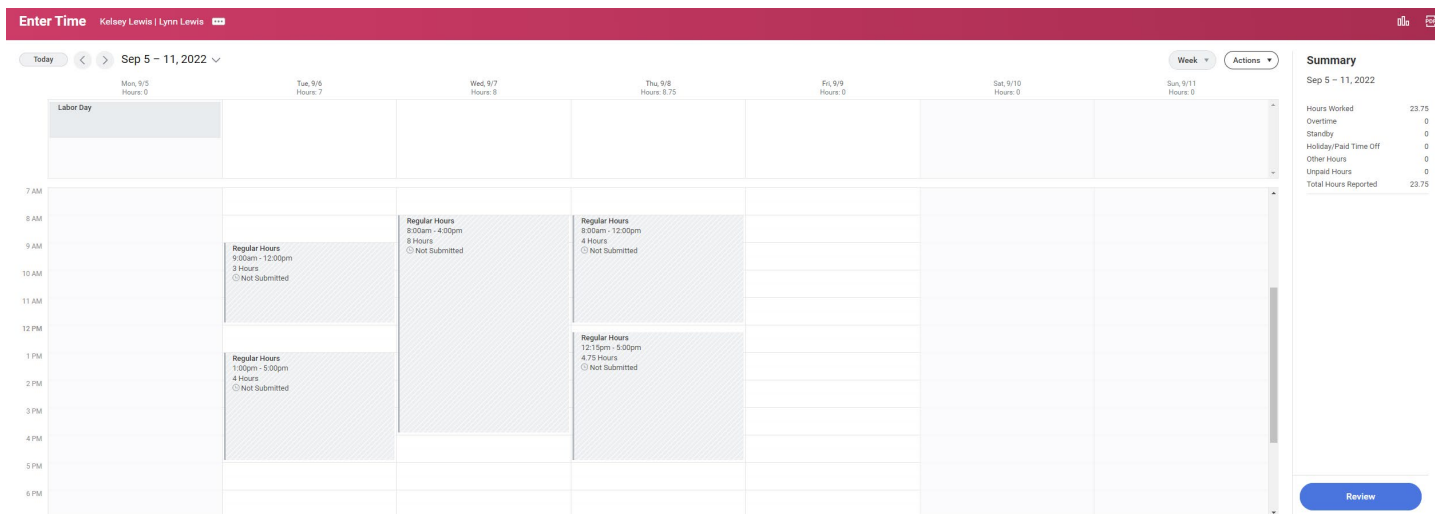
1- There are two options to approval your time. Each will take you to the same place:

<u>Via Home Screen</u>	<u>Via Time App</u>
<p>Timely Suggestions</p> <div> <b>You Have Unsubmitted Time</b> Make sure to submit your time entries. <a href="#">My Time</a></div>	<p>Enter Time</p> <div>This Week (0 Hours)</div> <div>Last Week (23.75 Hours)</div> <div>Select Week</div>

2- You can view your week (**EACH week must be submitted separately**):

3- Are your hours correct?

- YES- Click on the Review button
- NO- Email corrections to your supervisor



The screenshot shows the 'Enter Time' application interface for the week of Sep 5 - 11, 2022. The interface includes a navigation bar at the top with the user's name 'Kelesey Lewis | Lynn Lewis' and a 'Today' button. Below the navigation bar is a weekly grid showing time entries for each day from Monday to Sunday. The grid columns are labeled with dates and hours: Mon, 9/5 (Hours: 0), Tue, 9/6 (Hours: 7), Wed, 9/7 (Hours: 8), Thu, 9/8 (Hours: 8.75), Fri, 9/9 (Hours: 0), Sat, 9/10 (Hours: 0), and Sun, 9/11 (Hours: 0). The grid rows represent time slots from 7 AM to 6 PM. Time entries are shown as shaded blocks with labels like 'Regular Hours' and 'Not Submitted'. For example, on Tuesday, there is a 3-hour entry from 9:00am to 12:00pm. On Wednesday, there is an 8-hour entry from 8:00am to 4:00pm. On Thursday, there is an 8.75-hour entry from 8:00am to 12:00pm and a 4.75-hour entry from 12:15pm to 5:00pm. On the right side of the grid is a 'Summary' panel for the week of Sep 5 - 11, 2022, which lists various time categories and their totals: Hours Worked (23.75), Overtime (0), Standby (0), Holiday/Paid Time Off (0), Other Hours (0), Unpaid Hours (0), and Total Hours Reported (23.75). At the bottom of the grid is a blue 'Review' button. A red arrow labeled '3a' points to the 'Review' button.

