



CHANGING
Maryland
for the Better

WORKDAY TIMEKEEPING & PAYROLL

NEW EMPLOYEE ORIENTATION

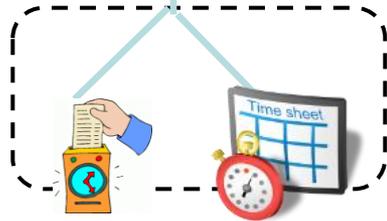


TIMEKEEPING PROCESS OVERVIEW

1. Time Entry & Time Off Request In WD



Employee,
Timekeeper,
or Manager /
Supervisor



*Manual time collection
and approval outside
of Workday**

2. Verify and Approve / Deny



Manager / Supervisor,
Timekeeper Approver,
or Timekeeper



3. Verify Time Submission & Adjusts Time

Agency
Timekeeper



Corrections



COMMON TASKS IN TIMEKEEPING

	INBOX	<p>Use the Inbox to access tasks that require their attention such as:</p> <ul style="list-style-type: none">• Action (“To Do”) to review sent to you when time has been submitted on your behalf.• Timesheets or leave requests that were sent back to you for corrections.
	TIME ENTRY AND REPORTING TIME OFF	<p>Employees enter time and leave requests in Workday. Corrections can also be made.</p> <p>Note: Agency HR staff enter and approve Leave of Absence requests in the system.</p>
	ONLINE INQUIRY	<p>VIEW DETAILS ABOUT YOUR:</p> <ul style="list-style-type: none">- Reported time (e.g., time reported and calculated for pay, timesheet status, etc.) and- Leave (e.g., time off requests, leave of absence, leave balances).

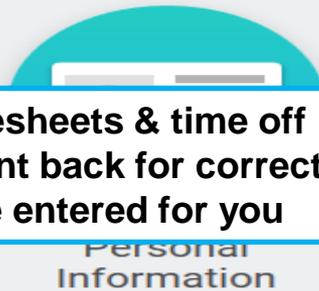


NAVIGATING TO TIMEKEEPING TASKS



New Announcements

1. Access timesheets & time off requests sent back for corrections
2. Review time entered for you



Personal Information



Inbox



My Account



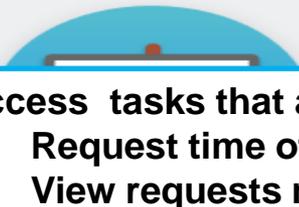
Time



Time Off

Access tasks that allow you to:

1. Request time off
2. View requests made and the status
3. View your leave balances



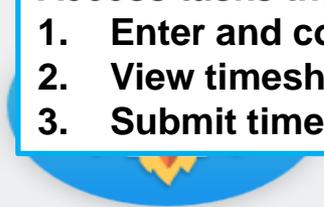
Payroll Reports



Reports

Access tasks that allow you to:

1. Enter and correct time
2. View timesheets and the status
3. Submit timesheets



The Hub



Directory



Favorites



THE TIME WORKLET - TIME ENTRY TASKS

← Time

Enter Time

This Week (40 Hours)

Last Week (40 Hours)

Select Week

Request Time Off

Correct My Time Off

View Time

View My Calendar

Review My Time by Week

Enter time and corrections.
Click the **This Week**, **Last Week** or **Select Week** buttons.

View reported time on the calendar or details for timesheets you've entered/submitted.

Click here to submit timesheets

Submit Time



ENTERING TIME OVERVIEW

Enter Time Mike Time(W1111111) ☰

Total Hours 40 ← Total Hours | Daily time totals →
Week Nov 18 - 24, 2015 ← Pay period week. →

Previous Week Next Week

TIME OFF

TIME IN / OUT

LUNCH TIME

Wed, 11/18

2 items

	*Time Type	Time Off Reason	In	Out	Out Reason
⊖	Exempts: Regular		08:00 AM	12:00 PM	Out
⊖	Exempts: Regular		01:00 PM	05:00 PM	Out

Copy time from a previous week (shortcut)

Thu, 11/19

2 items

	Quantity	Unit	Position	Worktags	Comment	Status
	4	Hours				Approved
	4	Hours				Approved

Fri, 11/20

Next

Auto-fill from Prior Week

Cancel



6

SUBMIT TIME PAGE

Submit Time

Submission of this electronic form constitutes your signature to the form with all the legal effect of any other signature by you. By electronically signing this form, you are attesting to the accuracy of the information contained therein and that submission is authorized by you in your official capacity.

