

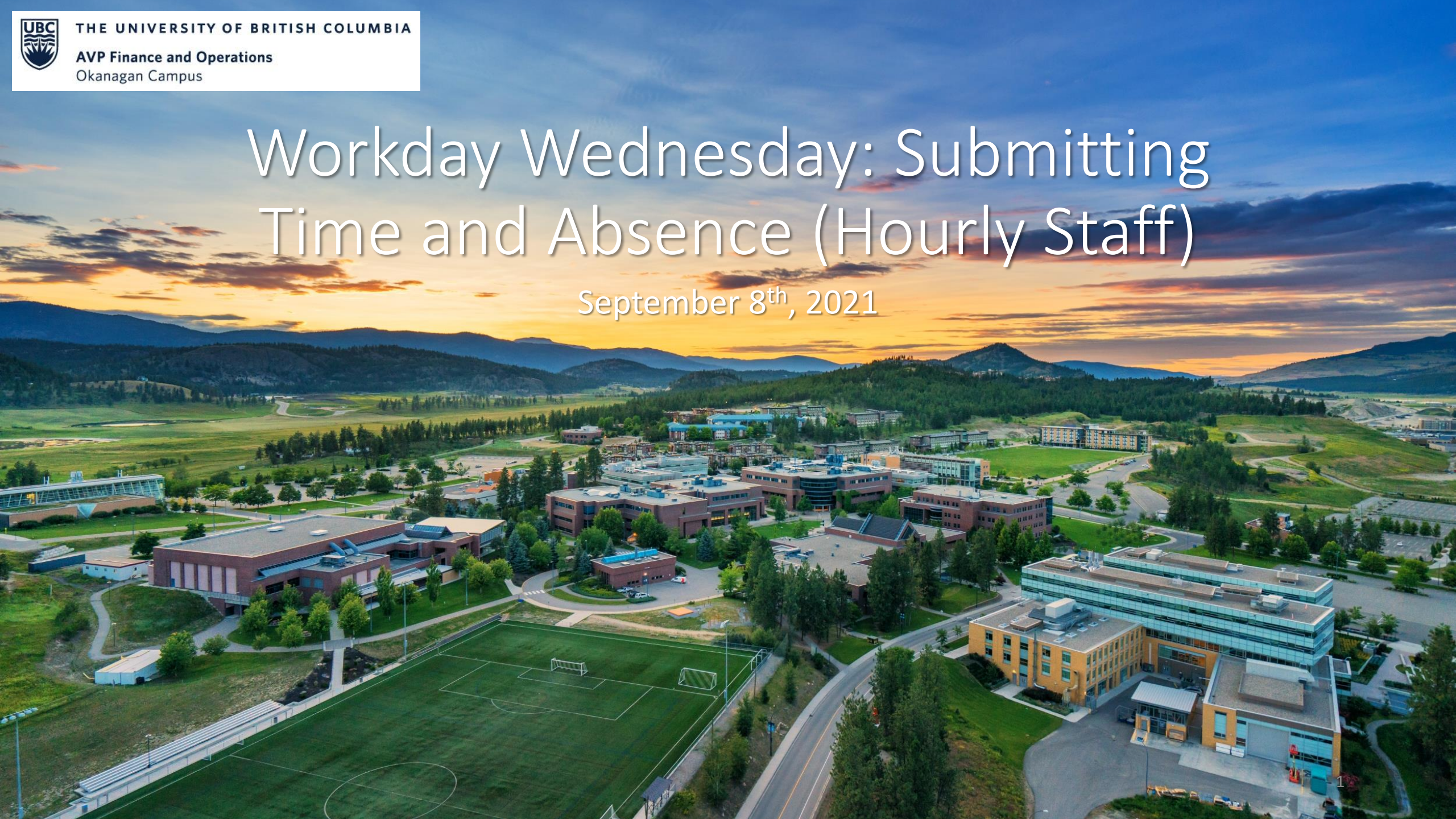


THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Submitting Time and Absence (Hourly Staff)

