

Upon a declared University closing (full or partial shift modification) as a result of inclement weather or other short-term emergency event UVA Academic Division will complete their timecards as set forth in this job aid and submit by the end of the pay period. Medical Center employees should enter PTO in Kronos for any time missed due to inclement weather.

The University has created an “emergency event status” designation for employees in order to clarify who should come to work and who should stay home. Specifically, all employees in both the Academic Division and UVA Health have been given a status of either "designated" or "non-designated". The designation helps us respond more effectively during inclement weather and other emergencies and helps employees and team members better understand what is expected of them in emergency situations.

Definitions

- Designated:** You are considered a “first responder” to maintain or restore critical operations during emergency events. You are expected to come to work unless your manager expressly notifies you otherwise.
- Non-Designated:** You are expected to stay home during serious weather or short-term emergency events, even if you are able to make it to work, unless you manager expressly notifies you otherwise.

Scenarios

Employee Type	Emergency Event Status	Did you work or did you not work?	Action & Time/Absence Type
Non-Exempt	Designated	Hours Worked	Enter hours worked as " Regular Hours " and " Agency Closing " in the Time application
		Hours Not Worked	Enter hours not worked as paid time off such as, " University Time Off " or " Annual " in the Absence application
	Non-Designated	Hours Worked	Enter hours worked as " Regular Hours " in the Time application
		Hours Not Worked	Enter hours not worked as " Agency Closing " in the Time application
Exempt	Designated	Hours Worked	Do not need to record any entries
		Hours Not Worked	Enter hours not worked as Paid Time Off such as, " University Time Off " or " Annual " in the Absence application
	Non-Designated	Hours Worked	Do not need to record any entries
		Hours Not Worked	Do not need to record any entries

Special Circumstances

- If an employee works a flex schedule and the Agency Closing day falls on their usual day off, no agency closing should be recorded.
- If you have any questions regarding your specific situation, contact your manager.



Exempt staff do not receive comp time for working on an Agency Closing day.

Tasks

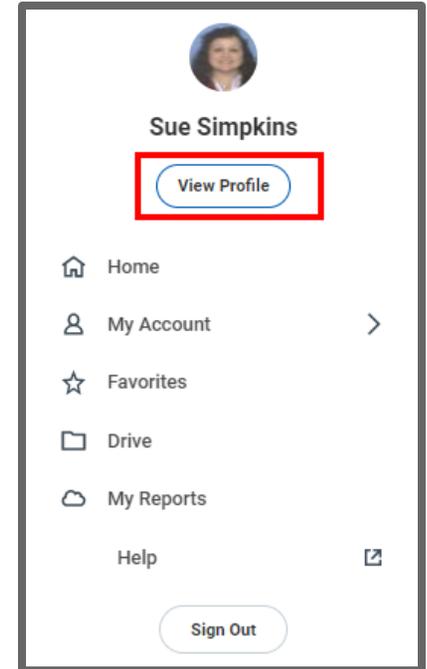
- [Before You Begin](#)
- [Identify Your Emergency Event Status](#)
- [Enter Agency Closing Time](#)
- [Enter Regular Hours' Time](#)
- [Enter Paid Time Off Absence](#)

Before You Begin

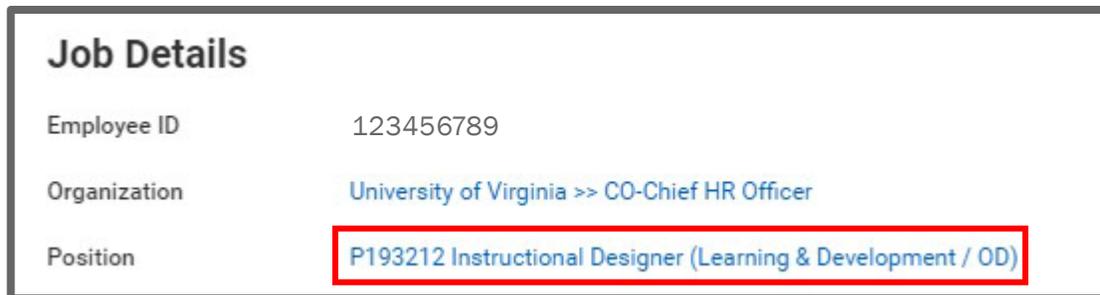
The Time Tracking Calendar defaults to Week for a Weekly view. If preferred, click the drop-down located to the left of the Actions drop-down to change the view to Month for a Monthly view

Identify Your Emergency Event Status

1. From the Workday home page, click on your **Profile Image** or cloud image if your photo is not present.
2. Click the **View Profile** button.



