



TIME & ABSENCE JOB AID

MEDICAL CENTER

THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR MEDICAL CENTER EMPLOYEES.

TIME ENTRY

- **Kronos:** Medical Center staff will enter time worked into Kronos and it will integrate with Workday at the end of the pay period.
- **Workday Time Tracking:** UTemp staff and work study students placed at the Medical Centers will, however, use Workday Time Tracking.

LEAVES OF ABSENCE

- Employees on a leave of absence in Kronos will be flagged as “on leave” in Workday, but their actual leave case is managed in Kronos.

ALERTS

Workday will send the following reminders about time off balances:

- **Holiday Credit Payout Warning:** Alert to worker and Time/Absence Approver about outstanding Holiday Credit balance prior to June 30 deadline.
- **Personal Holiday Forfeiture Warning:** Alert to worker and Time/Absence Approver about unused Personal Holiday expiration on December 31.
- **Discretionary Leave Forfeiture Warning:** Alert to worker and Time/Absence Approver about outstanding Discretionary time off balance prior to March 31 forfeiture deadline.
- **Compensatory Time Payout Warning:** Alert to worker and Time/Absence Approver about outstanding Comp Time balance prior to June 30 deadline.
- **Professional staff Vacation Time Off Balance of Greater Than 240 Hours:** Alert to worker and Time/Absence Approver about vacation time off balance that is above 240 hours.
- **Classified Staff Vacation Balance Exceeds 240 Hours:** Alert to worker and Time/Absence Approver about the Vacation time off balance exceeding 240 hours and that time off in excess of 240 hours on the time off service date is subject to forfeiture.
- **Classified Staff Vacation Balance Approaching 240 Hours:** Alert to worker and Time/Absence Approver about Vacation time off balance that is approaching 240 hours. Reminder to request extension before forfeiture.
- **Vacation Time Off Forfeiture:** Alert to worker and Time/Absence Approver that the excess above 240 hours have been decremented from the balance.