September 8th, 2021



RESOURCES AVAILABLE FOR HOURLY STAFF

Workday Essentials for Hourly Staff Training Course

- <https://wpl.ubc.ca/browse/irp-training/courses/wpl-irp-hr101h>

Workday Essentials for Student Workers Training Course

- <https://wpl.ubc.ca/browse/workday/employee-as-self/courses/wpl-wd-we4stu>

Enter Time (Hourly Staff) Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0016799&sys_kb_id=9da854b21b193010ba8f539f034bcb7e&spa=1

Enter Absence Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=cccd47231bf4785045ad766f034bcbf9&table=kb_knowledge

Time Entry Codes by Employee Group

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=3fcb5c3e1b193010ba8f539f034bcb0e

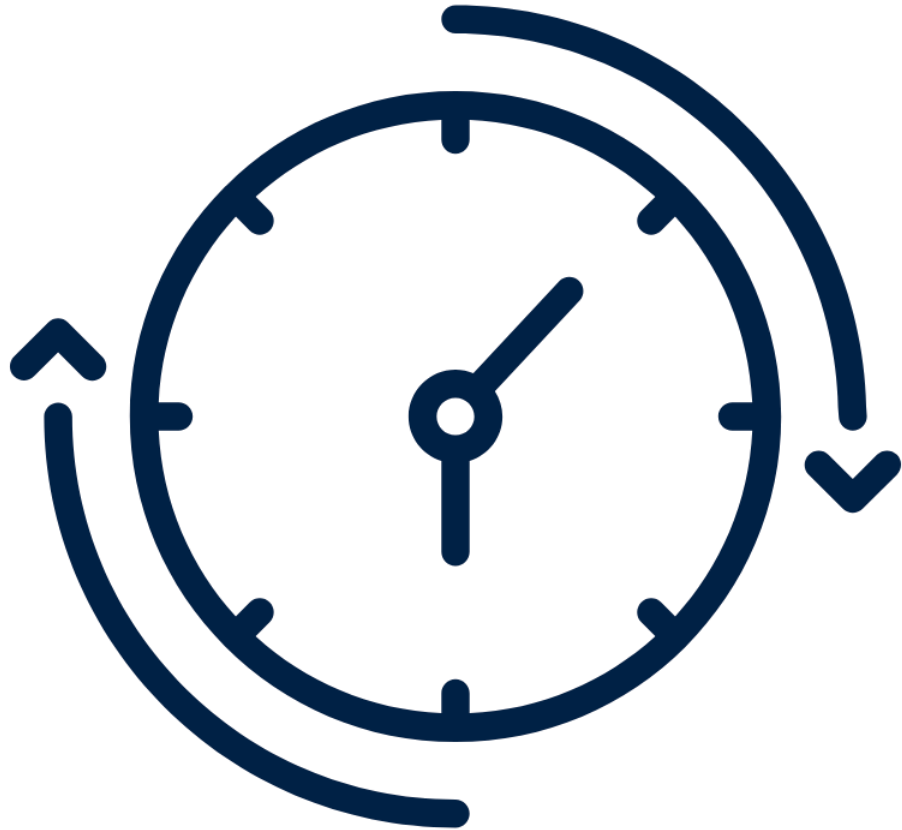
Pay Date Entry/Submission Deadlines

- https://finance.ubc.ca/sites/finserv.ubc.ca/files/2021_PaySchedule.pdf

AGENDA

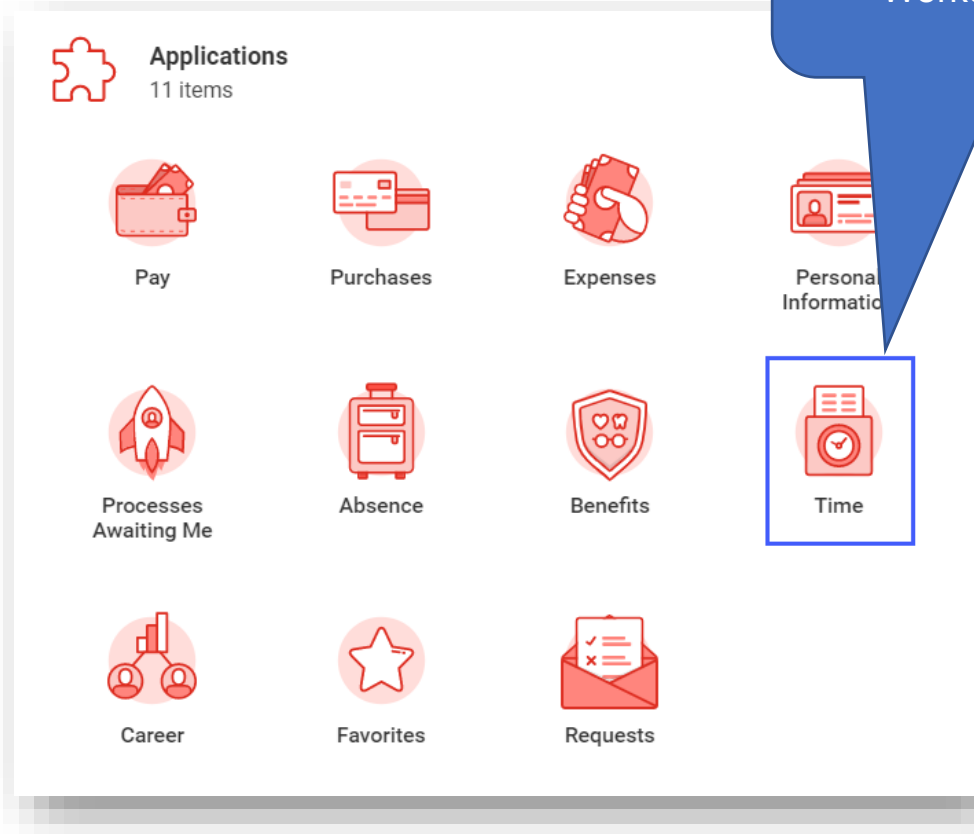
- 1 | Time Tracking for Hourly Staff
- 2 | Time Entry Codes for Employee Group
- 3 | Absence Entry for Hourly Staff
- 4 | Q+A





TIME TRACKING FOR HOURLY STAFF

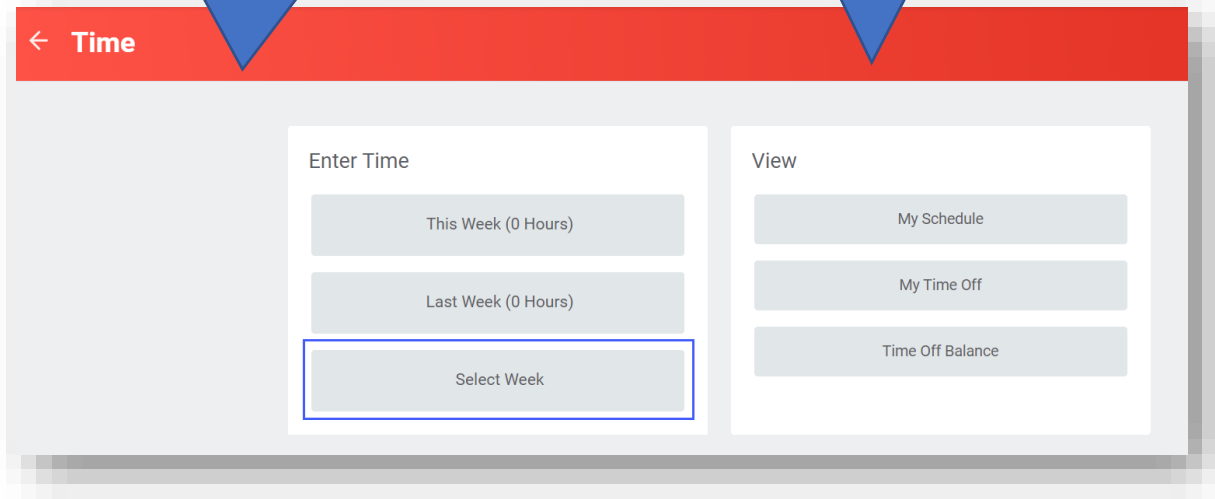
ENTERING TIME



Navigate to your 'Time' application from your Workday homepage

Under the 'Enter Time' header, select which week to enter time. If you previously entered hours in those time periods, you will see the current total.

