Report Time for Multiple Positions
(for Exempt and Non-Exempt Employees)

Use this procedure to report time and leave for multiple positions on the Workday timesheet.

Employees with more than one State job must report work hours for each position on the Workday timesheet. (**NOTE**: If one of your jobs is at MDOT, State Universities, Judiciary, Universities, or another independent agency like Stadium Authority or Food Center Authority, the work hours and/or any leave will not be tracked in Workday.)

Employees that have a State/Regular position **and** one or more contractual positions must submit timesheets at the end of the Regular **and** Contractual pay periods. This means that timesheets will be submitted weekly. Work hours for all positions must be reported on your timesheets.

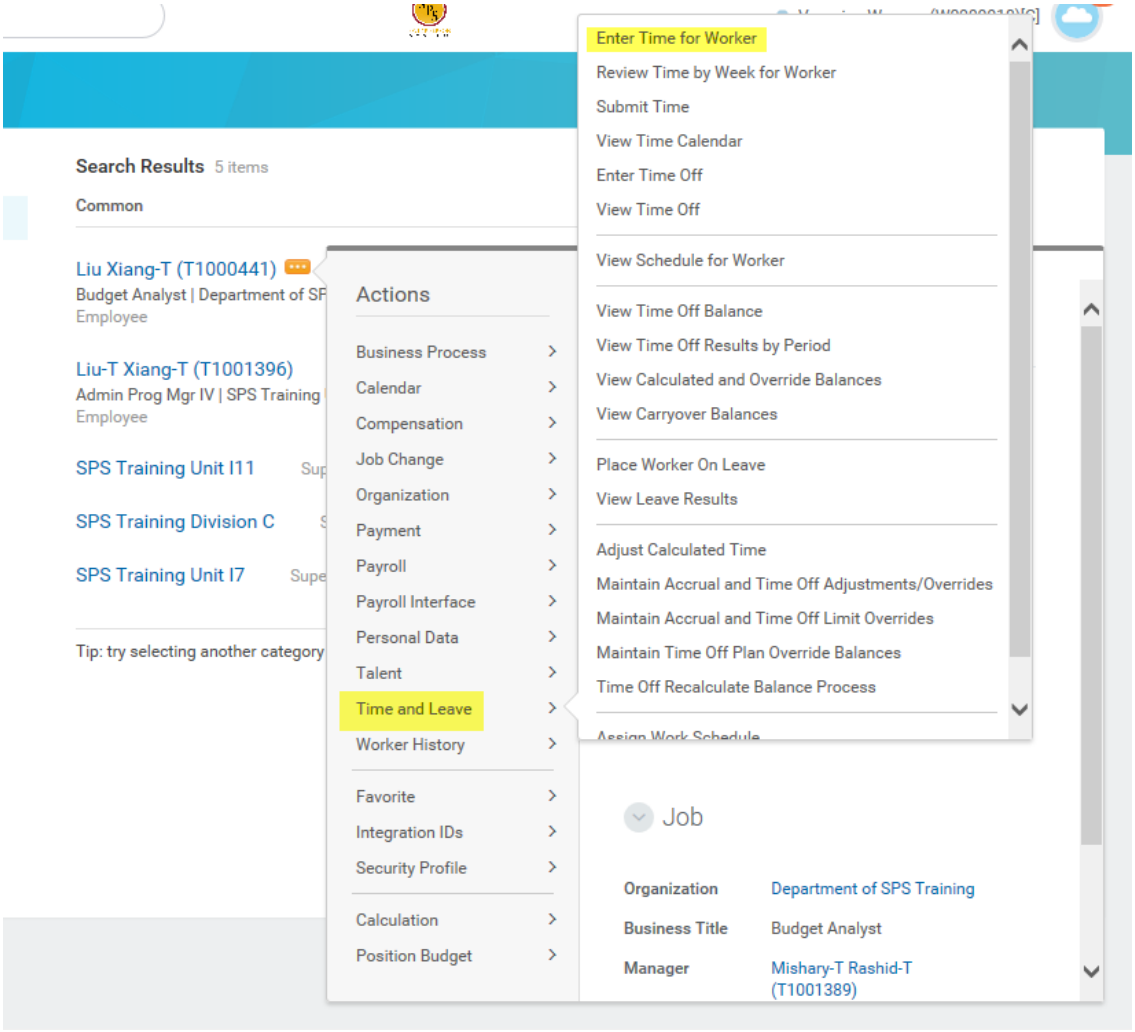
Procedure:

1. Search for the employee.

Tip: To find an employee…
- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

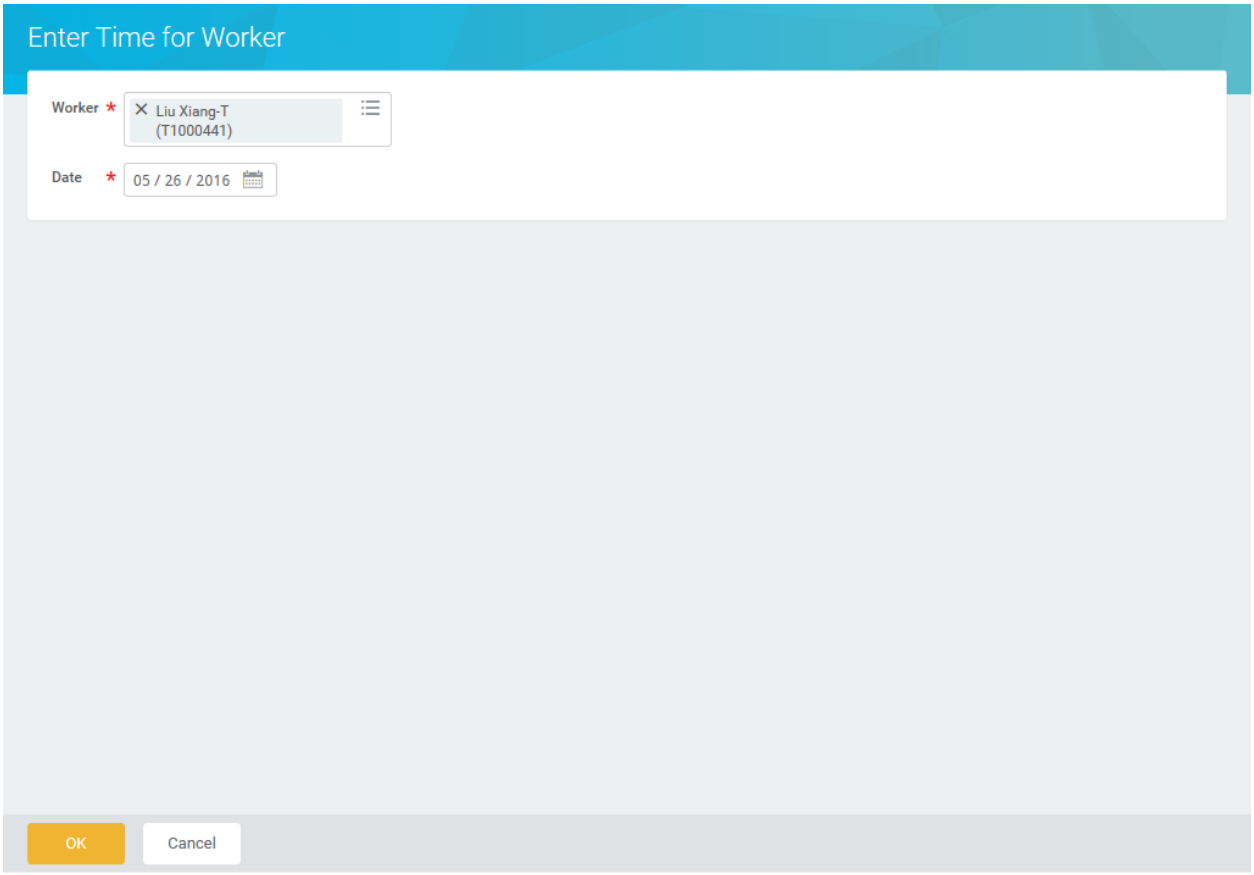
2. Click the Related Actions and Preview icon next to the employee's name.

Search Results



3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.

