WORKDAY FUNDAMENTALS: TIME AND ABSENCE INITIATE

WORKDAY TRAINING

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
HELLO! I’M...

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Training & Communications Specialist - ISC

Need to get in contact with us?
ischelp@uw.edu
TRAINING ORIENTATION

I will definitely:

– Introduce you to the Time and Absence Initiate role
– Show you the tool, its limitations and abilities, and navigational tips
– Find the right person to answer your question if we don’t know the answer
I may not be the foremost expert on:

- UW, state, or federal policy analysis
- Knowing, handling, or optimizing processes unique to your unit
- Your role outside Workday
THE ISC SPACE

> Bathrooms
> Water
> Coffee shop on the Mezzanine floor

A special note: While visiting, please use me as a direct resource for introductions and/or ticket follow-up.
LEARNING SPACE

> Be human first, and a learner after that!
> Software training—getting ahead and falling behind
> Retention and learning
> Breaks
WARM-UP
RESOURCE EXPLORATION

> Training
> Admins’ Corner
> HCM Transactions Calendar
> User Guides
  – Use Table of Contents for quick navigation
    > Grey Boxes can be expanded for field-level details
    > Use vs. Do Not Use
HELPFUL WORKDAY CONFIGURATION

> Add the optional worklets, Team Time Off and Favorites, to your home screen using the settings gear at the top right of your home screen.

> Select the Cloud Icon to update Search Preferences to ‘All of Workday.’
INTRO TO WORKDAY TOUR

> Home/landing page
> Search menu and search categories
> Supervisory organization (sup org) profile
> Worker profile and related actions menu
SCAVENGER HUNT ACTIVITY

WRITE DOWN YOUR ANSWERS...

> Which sup org is your assigned worker a part of?
> How many subordinate orgs are under your worker’s sup org?
> What was the most recent business process (bp) your worker was involved in?
> How many people are on your worker’s team?
BUSINESS PROCESSES (BPs) IN WORKDAY
WHAT IS A BUSINESS PROCESS (BP)?

> Definition: A set of tasks that you will initiate, act upon, and complete in order to accomplish a business objective.

> Characteristics:
  – Can be started ad hoc or as a sub-process of a larger process.
  – When a bp is initiated, Workday routes tasks to the responsible roles and enforces security and business rules throughout the bp.
INTRO TO BPs TOUR

> There are multiple ways to navigate to kick off a business process:
  - Worklet
  - Search bar
  - Worker Profile > Related Actions
  - Inbox item
FORMS AND FIELDS IN BPs

> How to identify required fields

> Workday Errors and Alerts
  - Red – Error, hard stop
  - Yellow – Alert, warning that you can transact past

> The Submit, Save for Later, and Cancel buttons
THE ROLE OF A TIME & ABSENCE INITIATE (TAI)
DEFINING THE ROLE

The TAI serves as:

> A Process Gatekeeper:
  – Coordinates with the employee and Time & Absence Approver to ensure processes are completed in a timely manner.

> A Data Steward:
  – Validates all time and time off entries prior to payroll processing and coordinates with the employee to make corrections or resolve errors.
AN EFFECTIVE TAI...

> Thoroughly understands how to **initiate business processes** related to time and absence in Workday.

> Has a basic understanding of **resolving issues** related to time and absence can find **additional resources**.

> **Shares knowledge** of Workday time and absence concepts with colleagues.
ABILITIES OF THE ROLE
PRIMARY BUSINESS PROCESSES

1. Assign Work Schedule
2. Enter Time
3. Request/Enter Absence and Correct Absence (Time Off)
# BPs AND YOUR ROLE

<table>
<thead>
<tr>
<th>Business Process</th>
<th>What the TAI Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assign Work Schedule</td>
<td><strong>Assign accurate</strong> Work Schedules for all employees.</td>
</tr>
<tr>
<td>2. Enter Time</td>
<td>• Is responsible for ensuring <strong>policy compliance and data validation</strong> for time tracking and time offs.</td>
</tr>
<tr>
<td>3. Request/Enter/Correct Absence (Time Off)</td>
<td>• Can <strong>initiate</strong> and <strong>submit</strong> processes, including some input that the employee cannot do.</td>
</tr>
<tr>
<td></td>
<td>The employee still holds the responsibility for complying will all policies and regulations.</td>
</tr>
</tbody>
</table>
ADDITIONAL RESPONSIBILITIES

Review Job Aid available on ISC site and run reports prior to payroll. Utilize data in reports to:

> Ensure compliance of rules and policies
> Validate time and time off entries and make edits as needed
ADDITIONAL RESPONSIBILITIES

Accurate and timely payout of Compensatory Time Off and Holiday Credit Time Off on the annual June 30 deadline (Classified Staff).

See User Guide: Enter Absence – Cashout of Compensatory Time and Holiday Credit
KNOWLEDGE CHECK

> What are the three main business processes that you will interact with as the Time and Absence Initiate?

> Aside from the three business processes, what are other activities that the Time and Absence Initiate is responsible for?
ASSIGN WORK SCHEDULE (AWS)
WHAT ARE WORK SCHEDULES?

- Work Schedules are assigned to all employees (excluding Med Centers) and are utilized in various time calculations including overtime and straight time.

- They are duration based and track hours worked per day for a Mon-Sun week.
WHO DOES THIS MATTER FOR?

Work Schedule assignments are most important for daily OT eligible and Midnight Divide employees.

– Daily OT eligible employees include NE S employees within:
  > SEIU 925
  > WFSE
  > Inland Boatmen’s Union
  > Teamsters
DOES IT NEED TO BE EXACT?

> When viewing a worker’s schedule, Workday defaults in/out times for all work schedules.