Following date range will be submitted for approval.

October 28 - November 10, 2015 : 80 Hours Total

View pay period dates
and totals hours
reported.

Total for October 28 - November 10, 2015

Regular	80
Comp Earned	0
Shift Diff	0
Holiday/Emergency	0
Time Off	0
Overtime	0
Total Paid Hours	80

Confirm total hours calculated

(Note: Time categories displayed are based on the employee's job profile.)

enter your comment

Enter comments here

Submit

Cancel

Click Submit to route for approval.



SELECT PAY PERIOD - SUBMIT TIME PAGE

Submit Time

The following periods contain unsubmitted time

- Jan 6 - 19, 2016 (40 Hours)
- Jan 20 - Feb 2, 2016 (80 Hours)

Select a pay period to submit here.

Note: More than one pay period may be listed here.

You can only select and submit one pay period at a time.

Click to submit selected pay period time here

OK

Cancel



COMP/OVERTIME & MULTIPLE POSITIONS

REGULAR EXEMPT AND NON EXEMPT EMPLOYEES

Regular 40-Hour Exempt Employees: The system automatically calculates comp time earned 30 minutes after the 8th hour on a workday.

Non-Exempt COE Employees: The system automatically calculates overtime after forty (40) hours have been worked in the week. The employee can choose to earn Comp Time in lieu of cash overtime.

All DHMH Contractual employees are considered hourly employees and are overtime eligible. You may elect COE comp the same as a Regular employee who is non exempt.



VIEWING YOUR TIME CALENDAR

View Time Barbara Gordon (W1000000) ...

PAY PERIOD WEEK

Today < > Jan 13 - 19, 2016

Regular 32 Overtime 0 Comp Time Earned 0 Shift Diff 0 Holiday/Emergency 8 Time Off 0 Additional Job Reg Hours 0 Total Paid Hours 40

PAY PERIOD WEEK CALCULATED HOURS FOR PAYMENT.

View Week

	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19
Pay date	12/23/2015 - 01/05/2016					Dr. Martin Luther King, J... Holiday 8	Time Period End 01/06/2016 - 01/19/2016
7 AM							
8 AM	Non-Exempts: Regular 8:00am - 12:00pm (Meal) 4 Hours ✓ Approved	Non-Exempts: Regular 8:00am - 12:00pm (Meal) 4 Hours ✓ Approved	Non-Exempts: Regular 8:00am - 12:00pm (Meal) 4 Hours ✓ Approved				Personal Leave 8:00am - 12:00pm 4 Hours ✓ Approved
9 AM							
10 AM							
11 AM							
12 PM							
1 PM	Non-Exempts: Regular 1:00pm - 5:00pm 4 Hours ✓ Approved	Non-Exempts: Regular 1:00pm - 5:00pm 4 Hours ✓ Approved	Non-Exempts: Regular 1:00pm - 5:00pm 4 Hours ✓ Approved				Non-Exempts: Regular 1:00pm - 5:00pm 4 Hours ✓ Approved
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							

Automatically approved and calculated Holiday.

Time Off Entry (timesheet). Click to view leave reported on a timesheet.

Time Block. Click to view reported time details.

CORRECTIONS – VIEW CALENDAR

← Time Corrections are made directly to a timesheet and are submitted in the same manner as all other timesheets.