3. Under **Job Details**, click the **Position link**.



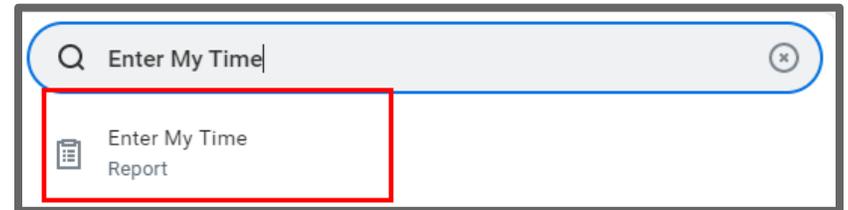
- Under **Additional Information**, look for "**Designated**" or "**Non-Designated**" next to/under **Job Classification**.

Additional Information

Job Classifications	13-1071 - Human Resources Specialists (US Standard Occupational Classifications (SOC)-United States of America) 2 - Professionals (EEO-1 Job Categories-United States of America) Academic University Staff Managerial and Professional - (Benefits Category)
Job Classification	AWS Not Eligible - (Alternate Work Schedule) Non-Designated - (Emergency Event Status) Not Approved - Office/Facility Worker (Telecommuting)

Enter Agency Closing Time

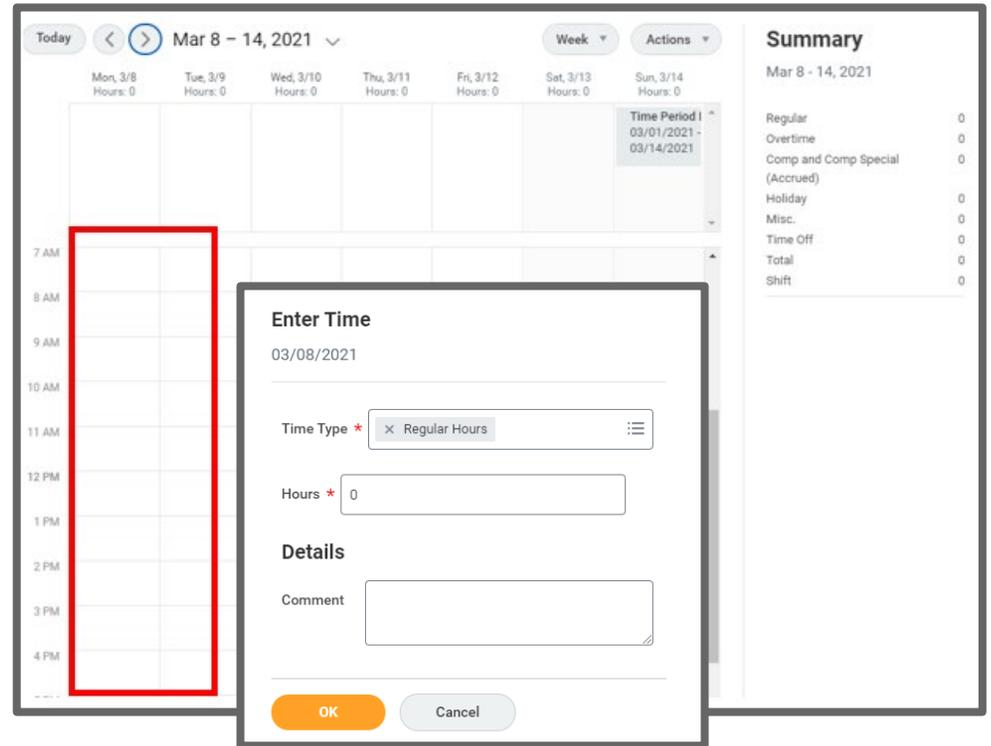
- From the Workday search feature, enter 'Enter My Time' and select the **Enter My Time** report.



The screenshot shows a search bar with the text "Enter My Time" and a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a red-bordered box around the search result "Enter My Time Report" which includes a calendar icon.

