## Workday- EXEMPT EMPLOYEE TIME & PAYROLL APPROVAL

- [Entering time via workday](#)
- [Adding time to your own timecard](#)
- [Approving your own time](#)
- [Approving Team time](#)
- [Entering time FOR an employee](#)
- [Entering absence FOR an employee](#)
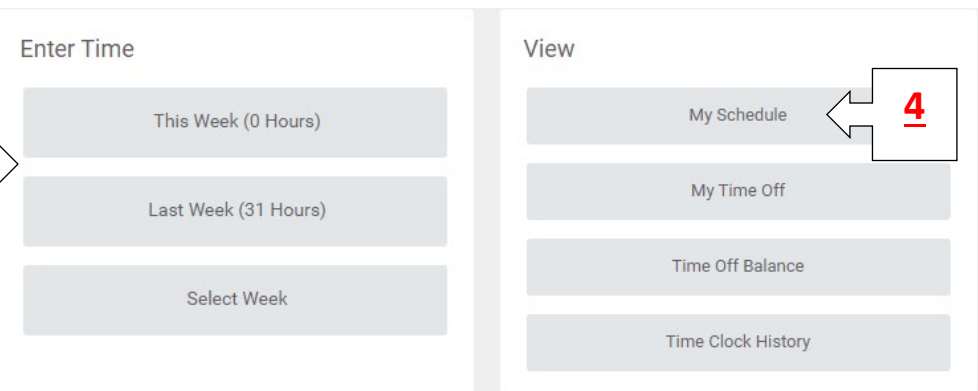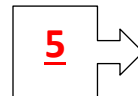- [Requesting time off](#)
- [Status of time off request](#)

ENTERING TIME VIA WORKDAY

1. Open OKTA and login to the Workday tile.
2. Your hours worked should pre-populate into your timecard.
3. Click on "TIME". If "TIME" is not showing, click on "VIEW ALL APPS".

Your Top Apps

- Time **← 3**
- Team Time
- Absence
- Dashboards

⊞ **View All Apps**
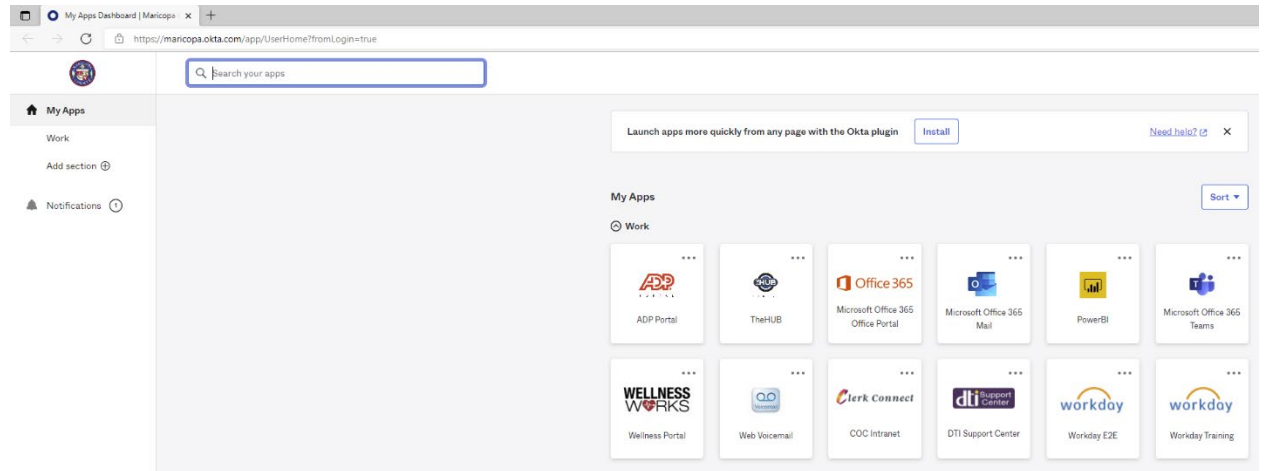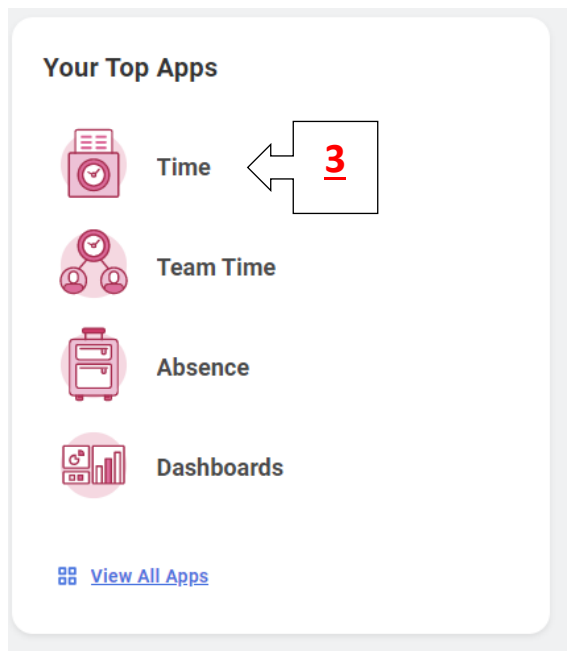
4. Validate that your schedule is loaded by clicking "My Schedule"