> These are placeholders and do not need to match an employee’s actual in and out times (except Midnight Divide Work Schedules).

> There’s an AWS job aid decision tree!
WORK SCHEDULES VS. TIME BLOCKS

Work Schedules indicate expected duration hours.

How many hours per day is the employee expected to work?

Time blocks (timesheets) should reflect actual hours worked.

What time did the employee come in/out for work?

How many hours did the employee work per day/week?

Did the employee earn overtime?

Workday will compare an employee’s reported time to their work schedule per day and per week to automatically calculate total hours, including OT/ST & Shift Differentials.

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AWS AD HOC ASSIGNMENTS

Time & Absence Initiates can assign work schedules to make an update on an ad hoc basis if no other worker details are changing (e.g. no change in FTE, Work Shift, etc.)

- Example: 100% FTE worker changes from five shifts to ten shifts during the summer
AWS INBOX TO-DO ASSIGNMENTS

Time & Absence Initiates will also receive Inbox To Do Items to Assign Work Schedules as part of an overall process

– Example: Hire, Change Job, Return from Leave
The Assign Work Schedule process routes to Time & Absence Approver for approval. This is most times their manager.
DECODING WORK SCHEDULES

See the Assign Work Schedule User Guide for the Work Schedule Decoder

- FTE
- # Days of Week
- C= Constant/Consistent hours per day; V= Variable hours per day
- # Hours /Day and Which Days of Week
- Default
IMPACTS TO TIME CALCS & PAY

Work schedule assignments will have a direct, indirect, or no impact to time calculations and pay, depending on the employee population.

For Daily OT Eligible employees, assign the Work Schedule that reflects the expected daily duration hours as this drives time calculations (e.g. OT and ST) that impact Payroll.

For hourly employees, assign the No Event Work Schedule to ensure that time calculations are sent to Payroll correctly.

For all other employees (regardless if eligible for time tracking), assign the work schedule that matches the FTE and is closest to daily duration hours.
WHAT IF CAN’T FIND THE ONE I NEED?

> For Daily OT eligible employees: Contact the ISC
> For Midnight Divide employees: Contact the ISC
> For all other employees: Select the Work Schedule that most closely resembles the actual scheduled hours.
  
  – There are no negative impacts within Time Tracking or Absence for nonexempt CNU, nonexempt Professional Staff, or exempt employees that do not have an exact work schedule.
> Tracking a Business Process
  – Inbox – Actions, Archive

> To Do Items in your Inbox
  – Assign Work Schedule (As a Sub Process)
  – 2-step process to complete the action (or identify action not needed), then Submit the To Do item
> Assign Work Schedule

– Start Date: Select a Monday start for ad-hoc updates. Otherwise, align with the start date of the overall process (e.g. Change Job-FTE)

– End Date: Optional. Leave blank for open-ended/indefinite schedules

– Work Schedule examples:

  > 100-5C8-MonTueWedThuFri (Default)
  > 50-4V examples
  > Midnight Divide examples
  > No Event - 7 Day (Default)
AWS DEMO (CONTINUED)

> View Work Schedule
  – In/Out Times don’t matter, except for Midnight Divide employees
WHO TRACKS TIME?

> Employee types that track time in Workday:
  – Hourly (NE H)
  – Non Exempt Salary (NE S)
  – *Small populations of Exempt Salary (E S)

> Employee types that *do not* track time in Workday:
  – Faculty
  – Exempt Salaried Staff (E S)
# COMMON TIME ENTRY TYPES

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Time Tracking Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked - In/Out</td>
<td>Default time type for <strong>most Hourly</strong> employees.</td>
</tr>
<tr>
<td>Hours Worked- In/Out, Do Not Pass to Payroll</td>
<td>Default time type for <strong>most Non-Exempt Salaried</strong> employees.</td>
</tr>
<tr>
<td>Flex Time Worked - In/Out or Hours, Do Not Pass to Payroll</td>
<td>To be used for makeup/flex time. Does not impact Daily OT calculations. Available to <strong>eligible Non-Exempt Salaried</strong> employees.</td>
</tr>
<tr>
<td>Standby – In/Out or Hours</td>
<td>To be used for “on call” time. Available to <strong>eligible Non-Exempt Salaried</strong> employees.</td>
</tr>
</tbody>
</table>
OVERTIME AND ADVANCED CONTENT

> Time Calculation Tags for overtime and shift differential are auto-calculated.

> See advanced webinars for:
  – Run Calculations
    > Retro adjustments?
  – Hours Worked-No Rounding
    > Peculiar FTEs/work schedules?
ENTER TIME - DEMO 1

Hourly worker example via Team Time Worklet > Enter Time For Worker

- Micro-Edit Time Block
- Warning message, if applicable
- Correct or delete individual time blocks
- Submit – Includes timesheet attestation
- View Time Block Statuses on the timesheet
  > Not Submitted, Submitted, Approved
ENTER TIME - DEMO 2

**Classified** worker example via Worker Profile

Related Actions > Time and Leave > Enter Time

- Quick Add
- Enter Cost Center Details on time block to override default or costing allocation
- Clear time entries for the week
  > Deletes all time blocks (Not Submitted, Submitted, Approved)
ENTER TIME – DEMO 3

**Classified** worker example

- Auto-Fill From Prior Week
  > Can select to copy comments and details as well
- Correct individual time blocks
- View Time Calculation Tags
- Enter Compensatory Time Earned Worktag
  > In the Details section of the time block where the Overtime was calculated
HANDS ON ACTIVITY

See page 2 of handout

> Run the report: My Supporting Roles to view the supervisory organizations you support and security roles you have

