



Highway Division/field staff -specific questions and answers about Workday

Topic: Timesheet	
<p>Your own timesheet can't be added under team time if you are the one entering employees time. Can that be changed?</p> <p>Mass enter time: If a GOA/EOS uses "Mass Enter time" why can't they include themselves in that entry? They all practiced and of course clicked their own name. When it advanced to the next step it took them off the names selected.</p>	<p>No, the system doesn't allow for this. You are only able to enter your team hours under team time and need to enter your own time by clicking the time icon.</p>
<p>Is there a way for the GSS to review unsubmitted time sheets and submit them without going to each individual employee? The supervisor can do this, but not the GSS.</p>	<p>Yes, for a GSS to do this they need to go into review time, select all workers or workers by manager.</p>
<p>Where are timesheet approvals going? They are not going to the supervisors or the GSS's right now.</p>	<p>If a supervisor or GSS enters the time for an employee, it will be automatically approved. If an individual enters their own time the supervisor will be notified that they have a request for approval.</p>
<p>Can an HT approve timesheets?</p>	<p>Yes, the GSS or the manager would need to set up delegations. The HT's are not included in the GSS group.</p>
<p>The Tech V currently approves timesheets for the Materials personnel, but Workday has it set up for the Engineer to approve. Is there any way to get this changed?</p>	<p>Yes, this can be delegated to the Tech V.</p>
<p>Can you enter mass absences?</p>	<p>No</p>
<p>Once we did a mass entry, we were able to go back in to the individual employee and change his hours. Was that okay to do? We didn't submit anything when we did it, but no error came up.</p>	<p>Yes, you can edit after the mass entry. If you correct it after submission it will have to go back to the manager for approval.</p>

Topic: Time/Absence	
<p>If the person is given more comp time than the 80 hour allotment will an error message be sent to let the timekeeper know they need to give them overtime instead? Does that make sense?</p>	<p>An employee’s comp time bank is capped at 80 hours Since the system DOES NOT automatically pay out overtime if you go over the maximum comp time allowed in your bank, you’ll need to be careful how you record your time if you’re getting close to 80 hours in your bank.</p> <p>Here’s an example that might help.</p> <p>John is an hourly employee who worked 46 regular hours in a week. He currently has 74 hours in his comp time bank. John should record four hours of time worked over 40 as comp (paid at x 1.5 since he’s hourly to add up to six hours). These six hours will be added to his comp time bank to bring him to the maximum of 80 hours. The remaining two hours will be automatically paid out as overtime pay.</p>
<p>Once leave is submitted and approved, is there any way for the employee to remove it? With all the OT our employees get, we are having a hard time unapproving from the supervisor’s level. It was giving us errors and not removing it from the employee’s time sheet. <i>NOTE we did find today that if the employee submits time off and the supervisor DOESN’T approve it, it can be changed on the timesheet and can be seen on the supervisor’s time off calendar.</i></p>	<p>If the leave is not approved they can delete or alter it. If the leave is approved they need to do “correct absence”</p> <p>See manual pages 106-108 and 128-131</p>
<p>Having an issue with FMLA Military Leave not showing up on the time calendar. An Employee had leave from 3/18-20 and it isn’t showing up on the calendar like the Comp and Vacation are. We were entering time and went to approve, but it kicked a hard error. The time is visible in absence calendar, but not in the work week time view.</p>	<p>The FMLA requires another absence type associated with it and it has an additional OES approval that has to happen. For example: you would enter FMLA 4 hours and Military paid time off for 4 hours.</p> <p>The hours per day for FMLA defaults to zero, you will need to edit the hours.</p> <p>Please make sure you talk to OES anytime there is FMLA time off with an employee.</p>

Topic: Random	
What is considered the “official” document in RMS? It used to be the summary page but will not be using the summary with Workday. Do the garages need to keep their day sheets / crew reports?	RMS will still serve as our official document. You will create a daily log for each individual employee in RMS and do not need to keep day sheets/crew reports.
Do light duty vehicles need added in RMS or can they be added in Workday through AW?	Maintenance mileage for light duty vehicles will be entered in RMS. Other light duty fleet mileage will be entered in AW. A link is provided from Workday to AW.
Do we have a training guide / answers as to how and where we are supposed to enter everything into RMS from Workday once we “import”	There is a section in the manual on rms. The only difference is that they import the time data. Once imported assigning equipment and materials is exactly the same as what they are currently doing.
Projects – Will the RCE’s enter new projects? Where can they see the cost center and function to be used with the project?	Projects will be created using the same process we are currently using. Construction Projects numbers will be generated from the project scheduling system.
The first was regarding the tracking of the tests that they do. Currently there is a place in the OPFIN timesheet where they record the number of tests that they do for data gathering. There is nowhere for this to be recorded in Workday. Do we have another place where this data can go?	Yes, it is called the work identification field on the time block.

<p>Can we filter by location vs seeing everyone in that circle? For example, the EOS for Ida Grove would like to just see the Ida Grove employees versus everyone in the Onawa/Denison circle. It's possible we may still need them to enter time for others in this circle in certain situations however, can we get a filter for when they don't need to do that?</p>	<p>At this time it is set up to allow you to see everyone in the circle. There is no filter/sorting function at this time but we will look into this for future releases.</p>
<p>We have a maintenance secretary who is doing maintenance/construction clerical duties. We tried to "delegate" to her but can only see employees in the Construction/Materials side of the house. He can't see anyone in Maintenance. What is the process to be able to "delegate" her to approve these types of things if/when necessary?</p> <p>How do managers delegate "across the house" or "across silos"? How can a construction manager delegate to someone in maintenance or vice versa?</p>	<p>If someone is trying to delegate outside of their work structure, a Workday Administrator would have to set up that delegation. This may be requested through the help desk.</p>