2. Click within the column for the day the Agency Closing time occurred.

- **Enter Time** pop-up window displays.
- **Time Type** defaults to Regular Hours.



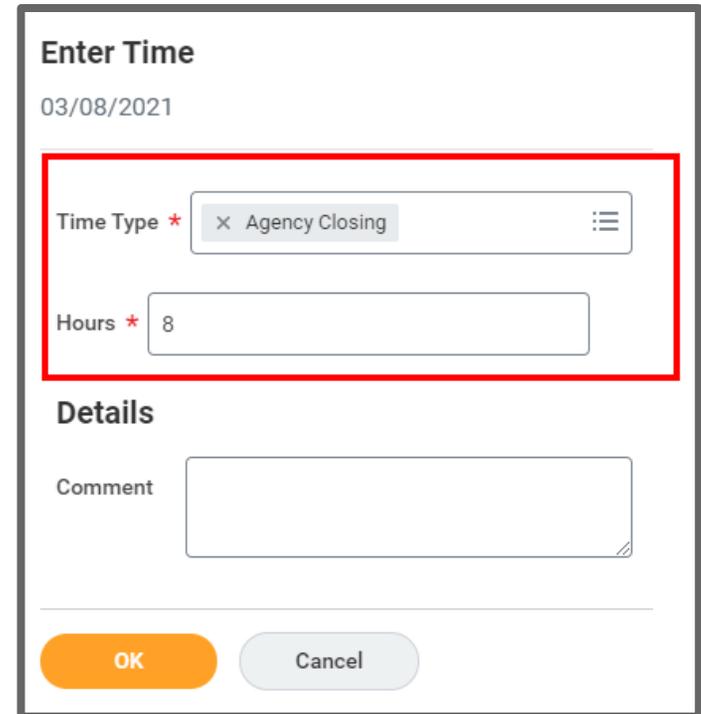
The screenshot displays a time tracking application interface. At the top, it shows the date range 'Mar 8 - 14, 2021' and a 'Summary' section for 'Mar 8 - 14, 2021'. The summary table lists various time categories and their counts:

Category	Count
Regular	0
Overtime	0
Comp and Comp Special (Accrued)	0
Holiday	0
Misc.	0
Time Off	0
Total	0
Shift	0

The main area is a calendar grid for the week of March 8-14, 2021. The days are: Mon, 3/8; Tue, 3/9; Wed, 3/10; Thu, 3/11; Fri, 3/12; Sat, 3/13; Sun, 3/14. The time slots range from 7 AM to 4 PM. A red rectangular box highlights the 8 AM slot on Monday, March 8th. An 'Enter Time' pop-up window is overlaid on the grid, showing the date '03/08/2021'. The 'Time Type' dropdown is set to 'Regular Hours'. The 'Hours' input field contains '0'. The 'Details' section includes a 'Comment' text area. At the bottom of the pop-up are 'OK' and 'Cancel' buttons.

3. Change the **Time Type** by clicking the X by Regular Hours and selecting **Absence** from the drop-down menu followed by **Agency Closing**.
4. Enter the number of **Hours** worked.
5. Click **OK**.

Your time is saved, and you do not need to submit until all time entries for the pay period have been entered.



Enter Time
03/08/2021

Time Type *

Hours *

Details

Comment

OK **Cancel**

Enter Regular Hours' Time

1. From the Workday search feature, enter 'Enter My Time' and select the **Enter My Time** report.



Q Enter My Time

2. Click within the column for the day worked to enter time.

- **Enter Time** pop-up window displays.
- **Time Type** defaults to Regular Hours.