Employees can only enter time for past dates if they fall within the current pay period. If a retroactive entry is required that falls outside of the current pay period, please contact your Manager/Dept. Administrator!



ENTERING TIME

Select the week and Click OK

View Time Select Week

Date * YYYY-MM-DD



February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Enter Time

Today < > Feb 21 - 27, 2021

	Sun, 02-21 Hours: 0	Mon, 02-22 Hours: 0	Tue, 02-23 Hours: 0	Wed, 02-24 Hours: 0
8 AM				
9 AM			Enter Time	
10 AM				

You have the option to either enter time by the day or by the week

Enter My Time

Today < > Feb 21 - 27, 2021

Week

Actions

- Auto-fill from Schedule
- Enter Time by Week
- Request Absence
- Review Time by Week

Summary

Feb 21 - 27, 2021

Regular	0
Overtime	0
Hourly Premiums	0
Banked Overtime	0
Time in Lieu	0

ENTERING TIME

After you click on a time block to enter your time, a pop-up window will appear requesting your entry details

Enter Time
2021-02-23

Time Type * In/Out Time

In * 08:00 AM

Out * 12:00 PM

Out Reason * Out

Hours * 4

Position * P000027473 Undergrad Academic A...

Details

Cost Center

Program

Fund

Function

Comment

OK Cancel

Time Type: In/Out will default

In = Time in
Out = Time out

Select 'Meal' if you are taking a meal break. Select 'Out' if you are working a short shift with no meal break

Be sure to enter 'am' or 'pm' to ensure correct entries

If you have a meal break, it **must** be entered, or time will not be accurate

ENTERING TIME

The screenshot shows a web form titled "Enter Time" for the date 2021-02-23. The form contains several fields: "Time Type" (dropdown menu), "In" (time input, 08:00 AM), "Out" (time input, 12:00 PM), "Out Reason" (dropdown menu, Out), "Hours" (input, 4), and "Position" (dropdown menu, P000027473 Undergrad Academic A...). Below these is a "Details" section with "Cost Center", "Program", "Fund", "Function" (all dropdown menus), and a "Comment" text area. At the bottom are "OK" and "Cancel" buttons. A blue box highlights the "Time Type", "In", "Out", and "Out Reason" fields. A red box highlights the "Position" field. A yellow star callout points to the "Position" field, and another yellow star callout points to the "Position" field from a larger blue callout box.

This field will display for workers who have multiple positions. It is very important to select the correct Position to ensure you are paid correctly.

Keep a record of your Position numbers if you are submitting time for multiple positions and ensure you are entering time for the appropriate position.

You will to repeat this step to enter a second block for the day if necessary, such as after a meal break.

ENTERING/SUBMITTING TIME



Important: Time entry is a TWO-STEP process. Employees first enter their hours worked, as shown in the previous slides. The second step is to **SUBMIT** their time for approval, which is then routed to their Manager and/or the Timekeeper of the Sup Org in which they reside.

SUBMITTING TIME

Enter My Time

Today < > Feb 21 - 27, 2021 Week Actions

	Sun, 02-21 Hours: 0	Mon, 02-22 Hours: 7	Tue, 02-23 Hours: 7	Wed, 02-24 Hours: 7	Thu, 02-25 Hours: 7	Fri, 02-26 Hours: 7	Sat, 02-27 Hours: 0
						Pay date 2021-02-16 - 2021-02-28	
8 AM		Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⊙ Not Submitted	
9 AM							
10 AM							
11 AM							
12 PM							
1 PM		Worked Time 1:00pm - 4:00pm 3 Hours ⊙ Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours ⊙ Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours ⊙ Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours ⊙ Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours ⊙ Not Submitted	
2 PM							
3 PM							
4 PM							

Summary
Feb 21 - 27, 2021

Regular	35
Overtime	0
Hourly Premiums	0
Banked Overtime	0
Time in Lieu	0

Review

The time entry calendar displays all entered time. Click **Review**.