> See handout for the employees you can transact on
HANDS ON ACTIVITY

<table>
<thead>
<tr>
<th>For your assigned....</th>
<th>Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hourly</strong> Employee</td>
<td><strong>Assign Work Schedule</strong> from Related Actions on Worker Profile or My Team’s Schedule. Select No Event - 7 Day (Default)</td>
</tr>
<tr>
<td><strong>Classified</strong> Employee</td>
<td><strong>View Work Schedule</strong> from Related Actions on Worker Profile or My Team’s Schedule. You can re-assign the work schedule if you’d like to test out the impacts to Time calculations</td>
</tr>
</tbody>
</table>
| **Hourly** and/or **Classified** Employee | **Enter Time** from Team Time Worklet or Related Actions on Worker Profile.  
  • Micro-Edit Time Block, Quick Add or Auto-Fill From Prior Week  
  • Clear Time Entries for the Week; Correct or Delete individual Time Blocks  
  • Select different Time Types and view Time Calculation Tags  
  • Enter Cost Center Details to override the default or Costing Allocation  
  • For Classified Employee – Enter Comp Time Earned worktag on time blocks with O/T |
KNOWLEDGE CHECK

WRITE DOWN YOUR ANSWER

> When would it be beneficial to use auto-fill from a prior week rather than a micro-edit time block?

> Where is the Compensatory Time Earned Worktag entered?
ABSENCE
OVERVIEW
THE ABSENCE CALENDAR

> Balance As Of Date
  - Only looks to the past when returning balances

> Future absence already submitted:
  - Is evaluated when a user requests time off
  - Will throw errors if user does not have enough time off
  - Does not have to be approved to factor
ABSENCE: WHAT IS TIME OFF?

Time Off is used for most absences and can affect Payroll (e.g. Sick, Vacation, Personal Holiday, Unpaid)

– Entered for any time where the Employee did not work when normally scheduled
– Some time off does not affect payroll. E.g. Tracking Time Off- FMLA tracks FMLA entitlements.
ABSENCE: WHAT IS A LEAVE OF ABSENCE?

A Leave of Absence (noted with LOA in the title in Workday) is considered a long term absence from work, typically greater than two weeks.

- Includes absences that may qualify for the Family and Medical Leave Act (FMLA), Disability Leave, or Parental Leave.
- LOA (with the exception of Summer Hiatus Leave and Sabbatical) do not affect an employee’s pay. All non-payroll leaves will need an accompanying Time Off request.
TIME OFF
<table>
<thead>
<tr>
<th>Time Off Type</th>
<th>Accrual Rule(s)</th>
<th>Forfeiture/Buy Back/Cash Out?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensatory Time Off</td>
<td>Posts at the beginning of the workweek in which it was accrued. Must be approved first.</td>
<td>Must be used or cashed out by June 30\textsuperscript{th} annually.</td>
</tr>
<tr>
<td>Holiday Credit Type*</td>
<td><strong>Workers on First Shift:</strong> posts the day of the Holiday. <strong>All Other Work Shifts:</strong> posts the day prior to the Holiday to accommodate the Midnight Divide.</td>
<td>Must be used or cashed out by June 30\textsuperscript{th} annually.</td>
</tr>
<tr>
<td>Personal Holiday Time Off*</td>
<td>Initial accrual is based on eligibility and Time Off Service Date (TOSD). All subsequent accruals post at the start of each calendar year on January 1.</td>
<td>Personal Holiday Time Off is automatically forfeited if not used or donated by December 31.</td>
</tr>
<tr>
<td>Vacation Time Off*</td>
<td>Based on Months of Service and posts on the last calendar day of the month. It cannot be used until the first of the next month.</td>
<td><strong>Classified Staff only:</strong> Vacation in excess of 240 hours is auto-forfeited on the Time Off Service Date in Workday (Anniversary Date). A UW Email Alert is sent to employees approaching the maximum.</td>
</tr>
<tr>
<td>Sick Time Off*</td>
<td>Posts on the last calendar day of the month. It cannot be used until the first of the next month. Initial accrual is based on TOSD. If TOSD is between 1\textsuperscript{st}-15\textsuperscript{th} of the month, first accrual happens last calendar day of that month. If 16\textsuperscript{th}-end of the month, it happens on the last calendar day of the next month.</td>
<td>Professional Staff and eligible <strong>Classified Staff only:</strong> Annual Attendance Incentive Program can “buy back” sick time &gt; 480 hours at a specific rate. It can also be donated as Shared Leave. Can also be partially paid out during retirement/death, or transferred when moving between state agencies.</td>
</tr>
<tr>
<td>Discretionary Time Off</td>
<td>Accrues once approval process is over for whenever it is awarded.</td>
<td>Automatically forfeited in March in the year after it was awarded.</td>
</tr>
</tbody>
</table>

*Pro-rated for FTEs < 100%
HIERARCHY RULES

Workday enforces hierarchy rules via validations:

> **Everyone:**
  – Must use all available and appropriate* paid time off before Unpaid Time Off
  – Must use all time off before Shared Leave Time Off (e.g. workers on approved LOA- Shared Leave of Absence)

*Sick Time Off and Personal Holiday Time Off is not evaluated in these hierarchy rules.
HIERARCHY RULES (CONTINUED)

> **Professional Staff Only:**
  - Must use Holiday Credit Time Off before other available and appropriate* paid time off
  - Must use Discretionary Time Off before Vacation Time Off

> **Professional & Classified Staff:**
  - Must use Compensatory Time Off before Vacation Time Off

*Sick Time Off and Personal Holiday Time Offs are not evaluated in these hierarchy rules.
HIERARCHY RULES (CONTINUED)

When a Worker completes the Request Absence process, this is a hard stop. The Time/Absence Initiate can transact around these validations in the Enter Absence process.
HOLIDAY TAKEN VS. HOLIDAY CREDIT

> **Holiday Taken Time Off** is entered when someone is indicating they took the holiday off.