4- Continue to next screen and click SUBMIT.

## Submit Time

*I hereby certify that I am submitting an accurate record of all hours worked and/or leave taken for this pay period (including all hours I have worked outside of my normally scheduled workweek and overtime). I understand that I am responsible for making any necessary corrections to this time record before I submit it.*

Following date range will be submitted for approval.

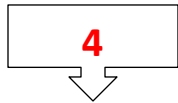
September 5 – 18, 2022 : 23.75 Hours

### Total for September 5 – 18, 2022

Hours Worked	23.75
Overtime	0
Standby	0
Holiday/Paid Time Off	0
Other Hours	0
Unpaid Hours	0
Total Hours Reported	23.75



enter your comment



Submit

Cancel

5- Your time will now show as "SUBMITTED"

## REQUESTING TIME OFF:

1. Click on ABSENCE App
2. Click on REQUEST ABSENCE

### Your Top Apps



Dashboards



Help

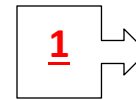


Time and Scheduling Hub



Absence

[View All Apps](#)



### Request

**2**

Request Absence

Correct My Absence

### View

My Absence

Absence Balance

### Available Balance as of Today

Does not include future absence requests

0 Hours - Donated Sick Leave
8 Hours - Floating Personal Day
0 Hours - Paid Parental Leave
0 Hours - Recognition Leave
285.58 Hours - Sick
342.15 Hours - Vacation
10 Hours - Vaccine Incentive Leave 2021-2022

3. Click on SELECT DATE RANGE or SELECT A DAY
4. Click on REQUEST ABSENCE

## Absence Calendar

Loraine Stokes ⋮

Click and drag on the calendar or select date range

Select Date Range

**Balances**

Today < > September 2022 ▾

**Balance as of** 09/12/2022 📅

**Per Plan**

Donated Sick Leave  
0 Hours

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Floating Personal Day  
8 Hours

---

FMLA  
480 Hours

---

Paid Parental Leave  
0 Hours

---

Recognition Leave  
0 Hours

---

Sick  
285.58 Hours

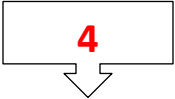
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Vacation  
342.15 Hours

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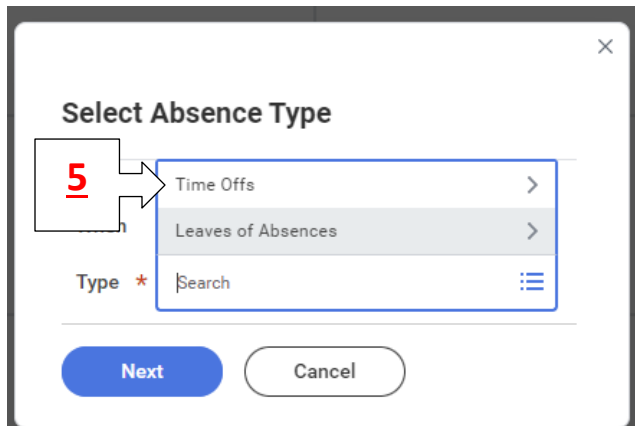
Vaccine Incentive Leave 2021-2022  
10 Hours

