

## TIME SUPPORT ROLE

Your role as a Time Support is to provide timesheet management for employees within your assigned organization.

You can review timecard submissions for your organization and email employees if they have not entered or submitted time for their manager to review and approve. Note that the Time Support role cannot enter or approve time for others.

### **What's changing?**

- Workday calendar view for time entry
- Workday will send notifications to employees to submit their time.
- University holidays are pre-populated in calendars
- Absence (time off/leave) requests will be entered in Workday
- No paper timecards; retro time entered directly into Workday
- Mobile accessibility for time entry and approval

### **What's staying the same?**

- Payroll calendars and pay dates
- Pay period cutoffs (assignments, hires, LD, time entry/approval)
- Leave accrual calculations
- Exempt employees will continue to enter only their absences
- If you currently use Kronos for time entry (Medical Center), you will continue to do so

### **What is changing in the new Workday Time Support Role?**

- You will not be entering time or absence requests for employees.
- You will only be reviewing time sheets and communicating to employees to submit hours as needed.

### **Reviewing your Organizations Time Reports**

The Time and Absence Application allows you to review and export a report of your unit's time submissions.

### **Notifying Employees to Enter Time**

Workday sends notifications to all non-exempt employees to enter and submit their time every Friday at noon. Additionally, regular non-exempt employees who are short on time entry (based on their scheduled hours) will receive a notification on payroll Monday at 9:00am.

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With the Time Support role you may also be expected to communicate with employees who have not entered or submitted their hours/time. Time Supporters are not able to send messages to employees within Workday this needs to be done in MS Outlook or in person.

### **Time and Absence Assistance**

In addition to reviewing time reports and emailing employees a Time Supporter may be called upon to help show employees and/or managers how to enter or approve time.

### **Training Resources Employees Entering Time**

- [Job Aid Time Types Glossary](#)
- [Job Aid Enter Time](#)
- [Job Aid Enter Standby Time](#)
- [Job Aid Enter Shift Time](#)
- [Job Aid Enter Callback Time](#)
- [Job Aid Enter Time for Dual Employee](#)
- [Job Aid Enter Holiday Worked Time](#)
- [Job Aid Leave Balance By Period Report](#)

### **Training Resources Manager Time Approvals**

- [Job Aid Manage Time Card Approvals](#)
- [Job Aid Enter Time for Employee-Manager](#)