5. Next, select "Enter time" for proper week.

Enter Time

| This Week (0 Hours) |
| Last Week (31 Hours) |
| Select Week |

5 →

View

| My Schedule | **← 4** |
| My Time Off |
| Time Off Balance |
| Time Clock History |

6. If your time does not populate (you don't have a schedule):
   a. Click in the box of the date you are entering time.
   b. Select "TIME ENTRY CODE". DO NOT SELECT ABSENCE (this will be explained later)
   c. Select the type of hours:
      i. Regular
      ii. Telecommuting (this is now a paycode and you do NOT need to enter both.
7. Click "REVIEW" to approve your own time

8. 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.
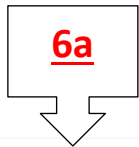
Following date range will be submitted for approval.

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

6a

Submit   Cancel

9. Your time will now show as "SUBMITTED"
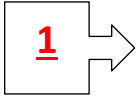
APPROVING TEAM TIME VIA WORKDAY

1. Click on TIME AND SCHEDULING HUB
2. Click on REVIEW AND APPROVE TIME
3. Select date of review

Your Top Apps

- Absence
- Time and Absence
- Help
- **1** → Time and Scheduling Hub

View All Apps

Time and Scheduling Hub

- Overview
- Review and Approve Time ← **2**
- Direct Reports ⌄
- Operational Analytics ⌄
- Team Absence Calendar

≡ MENU   MC

Time and Scheduling Hub

- Overview
- **Review and Approve Time**
- Direct Reports ⌄
- Operational Analytics ⌄
- Team Absence Calendar

Review Time

3

Date	* 09/12/2022 📅
Review my direct reports only	☑
Workers	(empty)
Show	* ◉ All Workers
	○ Workers with Hours to Approve
	○ Workers with Unsubmitted Hours
Period Schedule	☰

4. The pay week of the date you entered will pull up.
5. Review Time Key:
    a. Flag= Time not submitted
    b. Review
        i. Unsubmitted time (Employee has not yet signed off)
        ii. Submitted time (Employee has signed off on time)
        iii. Approved time (Supervisor approval received)
        iv. Total hours equal 80
6. Click on each employee name to review time AFTER they have sumitted time

Review Time

Sep 5 – 18, 2022   **4**

(Previous Period)   (Next Period)

> Search Criteria

NOTE: You can't approve unsubmitted hours.