Enter Time

This Week (40 Hours)

Last Week (40 Hours)

Select Week

Request Time Off

Correct My Time Off

Submit Time

Submit Time

TO ENTER CORRECTIONS
Click on the **This Week**, **Last Week** or **Select Week** to select the week needing corrections

View Time

View My Calendar

View Time Block 4 Hours on 12/09/2015

Worker Jennifer Lawrence (W4681012)

Date 12/09/2015

Status Not Submitted

Reported | Calculated | History

Reported Quantity 4 Hours

Time Entry Code Exempts: Regular

In 12/09/2015 08:00 AM Eastern Time (New York)

Out 12/09/2015 12:00 PM Eastern Time (New York)

Out Reason Meal

Source User Entered

Comment (empty)

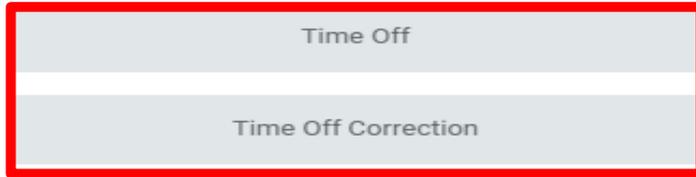


NAVIGATING TO THE ENTER TIME OFF PAGE

← Time Off

Request Time Off - Enter future leave requests for more than 1 full.
Note: This process is only used for full days off.

Request

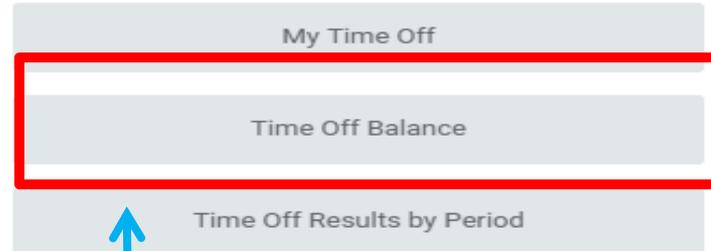


Time Off

Time Off Correction

Select **TIME OFF** to enter a time off request.

View



My Time Off

Time Off Balance

Time Off Results by Period

Select **MY TIME OFF** to view time off requests and approval status (e.g., Approved, Sent Back, Denied)

Available Balance

430.5 Hours - Annual Leave

418.45 Hours - Annual Leave Time Off Termination Payout Plan

0 Hours - Compensatory Exempt Holiday Time

0 Hours - Compensatory Time

0 Hours - Leave Bank / Donation Time

24 Hours - Personal Leave

0 Hours - Salary Reduction Recovery

0 Hours - Leave Bank Recovery

323.4 Hours - Sick Time



ENTER TIME OFF PAGE OVERVIEW (CALENDAR)

Enter Time Off Tina Employee (W1051055) ☰

View calendar month displayed. Scroll through the months or Click the **Today** button to go to today's date.

View leave balances as of the date selected (in the **Balance as of date** field)

View State Holidays / Reduction Days displayed on the calendar

View Existing time off requests

Click on days to select

Click to enter Time Off Type and Time Off Reason (after indicating on the calendar the dates being requested).

3 Days - Request Time Off



LEAVE BALANCES

- For leave taken, leave balances are updated in the system at the end of each pay period.
- For accruals, the balance is updated at the beginning of the pay period based on your projected accrued leave (except Comp Time).
- Comp Time is accrued the day it is earned and after the time sheet is saved.



THINGS TO REMEMBER – BASIC RULES

- **Temporary, Contractual, daily and hourly employees will not be paid for any hours without a submitted timesheet.**
- **State/Regular will be paid for their regular scheduled hours if a timesheet is not submitted; however, no overtime, shift differential, or special payments will be paid until a timesheet is submitted and approved.**
- **All Contractual and hourly employees will be treated as FLSA Non-Exempt (cash overtime eligible) employees. This is based on their hourly status, not their job profile. This overtime is calculated at time and a half.**
- **All Non-Exempt employees may elect compensatory leave (comp time) in lieu of cash overtime. This includes contractual employees. This comp time is also calculated at time and a half.**



WORKDAY RESOURCES



SPS Website

Visit at <http://dbm.maryland.gov/sps> to access job aids, videos and other helpful info.



The HUB

SPS Online Course/Training



DHMH Workday Assistance

Employees should contact the Assistance Line for help with **password resets* and other questions related to timekeeping/payroll.**

Your questions will be answered or directed to staff for response as required.

410-767-5467