Enter Time
03/08/2021

Time Type * X Regular Hours

Hours * 0

Details

Comment

OK Cancel

Today < > Mar 8 - 14, 2021 Week Actions

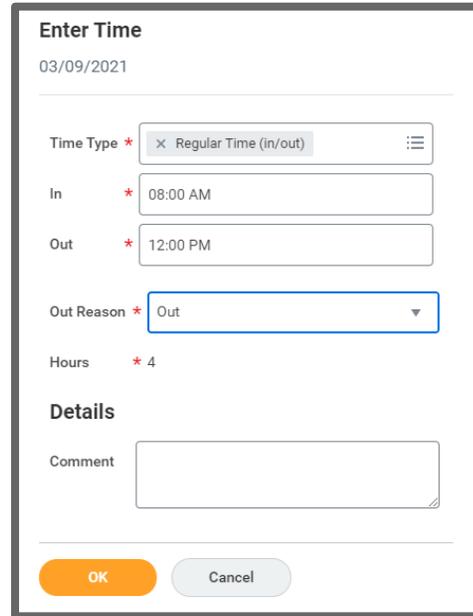
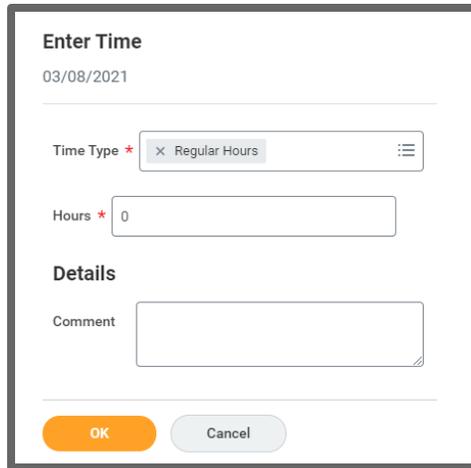
	Mon, 3/8 Hours: 0	Tue, 3/9 Hours: 0	Wed, 3/10 Hours: 0	Thu, 3/11 Hours: 0	Fri, 3/12 Hours: 0	Sat, 3/13 Hours: 0	Sun, 3/14 Hours: 0
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							

Time Period 1 *
03/01/2021 - 03/14/2021

Summary
Mar 8 - 14, 2021

Regular	0
Overtime	0
Comp and Comp Special (Accrued)	0
Holiday	0
Misc.	0
Time Off	0
Total	0
Shift	0

3. Enter the number of **Hours** worked -OR- Select **Regular Time (in/out)** for **Time Type**. Confirm the time type with your manager.



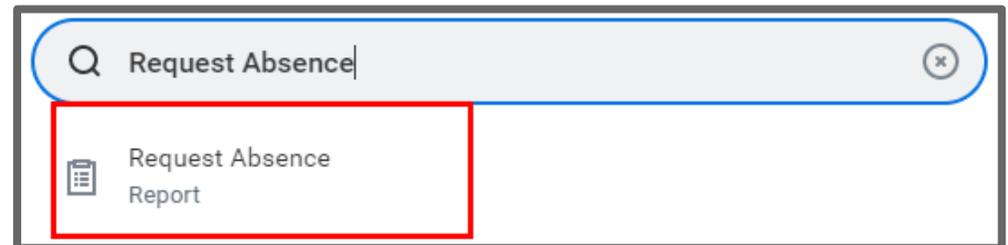
- Enter the time the shift began and ended.

4. Click **OK**.

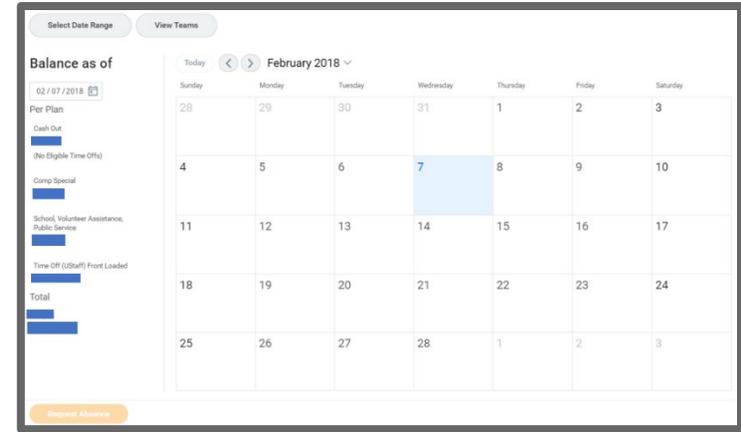
Your time is saved, and you do not need to submit until all time entries for the pay period have been entered.