7	1	3	3	--
All Workers	Workers with Submitted Time	Workers with No Time Entered	Workers with Unsubmitted Time	Workers with Alerts

Time Period Summary 7 items

	Worker Name	Totals			Breakdown			
		Unsubmitted Time	Submitted Time	Approved Time	Overtime Hours	Regular Hours	Paid Time Off	Total Hours Entered
☐	Carmen Rico	0	0	0	0	0	0	0
☐	Denise Maupin	0	0	0	0	0	0	0
☐	Esmeralda Canez	⚑ 36	0	0	0	36	0	36
☐	G Yesenia Houghton	⚑ 32	0	0	0	32	0	32
☐	Kelsey Lewis | Lynn Lewis	0	23.75	0	0	23.75	8	31.75
☐	Lisa Kellar | Mrs. Awesome Kellar	0	0	0	0	0	0	0
☐	Theresa Ham	⚑ 30	0	0	0	30	0	30

5a

6

7. Review daily and total hours. Upon review, there are three options:
   a. Approve
   b. Enter time for employee (Should ONLY be used if employee cannot add themselves)
   c. Send back (if time doesn't total 40 hours and timecard requires further employee approval)

≡ MENU   MC   🔍 Search

Time Entries   Kelsey Lewis | Lynn Lewis ⋯

Date Range   Sep 5 – 18, 2022

Job Title   P449 Human Resources Specialist

(View Absence Balances)

Week 1		Week 2		Period Totals	
Monday	0	Monday	0	Hours Worked	23.75
Tuesday	7	Tuesday	0	Overtime	0
Wednesday	8	Wednesday	0	Standby	0
Thursday	8.75	Thursday	0	Holiday/Paid Time Off	8
Friday	0	Friday	0	Other Hours	0
Saturday	0	Saturday	0	Unpaid Hours	0
Sunday	0	Sunday	0	Total Hours Reported	31.75
TOTAL	23.75	TOTAL	0		

7

Entries to be Approved   All Entries

5 items

Date	Time Type	Time Calculation Tags	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
Tue, 9/6	Regular Hours	Hours Worked	09:00:00 AM	12:00:00 PM	Out	3	Hours		
Tue, 9/6	Regular Hours	Hours Worked	01:00:00 PM	05:00:00 PM	Out	4	Hours		
Wed, 9/7	Regular Hours	Hours Worked	08:00:00 AM	04:00:00 PM	Out	8	Hours		
Thu, 9/8	Regular Hours	Hours Worked	08:00:00 AM	12:00:00 PM	Out	4	Hours		
Thu, 9/8	Regular Hours	Hours Worked	12:15:00 PM	05:00:00 PM	Out	4.75	Hours		

(Approve)   (Enter Time for Worker)   (Send Back)

7a. 7b. 7c
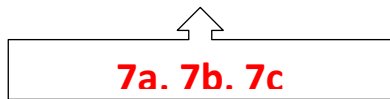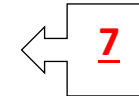
ENTERING TIME FOR EMPLOYEE-NON-EXEMPT

1. Click enter time for worker (see prior step)
2. Click on the day you wish to enter time
3. Add:
    a. Time type
    b. In Punch
    c. Out punch
    d. Comment for missed punch

Tue, 9/13
Hours: 0

Wed, 9/14
Hours: 2

Thu, 9/15

Fri, 9/16

Vacation - County
2 Hours
Submitted

Enter Time

3

Enter Time   09/13/2022

Time Type *   ✕ Regular Hours ⋯   ☰

In   * [   ]

Out   * [   ]

Out Reason   Out   ▼

Hours   * 0

Details

Labor Level Transfer (LLT)   [   ] ☰

Accounting Template ID   [   ] ☰

Activity   [   ] ☰

Appropriation Unit   [   ] ☰

Fund   [   ] ☰

Program   [   ] ☰

Cost Center   [   ] ☰

Comment   [   ]

[OK]   (Cancel)

ENTERING AN ABSENCE FOR AN EMPLOYEE

1. Enter TIME AND SCHEDULING HUB
2. Select Enter absence
3. Select employee to enter time
4. Select date range or date for absence
5. Select type of absence
   a. Time off= limited time
   b. Leave of absence= Significant time away

1 → Time and Scheduling Hub

Absence

Enter Absence   Correct Absence

2 → Return Worker from Leave

Enter Absence

Worker * Kelsey Lewis

Workers by Supervisory Organization Hierarchy
My Team
Workers I Support
Workers by Manager Hierarchy

3

OK

Select Absence Type

When
- Time Offs
- Leaves of Absences

Type * Search

5

Next   Cancel

Absence Calendar Kelsey Lewis | Lynn Lewis

Click and drag on the calendar or select date range.