Managers can determine how often they want time to be submitted for approval:

Every Day

Every Week

Every Pay Period (Minimum Requirement)

SUBMITTING TIME

Submit Time

I acknowledge my hours to be true and accurate, and comply with the company time reporting guidelines. I authorize payroll to use these hours for payment.

Following date range will be submitted for approval.

February 16 – 28, 2021 : 35 Hours Total

Total for February 16 – 28, 2021

Regular	35
Overtime	0
Hourly Premiums	0
Banked Overtime	0
Time in Lieu	0

enter your comment

Submit Cancel

Approved time blocks will have a green bar and check mark saying 'Approved'

Thu 9/2 Hours: 0	Fri 9/3 Hours: 7.583333		
In/Out Time 8:40am - 12:25pm 3.75 Hours: P000085423 S21 WL - Senior Student Ambassador (+) ✓ Approved	In/Out Time 8:25am - 9:50am 1.416667 Hours: P000085423 S21 WL - Senior Student Ambassador (+) ✓ Approved	In/Out Time 8:00am - 9:15am 1.25 Hours	In/Out Time 9:00am - 12:30pm 3.5 Hours: P000087999 Senior Student Ambassador (Undergraduate Academic Assistant) Submitted
In/Out Time 1:25pm - 5:15pm 3.833333 Hours: P000085423 S21 WL - Senior Student Ambassador (+) ✓ Approved	In/Out Time 11:30am - 4:05pm 4.583333 Hours: P000085423 S21 WL - Senior Student Ambassador (+) ✓ Approved		In/Out Time 1:00pm - 5:05pm 4.083333 Hours: P000087999 Senior Student Ambassador (Undergraduate Academic Assistant) Submitted
	In/Out Time 4:45pm - 5:45pm		

The Submit Time window will show. Verify the time you've entered, add comment if necessary, and click **Submit** to send to your Manager for approval.

Submitted time blocks will still show as grey and say 'Submitted'



TIME ENTRY CODES BY EMPLOYEE GROUP

TIME ENTRY CODES BY EMPLOYEE GROUP (UBCO)

BCGEU Okanagan

Code	Description
Additional Hours	to be used for part-time employees if they work additional straight-time (i.e. not overtime) hours
OT 1.5	any hrs over 7 hrs per day or 35 hrs per week
OT 2.0	after 2 hrs of OT 1.5, overtime is OT 2.0
Overtime Meal Break	Enter 0.5 hrs. Will pay 0.5 hrs at OT rates
Overtime Meal	Reimbursement for meal due to working overtime more than 2 hrs contiguous with a shift. Enter one unit for: Breakfast (will pay \$14), Lunch (will pay \$16), or Dinner (will pay \$30)
Afternoon Shift	if the bulk of hours (ie more than 50%) in a shift are between 4pm and midnight. Enter the number of hours. Will pay \$1/hr premium on all hours of the shift (e.g. worked 5 hrs Reg, add 5 units premium)
Graveyard Shift	if the bulk of hours (ie more than 50%) in a shift are between midnight and 8am. Enter the number of hours. Will pay \$1.15/hr premium on all hours of the shift (e.g. worked 5 hrs Reg, add 5 units premium)
Callout	used when the worker is called to work unscheduled. Enter the In and Out times. Workday will pay a minimum of 4 hours as Overtime
Trouble Call	used when the worker is called to work unscheduled AND the work can be completed from home. Enter the In and Out times. Workday will pay a minimum of 2 hours as Overtime
Standby	enter number of hrs worker is on Standby. Any fraction of 24 hrs will get a flat \$38 for Standby.
Stat Holiday Additional Hours	Must work a minimum of 15 of the 30 days prior to the statutory holiday. This will pay the worker an average day's hours.

Nonunion Technicians

Code	Description
Additional Hours	to be used for part-time employees if they work additional straight-time (i.e. not overtime) hours
OT 2.0	any hrs over 7.5 hrs per day or 37.5 hrs per week
Stat Holiday Additional Hours	Must work a minimum of 15 of the 30 days prior to the statutory holiday. This will pay the worker an average day's hours.

https://ubc.service-now.com/selfservice?id=kb_article&sys_id=3fcb5c3e1b193010ba8f539f034bcb0e



ABSENCE ENTRY FOR HOURLY STAFF

ENTERING/SUBMITTING ABSENCE



Important: When entering absence, hourly employees (except for student workers) are required to complete a double entry. In order to be paid for the absence, hourly employees must submit both a time entry and absence entry for the same number of hours.