Sunday	Monday	Tuesday
28	29	30 <span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 5px; font-weight: bold;">30</span>
4	5 <span style="background-color: #f0f0f0; padding: 2px;">Labor Day</span>	6
11	12 <span style="font-size: 0.8em;">Today</span>	13
18	19	20
25	26	27

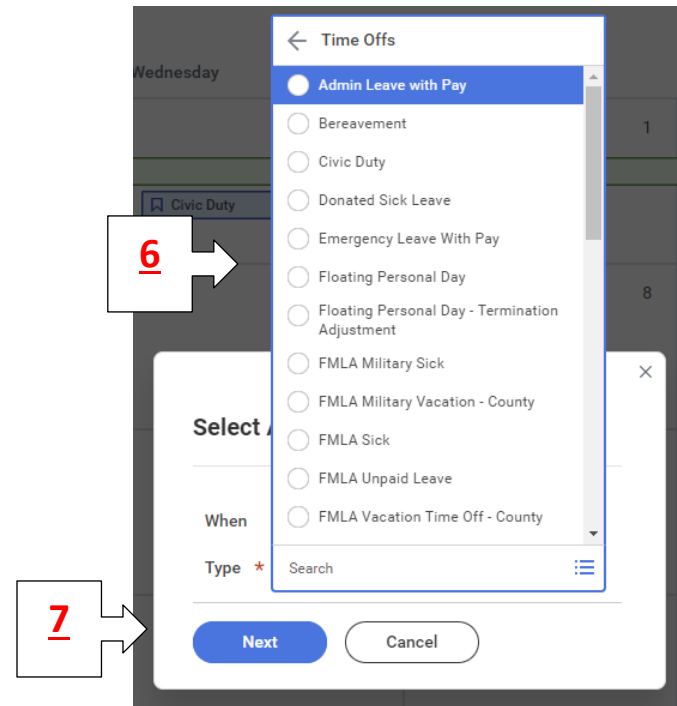


1 Day - Request Absence

5. Select TIME OFF (DO NOT select Leave of Absence unless previously approved by HR)



6. Select type of time off



7. Click next

8. Validate:

- a. Date
- b. Type of time off
- c. Hours per day
- d. You CAN edit the time if needed by clicking "EDIT QUANTITY PER DAY"

**Enter Absence** Kelsey Lewis | Lynn Lewis

Total 8 hours - Civic Duty

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	09/06/2022	09/06/2022	× Civic Duty	8 hours	8 hours	Edit Quantity per Day

Details for: Civic Duty

Reason

8a

8b





8c

8d

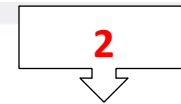
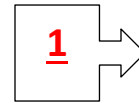
## STATUS OF TIME OFF REQUEST:

1. Click on ABSENCE app
2. Click on MY ABSENCE

**Your Top Apps**

-  Time
-  Team Time
-  Absence
-  Dashboards

[View All Apps](#)



### Request

Request Absence

Correct My Absence

### View

My Absence

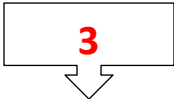
Absence Balance



### 3. Review status in column

Organization Citizens of Maricopa County >> Admin Svcs And Pub Affairs (Ezra Sherman)

Manager(s) Ezra Sherman



Absence Requests Absence Balances as of Current Date

Absence Requests 14 items

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status
09/14/2022	Wednesday	Vacation - County	2	Hours		Submitted
09/07/2022	Wednesday	Vacation - County	2	Hours		Submitted
09/06/2022	Tuesday	Civic Duty	8	Hours		Approved
09/02/2022	Friday	Vacation - County	4	Hours		Approved
09/01/2022	Thursday	Vacation - County	4	Hours		Approved
08/31/2022	Wednesday	Civic Duty	8	Hours		Not Submitted
08/31/2022	Wednesday	Vacation - County	4	Hours		Approved
08/30/2022	Tuesday	Sick	4	Hours	only out 4 hours	Canceled