> **Holiday Credit Time Off** is auto-accrued when holiday taken time off is not entered on a given holiday.

  – If someone is not scheduled to work on a holiday, they will accrue holiday credit for the holiday if they are eligible. They may spend it when they please (reminder: pro-staff must spend this before other types of paid time off)
UNPAID TIME BEFORE HOLIDAY POLICY

Unless a more specific collective bargaining agreement term, Professional Staff Program provision, or civil service rule applies, to be paid for a scheduled holiday, an employee must be in pay status as follows:

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then you must be in pay status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified non-union</td>
<td>the <strong>entire work shift</strong> on your last scheduled work shift of preceding the holiday</td>
</tr>
<tr>
<td>Contract classified</td>
<td><strong>at least four hours</strong> on your last scheduled work shift preceding the holiday</td>
</tr>
<tr>
<td>Professional staff</td>
<td><strong>at least four hours</strong> on your last scheduled work shift preceding the holiday</td>
</tr>
</tbody>
</table>
UNPAID TIME OFF BEFORE A HOLIDAY

> Workday does not automatically “unpay” the holiday when unpaid time off falls before.

> Audit report R0012 Audit Unpaid Holiday exists for departments to audit for scenarios where there is unpaid time off the day before the holiday.

> For more policy details, check this page.
**KNOWLEDGE CHECK (QUESTION 1)**

In the scenario below, is the holiday paid or unpaid?

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 7 hours</td>
<td></td>
</tr>
<tr>
<td>LWO: 1 hour</td>
<td></td>
</tr>
</tbody>
</table>

Answer will go here on the next slide.
**KNOWLEDGE CHECK (ANSWER 1)**

In the scenario below, is the holiday paid or unpaid?

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 7 hours</td>
<td><strong>PAID</strong> for Professional and Contract Classified</td>
</tr>
<tr>
<td>LWO: 1 hour</td>
<td><strong>NOT PAID</strong> for CNU</td>
</tr>
<tr>
<td></td>
<td>Enter Unpaid Time Off</td>
</tr>
</tbody>
</table>
KNOWLEDGE CHECK (QUESTION 2)

In the scenario below, is the holiday paid or unpaid?

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 3 hours</td>
<td></td>
</tr>
<tr>
<td>LWO: 5 hours</td>
<td></td>
</tr>
</tbody>
</table>

Answer will go here on the next slide.
In the scenario below, is the holiday paid or unpaid?

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 3 hours</td>
<td>NOT PAID</td>
</tr>
<tr>
<td>LWO: 5 hours</td>
<td>Enter Unpaid Time Off</td>
</tr>
</tbody>
</table>
**KNOWLEDGE CHECK (QUESTION 3)**

In the scenario below, is the holiday paid or unpaid?

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 4 hours</td>
<td></td>
</tr>
<tr>
<td>LWO: 4 hours</td>
<td></td>
</tr>
</tbody>
</table>

Answer will go here on the next slide.
## KNOWLEDGE CHECK (ANSWER 3)

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 4 hours</td>
<td><strong>PAID</strong> for Professional and Contract Classified</td>
</tr>
<tr>
<td>LWO: 4 hours</td>
<td><strong>NOT PAID</strong> for CNU Enter Unpaid Time Off</td>
</tr>
</tbody>
</table>
ENTER ABSENCE – DEMO 1

Absence Calendar
- Balance As Of Date
- Use arrows to navigate through the calendar and view Time Off entries

Holiday Taken Time Off
- Can request all Holidays through the remainder of the calendar year in 1 request
- Automatically approved
- Removes “Holiday Credit – Time Off” accrual
ENTER ABSENCE - DEMO 1 (CONTINUED)

> Correct Absence – Holiday Taken Time Off
  – Click on approved time off and select the minus button to remove
  – Automatically approved
  – Triggers accrual of “Holiday Credit – Time Off”
ENTER ABSENCE - DEMO 2

> Vacation Time Off
  – Verify Balance As of Date
  – Click and drag for multiple days, do not include days the employee would not normally work (e.g. Exclude weekends)
  – Error message - Future Time Off request
  – Navigate through Absence Calendar and verify Balance As of Date

> Time Off Entry - Submitted
  – Click on request, select Absence Event to View Business Process History
ENTER ABSENCE - DEMO 3

> Cancel Absence that has been submitted (not yet approved)
  – Click into Absence Request and select Cancel this Request button

> Correct Absence that has been approved
  – Use the plus/minus icons to adjust entries
  – Submit for re-approval
TIME SHEET & TIME OFF

For Sick/Vacation Accruing (SVA) employees who are also tracking time, all time off entries will be displayed in the timesheets.

Some time off can be entered through the Enter Time process.
TIME SHEET & TIME OFF: BEST PRACTICE

Since balances are displayed on the Absence Calendar, we recommend any future-dated time off request be requested via the calendar, NOT the timesheet.
TIME SHEET & TIME OFF: ALERT

If time off is entered after a timesheet for the week has already been filled out, go back to the timesheet to update the time blocks for hours not actually worked.

Employee will be alerted with a warning.
LEAVE OF ABSENCE (LOA)
LOA VS. TIME OFF (CONTINUED)

> LOA and time off are requested by the employee via the same business process: Request Absence.

> Once requested, all LOA and time off display on the employee’s Absence Calendar.
Employees who are not familiar with the difference may incorrectly selecting a LOA instead of time off.

For example, when the employee types in “Sick,” they are presented with four different options.
Workers on leave can have up to five different entry types on their Absence Calendar.

