

**From:** [WorkDay, DOT \[DOT\]](#)  
**To:** [DOT-AG-ALL STAFF-GL](#)  
**Subject:** Workday Time Tracking Update  
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## Timesheet tips

Welcome to Workday! Tuesday was the first time you were able to get into the live version of Workday. As a reminder, if you made changes in the training version of workday, those DO NOT carry over into the live version. The information in the live version was taken directly from Op/Fin.

Timesheet defaults is just one area that has been imported from Op/Fin into Workday as work schedules. You will want to go into the time app to verify that your work schedule was imported correctly. Some flex schedule defaults did not convert over. In those cases you may have been assigned a default Standard 5 x 8 schedule. If you need to change your assigned work schedule, please follow the job aid [Changing Work Schedules](#). **NOTE:** For anyone working an alternative (not five eight-hour days), there was a hiccup this morning due to the various number of flex schedules being created that affected the holiday hours calculation, but this was resolved by the end of the day

## All hours are created equal:

Your exact work schedule is something you work out with your manager. Workday does not track your specific “clock in” or “clock out” times. For example, everyone who works five 8-hour days has the same 8 a.m. to 4 p.m. schedule in the “view schedule” portion of Workday. Because your exact work times are not a function of Workday, there is no a way to adjust those. In determining if your work schedule imported correctly, simply look at the number of hours per day and not the specific times for those hours.

## For salaried employees (generally these are employees who are exempt from overtime):

Unless you charge time to a project or a function code other than 010, you will only be required to track vacation or absence. Your time will be automatically charged to a default function code. If you work on a project or need to change the function code for a period of time, you’ll do that in Workday. You don’t have to account for all of your hours, just those specifically charged as time off (absence or vacation), to a different function code or a project number. Workday will automatically track the remainder of time in your 80-hour pay period. The [Time Tracking job aid](#) has specific instructions on pages 7-8 for recording your time.

## If you are paid hourly (are eligible for overtime):

There are many variables for hourly employees. Please go to the [Time Tracking job aid](#) for step-by-step instructions.

## For people who work a non-standard schedule:

Workday has built-in options for a variety of work schedules:

- Five 8-hour days
- Four 10-hour days
- Four 9-hour days and one 4-hour day

If your work hours do not fit one of the preloaded schedules, the Workday team can help you build a schedule. Please email [DOT.WorkDay@iowadot.us](mailto:DOT.WorkDay@iowadot.us)

## Help is available