Select Date Range   **4**

Balances   September

Balance as of 09/12/2022

Per Plan
Donated Sick Leave
0 Hours
Floating Personal Day
0 Hours
FMLA
480 Hours
Maricopa County > Military Exigency Leave
1,040 Hours
Paid Parental Leave
0 Hours
Recognition Leave
0 Hours
Sick
28.47 Hours
Vacation

4

Sunday   Monday   Tuesday   W
28   29   30
          Vacation - County   Vacation - County
4   5   6
          Labor Day
11   12   13
          Today
18   19   20
25   26   27

1 Day - Request Absence

6. Select TYPE of absence for TIME OFF or LEAVE OF ABSENCE

Leaves of Absences

- FMLA
- Military Exigency Leave
- Military Leave
- Non-FMLA

Select

When

Type *   Search

Next   Cancel

6

Time Offs

- Admin Leave with Pay
- Bereavement
- Civic Duty
- Donated Sick Leave
- Emergency Leave With Pay
- Floating Personal Day
- Floating Personal Day - Termination Adjustment
- FMLA Military Sick
- FMLA Military Vacation - County
- FMLA Sick
- FMLA Unpaid Leave
- FMLA Vacation Time Off - County

Select

When

Type *   Search

Next   Cancel

7. 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**

Reason

6a   **6b**   **6c**   **6d**

REQUESTING TIME OFF:

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

Your Top Apps

Dashboards

Help

Time and Scheduling Hub

1 Absence

⊞ **View All Apps**

2

Request

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]

3

Balances

Balance as of   09/12/2022 📅

Per Plan

Donated Sick Leave
0 Hours

Floating Personal Day
8 Hours

FMLA
480 Hours

Paid Parental Leave
0 Hours

Recognition Leave
0 Hours

Sick
285.58 Hours

Vacation
342.15 Hours

Vaccine Incentive Leave 2021-2022
10 Hours

[Today]   ‹ ›   September 2022 ⌄

Sunday	Monday	Tuesday	W
28	29	30	
4	5 Labor Day ▼	6	
11	12 Today	13	
18	19	20	
25	26	27	

4
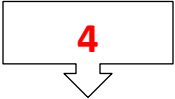
[1 Day - Request Absence]

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

Select Absence Type

5 → Time Offs
Leaves of Absences
Type * Search

Next   Cancel

6. Select <u>type</u> of time off

Time Offs
- ● Admin Leave with Pay
- ○ Bereavement
- ○ Civic Duty
- ○ Donated Sick Leave
- ○ Emergency Leave With Pay
- ○ Floating Personal Day
- ○ Floating Personal Day - Termination Adjustment
- ○ FMLA Military Sick
- ○ FMLA Military Vacation - County
- ○ FMLA Sick
- ○ FMLA Unpaid Leave
- ○ FMLA Vacation Time Off - County

6 →

Select A

When

Type * Search

7 → Next   Cancel

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

Reason

8a   **8b**   **8c**   **8d**

ADDING YOUR OWN ABSENCE FROM TIMECARD

1. Under actions, select **_REQUEST ABSENCE_**. **_DO NOT ADD TIME OFF DIRECTLY ONTO TIMECARD._**
2. Continue requesting absence following regular instructions.

STATUS OF TIME OFF REQUEST:

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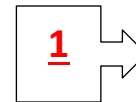2. Click on MY ABSENCE

Your Top Apps

Time

Team Time

1 → Absence

Dashboards

2

Request

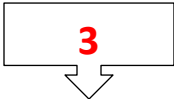Request Absence

Correct My Absence

View

My Absence

Absence Balance

3. Review status in column

Time Off   Kelsey Lewis | Lynn Lewis ⋯

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

Manager(s)   Ezra Sherman

3

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