**LOA- ____________ Leave:**
- Entered by Employee or HR/Academic Partner
- Designation only, no impact to pay*
  *Excludes Sabbatical and Summer Hiatus
- Example: LOA – General Request- Sick/Injured Leave
WORKERS ON LEAVE (CONTINUED)

> **_________ Time Off:**
  - Entered by Employee (or Time & Absence Initiate)
  - Passed to payroll
  - Examples: Vacation Time Off, Sick Time Off, Unpaid Time Off

> **Tracking Time Off - _________:**
  - Entered by HR/Academic Partner to track entitlements
  - Begin with Tracking in the title
  - Examples: Tracking Time Off-Parental, Tracking Time Off-FMLA, Tracking Time Off- Disability
ABSENCE: WHEN TO CONTACT UWHR
CONTACT UWHR WHEN...

UWHR approval is needed in these scenarios before the ISC can complete the transactions in Workday:

> Prior Service Credit: http://hr.uw.edu/ops/leaves/prior-service-credit/

> Awarding Discretionary Time Off (Pro Staff): http://hr.uw.edu/ops/leaves/discretionary/
Exceptions to 240 hour rule for Vacation Time Off (Classified Staff only)

- Otherwise, Vacation Time Off in excess of 240 hours will be forfeited on the Employee’s Anniversary Date (Workday Time Off Service Date)

Exceptions to 6/30 Holiday Credit Time Off and Compensatory Time Off

- See User Guide: Enter Absence – Cashout of Compensatory Time and Holiday Credit
HANDS ON ACTIVITY

Practice the following processes on the Classified worker assigned to you by the instructor:

– Navigate to Team Time Worklet or Related Actions on Worker Profile
– Enter Absence
  > Test out time off usage hierarchy. View alerts and transact past them.
– Select Absence Event to View Business Process History
– Review how absences are reflected in time sheets

Cancel an In Progress (Submitted, but not approved) request
HANDS ON ACTIVITY

Remove all **Time & Time Off** entries you entered in today’s course for both your **Hourly** and **Classified** workers:

> Enter Time
  – Delete individual time blocks or Enter Time > Clear

> Enter or Correct Absence
  Cancel each individual Time Off Request
KNOWLEDGE CHECK

WRITE DOWN YOUR ANSWER

1. True or False? For Classified Staff, Workday will automatically pay out Compensatory Time Off and Holiday Credit Time Off on the annual June 30 deadline.
KNOWLEDGE CHECK

WRITE DOWN YOUR ANSWER

2. **Multiple choice:** If a 100% FTE normally works Tues-Fri, what should they enter on their Absence calendar for Labor Day (Monday)?
   
a. 8 hours of Holiday Taken Time Off
b. 8 Hours of Holiday Credit Time Off
c. Nothing
3. **Fill in the Blank:** An employee is out sick for a week. Assuming a balance is available, the employee should select __________ when requesting an absence.
INTERACTIONS WITH PAYROLL
Costing Overrides

> Cost Centers on Time Blocks are sent to Payroll:
  
  - Cost Center, Project, Option Task Codes entered on a time block will override the default cost center or any existing Costing Allocations for the employee.

  - The details entered on a time block will affect the budget that the pay is pulled from, but will not affect the timing or the amount of the pay.
COSTING OVERRIDES (CONTINUED)

> Time and Absence Initiate will be responsible for entering or verifying costing allocations overrides on time blocks

> See report R0521!
PAY AND TIME TRACKING

> All Time Calculation Tags are passed to payroll, unless indicated by “Do Not Pass to Payroll”

- Salaried employees who track time:
  > Will receive a paycheck regardless of whether time is entered.
  > Will be out of compliance if they do not submit their timesheets and will not receive any overtime pay if they qualified.
  > It is the Time and Absence Initiate’s responsibility to ensure this is happening

- Hourly employees will not get paid appropriately if time is late or inaccurate.
ABSENCES AND PAYROLL

> Time Off types that are passed to payroll will display on the payslip
  – Paid Time Offs will display as Individual line items on the payslip in the Earnings Section.
    > A majority of Administrative Time Offs transacted centrally will also display. Example: Vacation Payout (Terminated employees)
  – **Paid Time Off Balances** are also displayed in the payslip.

> Time Off Types that are not passed to payroll will not display on the payslip
  – Tracking Time Offs
Time and Time Off can be entered, or corrected (including additional details), up until the Payroll Lock Date, which is visible on the Timesheet.

– See 2017 Campus Payroll and HCM Calendar – By Payday
– Cost Center, UW Project, UW Task, and/or UW Option can be changed up until the Payroll Lock Date. After the Payroll Lock Date, these details should not be updated via the enter time process and rather should be completed as expense transfers in MyFD.
RETRO ADJUSTMENTS

> After the Payroll Lock Date, retro time or time off can be entered
  – Utilize the same **Enter Time** and **Request/Enter/Correct Absence** processes
  – Pay for retro time/time off will be reflected in the paycheck for the pay period in which the entry is actually submitted & approved, with reference to the original dates in which the time/time off was associated to.