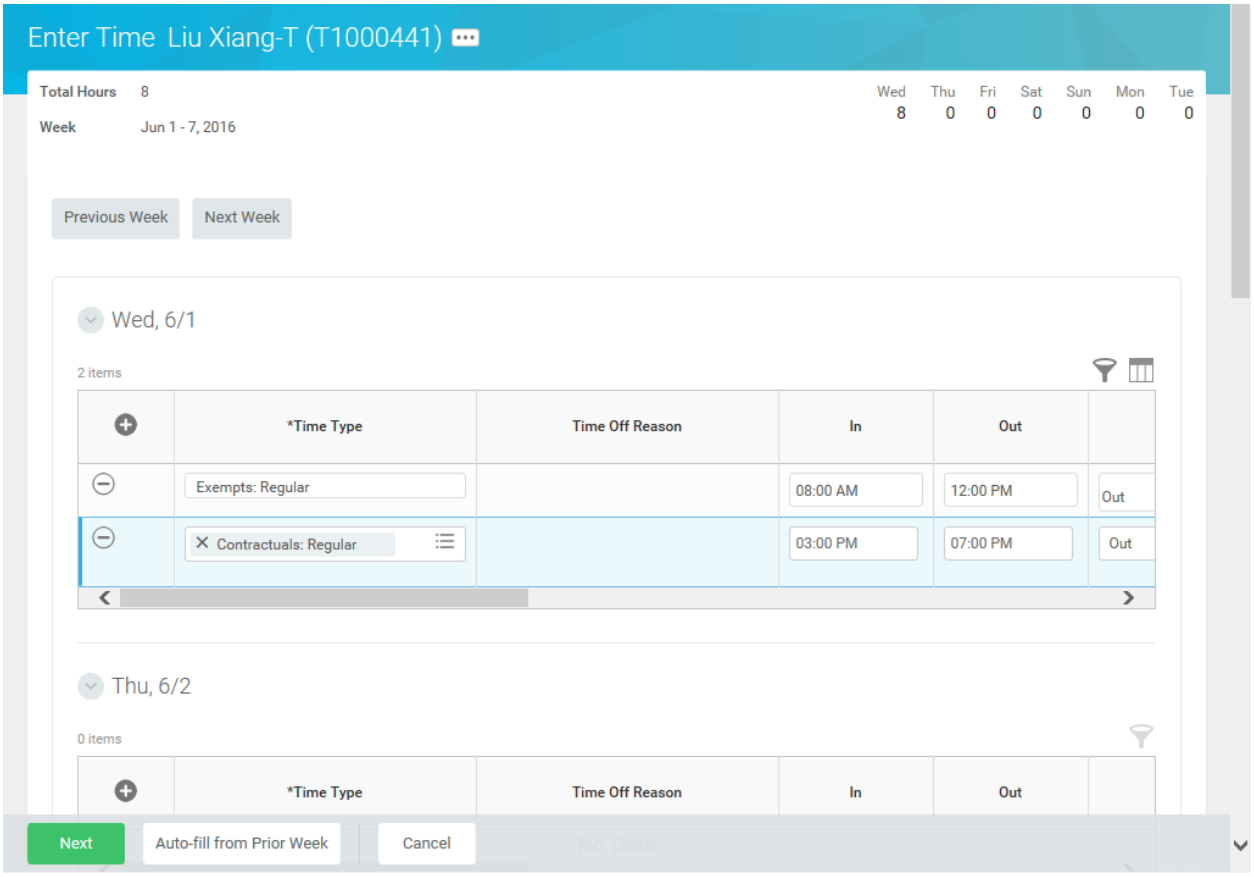
Enter Time for Worker



4. In the Date field, enter or select a date for which you want to enter time.

5. Click the **OK** button.

Enter Time for Worker



6. Enter regular work hours for all positions. Use the Time Entry Procedure table below to enter work hours and any time off or other special time as needed. Tips for entering time are at the end of this procedure.

