

From: [WorkDay, DOT \[DOT\]](#)
To: [DOT-AG-ALL STAFF-GL](#)
Subject: Workday Q&A - Salaried Employees: Tracking time to Function Codes
Date: Monday, June 24, 2019 6:01:52 PM
Attachments: [image001.png](#)
[image004.png](#)

Q: Salaried employees: Function code or No Function code?

A: A question has come up about whether salaried employees need to record time to a specific function code. The simple answer is, it depends on if that function code is tracked for some reason by your manager or supervisor or accounting.

There are some instances where it is very important to record time to a specific function code. This is especially true for folks in the highway division where function codes are tied to funding reimbursements.

If you need to charge your time to a function code, simply enter the hours for that specific function code and Workday automatically charges the balance of your time to the administration function code. Your supervisor will need to approve all time you enter, regardless of the function code.

If you are a salaried employee and you don't need to record time a specific function code, Workday automatically charges time to a general administration function code (010) and you don't need to do anything related to time tracking. If you do not enter time and allow Workday to generate 80 hours of time to the administration function code (010), your supervisor will not need to approve your timesheet.

5. Select the correct Function Code for the hours entered.



Note: All entries will be for the same Time Type and Function Code selected in this step.

Worker [REDACTED]

Start Date 03/22/2019

End Date 03/28/2019

Time Type X Worked Hours

Details

Region

Location

Work Identification

Time Entry Type

Function * X 010 Administration

Here's a link to the [Track Your Time](#) Job Aid for more information.

The Workday Team