> Contact the ISC
  – Retro time/time off beyond 90 days in the past
KNOWLEDGE CHECK

WRITE DOWN YOUR ANSWER

1. What does “Do Not Pass to Payroll” indicate on a Time Entry type?
2. When would a salaried employee receive overtime?
3. How do you override a default cost center for hours worked?
4. How do we pay employees for retro/back hours worked?
REPORTING
USING PROMPTS

> Prompts are fields or check boxes that can be displayed before you run a report.
> Prompts can be optional or required.
> Multiple values can be selected based on the desired results.
> You can save prompt values for future use as a filter.
SORTING AND FILTERING

> Sorting
  – By Ascending or Descending

> Filtering
  – By Filter Condition and Value fields
  – Numerical
    > Equals, Greater Than, Less Than, Between, Is Empty
  – Textual
    > Is Empty
    > Is allows users to select values from a list
INTERACTING WITH RESULTS

- Drilling or View Details
- Related Actions to perform additional actions
- View Details, Export to Excel, and Export to PDF
EXPORTING

> There are two exporting options:
  – Export to Excel
    > Excel allows for manipulating a report and its data
  – View printable version of PDF

> Exporting allows users to share data outside of Workday and security controls

> All UW data governance and security policies apply
REPORTING DEMO

> Favorites Worklet > Manage Favorites
  - In the **Favorite Custom Reports** menu, add any UW report with an “R” number
  - R0521 Reported Time Blocks
    > To view time entry codes and calculation tags for entered hours

> Report navigation
  - Reporting prompts
  - Sorting and filtering
  - Export to Excel or Print to PDF
> Access reports in Worklets
  – Team Time Off Worklet > Time Off Summary
    > To view Beginning Balance, Accruals, and Time Off Paid in Period, and Ending Period Balance Including Pending Events
REPORTS FOR PAYROLL

> Workday Reports Home Page
  – This page includes Known Issues and Recent Updates
  – Job Aid: Workday Reports for Time and Absence Initiates and Approvers
  – Workday Reports Catalog
    > A list of reports that provides detailed information on what is included in a particular report, regardless of your security role.
    > Workday provides a report listing which standard and custom reports you can run in Workday (a report of reports).

See the Appendix for sample report screenshots
## REPORTS FOR PAYROLL

Run reports prior to payroll processing to validate Time and Time Off entries

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Time &amp; Absence Initiate To Validate</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Summarized Time Tracking Audit R0521</td>
<td>• Have all timesheets been submitted and approved?</td>
</tr>
<tr>
<td>• Detailed Time Tracking Audit R0521.1</td>
<td>• Was overtime and straight time calculated correctly?</td>
</tr>
<tr>
<td>• Zero Hour Timesheets R0408</td>
<td>• Was Comp Time Earned requested appropriately?</td>
</tr>
<tr>
<td>• Overtime by Employee R0010</td>
<td>• Are any blank timesheets?</td>
</tr>
<tr>
<td>• Validate Time Reported Matches Weekly Scheduled Hours R0017</td>
<td>• Do all time and time off entries align with expected Work Schedule duration hours?</td>
</tr>
<tr>
<td>• Work Schedule/FTE Mismatch Audit R0465</td>
<td>• Are all of my workers assigned to the appropriate Work Schedule?</td>
</tr>
<tr>
<td>• Work Schedule Assignment by Organization R0576</td>
<td></td>
</tr>
<tr>
<td>• Audit Holiday Taken Time Off Missing Entries R0335</td>
<td>• Did employees enter Holiday Taken Time Off on the Holiday if they would have normally worked?</td>
</tr>
<tr>
<td>• Audit Unpaid Holiday R0012</td>
<td>• If an employee requested Unpaid Time Off the day prior to a Holiday, did they also enter Unpaid Time Off on the Actual Holiday?</td>
</tr>
<tr>
<td>• Workers on Leave (LOA) Audit: Tracking, Paid, or Unpaid Time Off R0032</td>
<td>• Did employees on leave (excluding Summer Hiatus and Sabbatical) also enter their applicable Time Off types, only for the days they would normally work?</td>
</tr>
<tr>
<td></td>
<td>• Did HR/Academic Partners enter Tracking Time Offs?</td>
</tr>
</tbody>
</table>
REFERENCES
RESOURCES

> Contact the ISC:
  – (206) 543-8000
  – ischelp@uw.edu
  – https://isc.uw.edu

> Access Workday:
  – https://wd5.myworkday.com/uw/d/home.html

> Workday Training
  – https://isc.uw.edu/workday-training/

> User Guides, reference materials, additional resources:
  – https://isc.uw.edu/support-resources/
  – https://isc.uw.edu/admin-corner/

> DUO website:
  – https://identity.uw.edu
RESOURCES

• Additional Time & Absence resources can be found on the ISC Website

> Quick Guides & Job Aids
  – https://isc.uw.edu/support-resources/quick-guides/
  – https://isc.uw.edu/admin-corner/self-svc/
    > Request Time Off
    > Holiday Taken Time Off
    > Leave of Absence (FMLA)

> Workday Training
  – https://isc.uw.edu/support-resources/workday-training/
    > Webinar Recordings: Advanced Time and Absence
      – Works Schedules and Time
      – Time Off
GETTING YOUR ROLE

Step 1. Attend training.

Step 2. Give us a few days to get your attendance recorded in our systems.

Step 3. If your HR or Academic Partner hasn’t submitted a security role request* to the ISC for you, make sure they submit it:

- Non-Med Centers: https://isc.uw.edu/admin-corner/security-roles/
- Med Centers: HRWMS@uw.edu
GETTING YOUR ROLE (CONTINUED)

Step 4. Your HR or Academic Partner will hear from us as soon as you’ve been granted the role.

*If they already submitted the request, please just have them reply to the case they have open letting us know you finished your training on a certain date an time.
MORE TRAINING?

> Feel free to re-attend training!
> Study your notes, user guides and this slide deck if there is a lot of time between when you get your role and taking the class.
> Don’t forget to practice!
> If you have more than one security role, ensure you’re attending all of the appropriate trainings via our training home page on the ISC Website.
QUESTIONS?
THANK YOU
ADDITIONAL ABSENCE CONCEPTS – WORKERS ON LEAVE (LOA)
WORKERS ON LEAVE – ABSENCE CALENDAR ENTRIES

> When the Employee or HR/Academic Partner requests/enters a Leave of Absence, select the full span of time the worker will be out, including weekends.