SUBMITTING ABSENCES

Navigate to your 'Absence' application from your Workday homepage

Applications
11 items

- Pay
- Purchases
- Expenses
- Personal Information
- Processes Awaiting Me
- Absence**
- Benefits
- Time
- Career
- Favorites
- Requests

The Absence page will open. You can view your current absence balances under the 'Available Balances as of Today' section. Click on **Request Absence** to proceed.

← **Absence**

Request

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

View

- My Absence
- Absence Balance

Available Balance as of Today

Does not include future absence requests

21 Hours - Employment Standards Act Paid Sick Leave (Covid)
0 Hours - Other Time Off (P000088573 Knowledge Analyst, Change and Communications)
32.75 Hours - Paid Sick Time Off (P000088573 Knowledge Analyst, Change and Communications)
0 Hours - Unpaid Personal Time Off (P000088573 Knowledge Analyst, Change and Communications)
0 Hours - Unpaid Sick Time Off (P000088573 Knowledge Analyst, Change and Communications)
117.85 Hours - Vacation (P000088573 Knowledge Analyst, Change and Communications)

SUBMITTING ABSENCES

Click on the date(s) to select it (click on the date again to de-select it). Once all dates are selected, click **Request Absence**.

The screenshot displays an absence request interface. On the left, a list of absence types is shown with their respective hours:

- 0 Hours
- Employment Standards Act Paid Sick Leave (Covid) 21 Hours
- Paid Sick Time Off P000088573 Knowledge Analyst, Change and Communications 32.75 Hours
- Unpaid Personal Time Off P000088573 Knowledge Analyst, Change and Communications 0 Hours
- Unpaid Sick Time Off P000088573 Knowledge Analyst, Change and Communications 0 Hours
- Vacation P000088573 Knowledge Analyst, Change and Communications 117.85 Hours

The main area is a calendar for June 2021. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The calendar grid shows dates from 30 to 3. The dates 30 and 2 are highlighted with red boxes, indicating they are selected. There are also green 'Vacation' buttons on the 11th and 21st, and a grey 'Canada Day' button on the 1st. At the bottom left, a red-bordered button contains the text '2 Days - Request Absence'.


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30	31	Jun 1	2	3	4
	6	7	8	9	10	11
					<input checked="" type="checkbox"/> Vacation	12
	13	14	15	16	17	18
					Today	19
	20	21	22	23	24	25
	<input checked="" type="checkbox"/> Vacation					26
	27	28	29	30	Jul 1	2
				<input type="checkbox"/> Canada Day		3

SUBMITTING ABSENCES

The Select Absence Type pop-up window will appear. Click on the menu button in the 'Type' field and select your Absence Type.

Select Absence Type

When Wednesday, June 30, 2021
Friday, July 2, 2021


Type * 


Next Cancel

After you've selected the Absence Type, click **Next**.

Select Absence Type

When Wednesday, June 30, 2021
Friday, July 2, 2021

Type * 

Position * 

Next Cancel

If you have more than one position, you will need to request absence from both positions if applicable. If you are requesting a Long Term Absence, please refer to the **Request Leave of Absence process**.

- Short Term Absence**
- Bereavement Time Off
 - Dependent/Immediate Family Illness Time Off
 - ICBC Time Off
 - Jury Duty
 - Medical Time Off
 - Dental Time Off
 - Paid Sick Time Off
 - Pre-Placement Adoption Time Off
 - Professional Development Time Off
 - Unpaid Court Appearance
 - Unpaid Family Responsibility
 - Unpaid Personal Time Off
 - Unpaid Sick Time Off
 - Vacation
- Long Term Absence**
- Administrative Leave (Staff)
 - Adoption Leave
 - Caregiving Benefit Leave
 - Child Government Leave
 - Deferred Salary Leave
 - Disability Leave
 - External Secondment
 - Maternity/Paternity Leave
 - Partial Medical Leave
 - Reservist Leave
 - Salary Continuance for Union Workers
 - Study Leave
 - Temporary Promotion
 - Unpaid Medical Leave
 - Unpaid Personal Leave

SUBMITTING ABSENCES

Request Absence

Total 0 hours - Vacation

Request 1 item

*From	*To	*Type	Quantity per Day	Total	
23/12/2019	24/12/2019	Vacation	0 hours	0 hours	Edit Quantity pe...