Time Entry Procedures

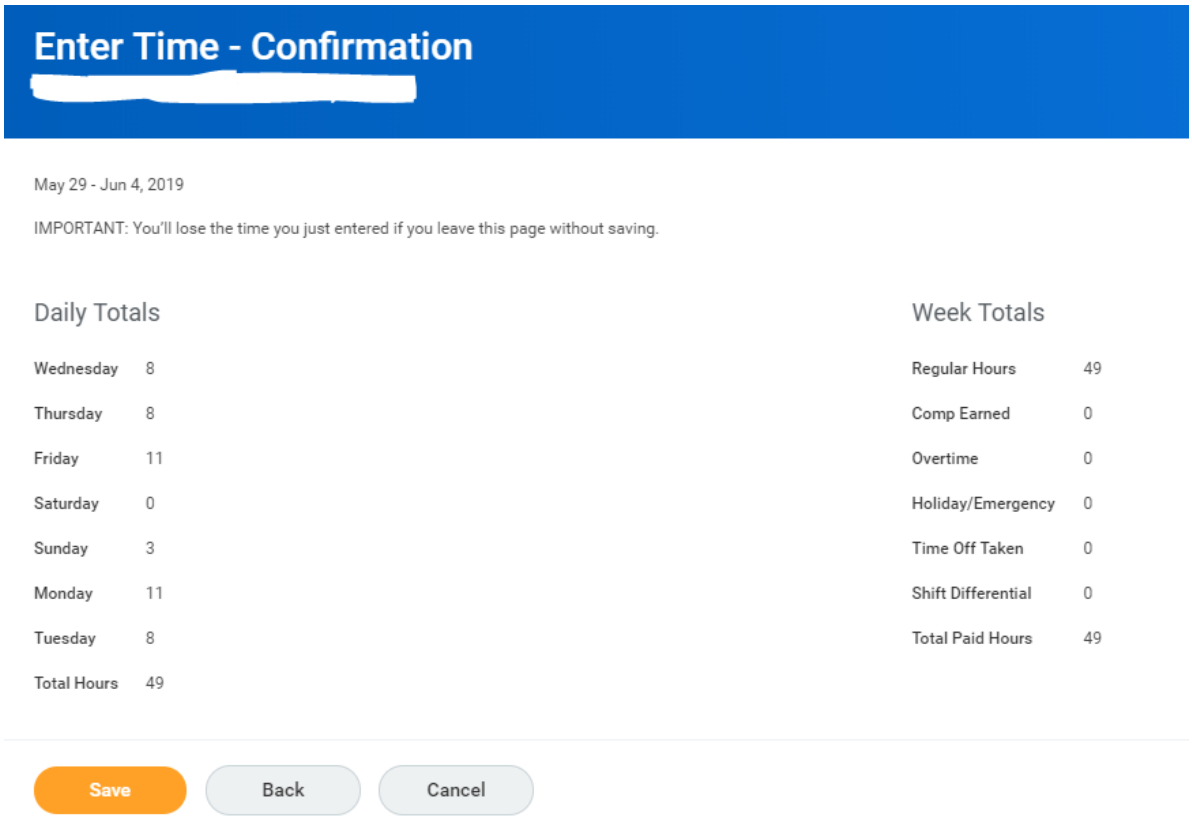
Type of Time	Entry Procedure
To *copy time* from a previous week (a week in the past to save time on your entry…	1. Click the **Auto-fill from Prior Week** button. 2. Click the **Select Week** field and select the week (e.g., 11/11/15 – 11/17/15) you want to copy. 3. *Optional*. Click the **Also copy details and comments** check box, to add all details and comments from that time sheet (if desired). 4. Click **Copy**. 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. The code that defaults is that of your PRIMARY position. If you are reporting time for an additional position, ensure that you select the correct time entry code. If the code doesn't default, click the prompt in the **Time Type** field. Then, select the time code from the **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 for which you are reporting time, enter or select the position. **NOTE**: The position that defaults is that of your primary position. If you are reporting time for an additional position, ensure that you select the correct 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 Exempt Regular Full-Time employees Compressed / Modified schedules ONLY entering 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.

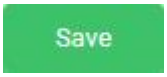
To enter time for *special payments*…	1. Click the **Add Row** icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Enter/select the following information in the fields listed: • **Time Type**: Use the prompt to select the appropriate Time Entry Code (e.g., Asbestos Pay, etc.). • **Quantity**: Enter the quantity of hours 3. Repeat the steps above to enter any other time for the week, as needed.
To enter *leave* (partial day or 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.

7. When you are done entering time, click the Next button.

Enter Time – Confirmation Page



8. 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.
     - Total work hours entered for your primary position displays in the **Regular Hours** category. Your primary job is indicated by your Agency HR office in Workday. If you have questions about which of your jobs is primary, please contact your Agency HR office.
     - Total Paid Hours includes hours for all positions, primary and secondary.
   - If you need to make changes to the timesheet, click the **Back** button.

9. Click the **Save** 

button.

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

10. The System Task is complete.

Tips for Time Entry:

- Each hour in the work day must be accounted for when entering time.
- Part time employees who work less than their normal scheduled hours must enter leave for any scheduled hours not worked.
- 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.
- 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 all scheduled 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.