> Absence types that start with LOA are leaves of absence, and will put that worker on leave status. This leave status (with the exception of Summer Hiatus Leave and Sabbatical) does not affect their pay.
The Employee or Time & Absence Initiate enters Time Off, such as Sick Time Off, Vacation Time Off, or Unpaid Time Off, for only the days a person normally works, in most cases Monday through Friday.

For Academic Personnel, Sick and Unpaid Time Offs are not available until the worker is placed on leave. Sick Time Off (days) should be entered on Monday through Friday; Sick Time Off – Weekend (days) should be entered on Saturday and Sundays. This ensures both accurate payment of sick time off and accurate accounting of the 90 calendar day entitlement of sick leave for faculty.
The Employee or HR/Academic Partner enters Tracking Time Off, such as FMLA or Parental hours, alongside the payroll time offs. Each hour/day of Tracking Time Off should match the hour/day of payroll time off. For example, if a worker on FMLA leave of absence enters Sick Time Off for 8 hours, there should be a Tracking Time Off – FMLA for 8 hours on the same day to match.
WORKERS ON LEAVE – STANDARDIZE WORK SCHEDULE

> In the Request Leave process, the Time & Absence Initiate will receive a To Do - Standardize Work Schedule

> View the Employee’s Current Work Schedule.
Assign a new Work Schedule if the Employee doesn’t already have a Work Schedule that reflects consistent hours Mon-Fri in accordance with the worker’s FTE

- **100-5C8-MonTueWedThuFri (Default)** or the closet 5V Schedule for FTEs less than 100%
- Keep Work Schedule as-is for employee on **LOA-Intermittent Leave (FMLA Approved)**, since they will be in/out of work.

Remember to click Submit to mark the To Do as Complete, even if you don’t actually update the Work Schedule.
WORKERS ON LEAVE – STANDARDIZE WORK SCHEDULE (CONTINUED)

> Assign a new Work Schedule if the Employee doesn’t already have a Work Schedule that reflects consistent hours Mon-Fri in accordance with the worker’s FTE

  – **100-5C8-MonTueWedThuFri (Default)** or the closet 5V Schedule for FTEs less than 100%
  – Keep Work Schedule as-is for employee on **LOA-Intermittent Leave (FMLA Approved)**, since they will be in/out of work.

> Remember to click Submit to mark the To Do as Complete, even if you don’t actually update the Work Schedule.
WORKERS ON LEAVE—CONSISTENT TIME OFF HOURS

> In the Request Leave process, the Employee will receive a To Do—Enter Payroll Time Offs

> Employee or Time & Absence Initiate will enter **consistent** Time Off entries for every **weekday** during the Leave.

  > The consistent time off entries are required for accurate Payroll processing.
WORKERS ON LEAVE—CONSISTENT TIME OFF HOURS (CONTINUED)

- Example: Enter 6 Hours of Time Off Mon-Fri for 75% FTE.
- Time Off hours may not be in alignment with what the Hours Worked would’ve been or what the daily duration hours on the Work Schedule indicate.
- For LOA-Intermittent Leave (FMLA Approved), employee should Enter Time and Request Absences (Time Off) accordingly.
Reporting Samples
This section was added to the Appendix to provide a screenshot sampling of certain reports that the Time & Absence Initiate can run. Please visit the Workday Reports page for the most up-to-date information on Reports.
## FTE/Calendar Mismatch Audit Report – R0465

### Work Schedule/FTE Mismatch Audit R0465

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Supervisory Organization - Primary Position</th>
<th>Total Scheduled Weekly Hours for Main Job</th>
<th>Total FTE % for Main Job</th>
<th>OT FTE Week Schedule Hours</th>
<th>OT FTE Hours Worked in Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123456</td>
<td>Department of Physics, Electrical Engineering</td>
<td>40</td>
<td>100%</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Mary Smith</td>
<td>789012</td>
<td>College of Arts and Sciences</td>
<td>40</td>
<td>100%</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Jane Jones</td>
<td>345678</td>
<td>College of Engineering, Mechanical Engineering</td>
<td>40</td>
<td>100%</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Tony Garcia</td>
<td>890123</td>
<td>College of Business, Finance</td>
<td>40</td>
<td>100%</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Linda White</td>
<td>456789</td>
<td>College of Medicine, Surgery</td>
<td>40</td>
<td>100%</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Michael Brown</td>
<td>901234</td>
<td>College of Law, Constitutional Law</td>
<td>40</td>
<td>100%</td>
<td>100</td>
<td>40</td>
</tr>
</tbody>
</table>

**UNIVERSITY of WASHINGTON**

**INTEGRATED SERVICE CENTER**
### Student Hours Summary – R0348

<table>
<thead>
<tr>
<th>Item</th>
<th>Employee</th>
<th>Employee ID</th>
<th>Full Name</th>
<th>Job Profile</th>
<th>Cost Center Hierarchy</th>
<th>Work Study</th>
<th>Week Ending</th>
<th>Training</th>
<th>Travel</th>
<th>Overtime</th>
<th>Hours Worked</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/19/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.25</td>
<td>1.25</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/19/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/20/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/21/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.75</td>
<td>1.75</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/22/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/23/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2.75</td>
<td>2.75</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/24/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/25/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.75</td>
<td>1.75</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>Student Assistant (NE H)</td>
<td></td>
<td>08/26/2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3.75</td>
<td>3.75</td>
</tr>
</tbody>
</table>

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
### Unapproved Time in a Pay Period – R0283

![Unapproved Time in a Pay Period screenshot]