Details for: Vacation

Position * Auxiliary Service Worker-Hotel

enter your comment

Submit Cancel

The hour amount should be your normal working hours in a day.

Edit Quantity per Day

16 hours - Vacation Total

Update All Quantities 7

2 items

Date	Quantity per Day	Comments
Mon, Dec 23, 2019	7	
Tue, Dec 24, 2019	7	

Click Done

Done Cancel

SUBMITTING ABSENCES

The screenshot shows a mobile application interface for requesting an absence. At the top, a blue header contains a back arrow and the text 'Request Absence'. Below the header, the text 'Total 16 hours - Vacation' is displayed. A section titled 'Request 1 item' contains a table with the following data:

*From	*To	*Type	Quantity per Day	Total	
23 / 12 / 2019	24 / 12 / 2019	x Vacation	8 hours	16 hours	Edit Quantity pe...

Below the table, there is a section titled 'Details for: Vacation' with a dropdown menu for 'Position' set to 'Auxiliary Service Worker-Hotel'. A teal callout bubble with the text 'Click Submit' points to the 'Submit' button at the bottom left of the form. The 'Submit' button is highlighted with a red border. To its right is a 'Cancel' button. The bottom of the form also shows an 'Attachments' section.

Once you've clicked **Submit**, your absence request will be routed to the Manager of the Position for which you've requested this absence for approval.

SUBMITTING ABSENCES

Once you've submitted your absence, you can view your Absences by visiting the 'Absence' application and clicking on 'My Absence' under the 'View' header.

Request

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

View

- My Absence
- Absence Balance

Click My Absence

Available Balance as of Today

Does not include future absence requests

- 0 Hours - Banked Overtime (Auxiliary Service Worker-Hotel)
- 0 Hours - Banked Overtime (Auxiliary Housekeeper (+))
- 0 Hours - Front Loaded Vacation (based on previous year) (Auxiliary Service Worker-Hotel)
- 16 Hours - Front Loaded Vacation (based on previous year) (Auxiliary Housekeeper (+))
- 0 Hours - Medical/Dental Time Off (Auxiliary Service Worker-Hotel)
- 0 Hours - Other Time Off (Auxiliary Service Worker-Hotel)
- 0 Hours - Other Time Off (Auxiliary Housekeeper (+))
- 0 Hours - Paid Sick Time Off (Auxiliary Service Worker-Hotel)

Absence requests will show in a list form chronologically. You can view the status of your Absence Requests from this page as well.

My Absence

Organization

Manager(s)

Absence Requests Absence Balances as of Current Date

Absence Requests 8 items

Date	Day of the Week	Type	Position	Requested	Unit of Time	Status	View More
24/12/2019	Tuesday	Vacation	Auxiliary Service Worker-Hotel	8	Hours	Submitted	Q
23/12/2019	Monday	Vacation	Auxiliary Service Worker-Hotel	8	Hours	Submitted	Q
26/11/2019	Tuesday	Jury Duty/Court Witness	Auxiliary Service Worker-Hotel	7	Hours	Approved	Q
25/11/2019	Monday	Jury Duty/Court Witness	Auxiliary Service Worker-Hotel	7	Hours	Approved	Q
11/10/2019	Friday	Vacation	Auxiliary Housekeeper (+)	4	Hours	Submitted	Q
10/10/2019	Thursday	Vacation	Auxiliary Housekeeper (+)	4	Hours	Submitted	Q
09/10/2019	Wednesday	Vacation	Auxiliary Housekeeper (+)	4	Hours	Submitted	Q