#### Table:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Job Profile</th>
<th>Supervisory Organization</th>
<th>Position</th>
<th>FTE %</th>
<th>Time Block</th>
<th>Reported Date</th>
<th>Reported Quantity</th>
<th>Status</th>
<th>Un Submitted Time Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>12345</td>
<td>Manager</td>
<td>Human Resources</td>
<td>Manager</td>
<td>0.5</td>
<td>8.5 Hours</td>
<td>08/11/2017</td>
<td>8.5</td>
<td>Submitted</td>
<td>1</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>67890</td>
<td>Analyst</td>
<td>Engineering</td>
<td>Analyst</td>
<td>0.5</td>
<td>8.5 Hours</td>
<td>08/11/2017</td>
<td>8.5</td>
<td>Not Submitted</td>
<td>1</td>
</tr>
<tr>
<td>Alice Lee</td>
<td>45678</td>
<td>Specialist</td>
<td>Marketing</td>
<td>Specialist</td>
<td>0.5</td>
<td>8.5 Hours</td>
<td>08/11/2017</td>
<td>8.5</td>
<td>Submitted</td>
<td>1</td>
</tr>
</tbody>
</table>
Reported Time Blocks – R0521
Zero Hour Timesheets – R0408

![Zero Hour Timesheets R0408](image)

<table>
<thead>
<tr>
<th>Worker</th>
<th>Employee ID</th>
<th>Job Profile</th>
<th>Supervisory Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>U8428</td>
<td>Graduate Research Student Assistant (NE H UAW A8E)</td>
<td><a href="https://example.com/research/graduate-assistant/">https://example.com/research/graduate-assistant/</a></td>
</tr>
<tr>
<td>Staff</td>
<td>U8429</td>
<td>Limited Term Appointment - Prof Staff (NE H)</td>
<td><a href="https://example.com/staff/limited-term/">https://example.com/staff/limited-term/</a></td>
</tr>
<tr>
<td>Student</td>
<td>U8430</td>
<td>Graduate Research Student Assistant (NE H UAW A8E)</td>
<td><a href="https://example.com/staff/graduate-assistant/">https://example.com/staff/graduate-assistant/</a></td>
</tr>
<tr>
<td>Student</td>
<td>U8431</td>
<td>Student Assistant (NE H)</td>
<td><a href="https://example.com/staff/student-assistant/">https://example.com/staff/student-assistant/</a></td>
</tr>
<tr>
<td>Staff</td>
<td>U8432</td>
<td>Temporary Staff - Helper (NE H)</td>
<td><a href="https://example.com/staff/temporary-helper/">https://example.com/staff/temporary-helper/</a></td>
</tr>
<tr>
<td>Student</td>
<td>U8433</td>
<td>Undergraduate Research Assistant (NE H UAW A8E)</td>
<td><a href="https://example.com/staff/undergraduate-assistant/">https://example.com/staff/undergraduate-assistant/</a></td>
</tr>
<tr>
<td>Student</td>
<td>U8434</td>
<td>Student Assistant (NE H)</td>
<td><a href="https://example.com/staff/student-assistant/">https://example.com/staff/student-assistant/</a></td>
</tr>
</tbody>
</table>

Time Sheets for Worker

<table>
<thead>
<tr>
<th>In Date</th>
<th>Calculated Quantity</th>
<th>Total Hours (Time Tracking)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/16/2017</td>
<td>10.0</td>
<td>10.0</td>
</tr>
<tr>
<td>04/17/2017</td>
<td>15.0</td>
<td>15.0</td>
</tr>
<tr>
<td>04/18/2017</td>
<td>20.0</td>
<td>20.0</td>
</tr>
</tbody>
</table>
Validate Time Reported Matches Weekly Scheduled Hours – R0017
### Cost Overrides Done During Time Tracking – R0329

- **Time Blocks Reported on or After:** 07/01/2017
- **Time Blocks Reported on or Before:** 07/15/2017

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Position</th>
<th>Supervisory Organization - Primary Position</th>
<th>Time Block</th>
<th>Cost Center (if Time Block)</th>
<th>UM Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/03/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/03/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
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<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
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<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
<tr>
<td>[Details]</td>
<td>[Details]</td>
<td>[Details]</td>
<td>4 Hours on 07/06/2017</td>
<td>[Details]</td>
<td>[Details]</td>
</tr>
</tbody>
</table>

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
### Overtime By Employee – R0010

#### Details
- **Pay Period Start Date:** 07/16/2017
- **Pay Period End Date:** 08/31/2017
- **Organization:** [Department of Information Technology](#)
- **Include Subordinate Organizations:** Yes
- **Include Managers:** Yes

#### 3 Items

<table>
<thead>
<tr>
<th>Employee</th>
<th>Employee ID</th>
<th>Supervisory Organization</th>
<th>All Positions</th>
<th>Sum of Comp Time Earned</th>
<th>Sum of Overtime Hours</th>
<th>Report Effective Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[ID]</td>
<td>[Organization]</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>08/14/2017 06:35:08.707 PM</td>
</tr>
<tr>
<td>[Name]</td>
<td>[ID]</td>
<td>[Organization]</td>
<td>2.25</td>
<td>0</td>
<td>0</td>
<td>08/14/2017 06:35:08.707 PM</td>
</tr>
<tr>
<td>[Name]</td>
<td>[ID]</td>
<td>[Organization]</td>
<td>0</td>
<td>0</td>
<td>31</td>
<td>08/14/2017 06:35:08.707 PM</td>
</tr>
</tbody>
</table>
Audit Holiday Taken Time Off Missing Entries – R0335

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Worker</th>
<th>Position</th>
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<th>Position's Manager</th>
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LOA Tracking Audit – R0490