Enter Paid Time Off Absence

1. From the Workday search feature, enter 'Enter My Time' and select the **Request Absence** report.



2. The **Absence Calendar** displays.

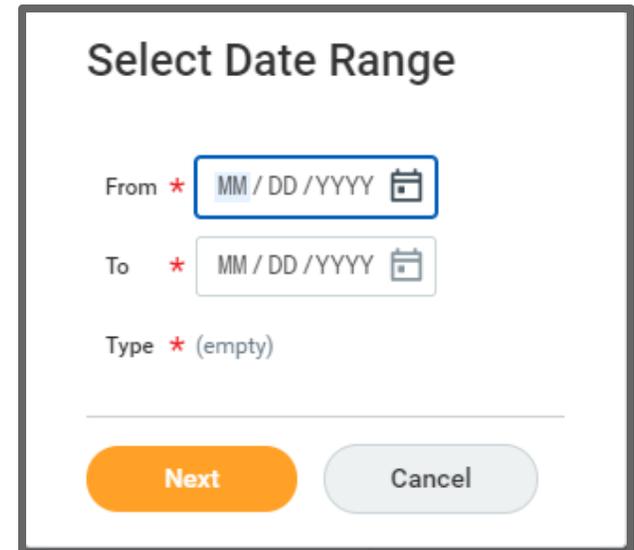


3. Click on the specific day or multiple days you wish to request time off.

4. Alternatively, you may click the **Select Date Range**

Select Date Range

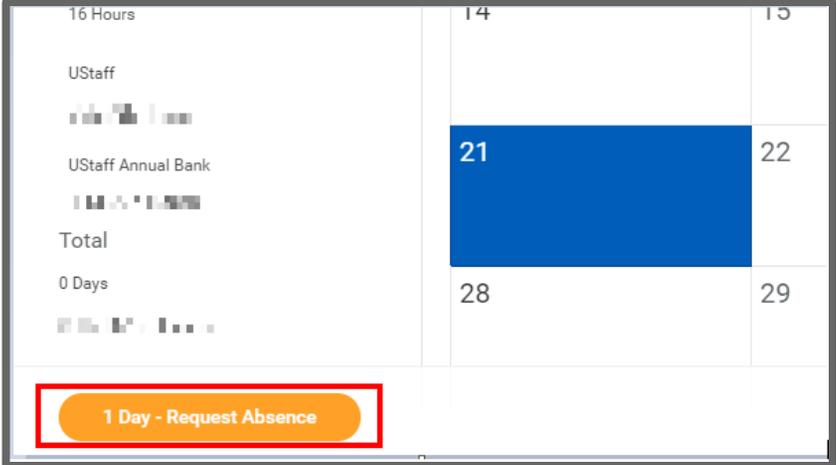
button in the upper left and enter the date range.



The 'Select Date Range' dialog box contains the following fields and buttons:

- From *** 
- To *** 
- Type *** (empty)
- Next** (orange button)
- Cancel** (grey button)

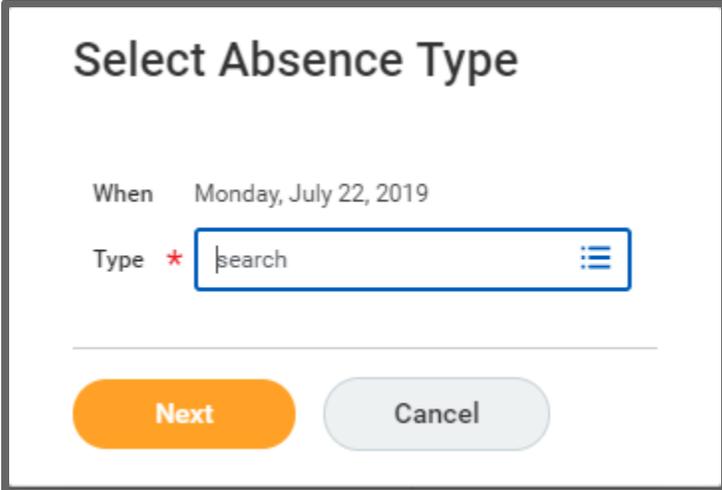
- 5. After selecting your date/days, click the **Request Absence** button at the bottom left.



The screenshot shows a leave request interface. On the left, there are sections for '16 Hours', 'UStaff', 'UStaff Annual Bank', 'Total', and '0 Days', each with a small bar chart. On the right, there is a calendar grid with columns for '14' and '15'. The date '21' is highlighted in blue. Below the calendar, there is a red-bordered button labeled '1 Day - Request Absence'.

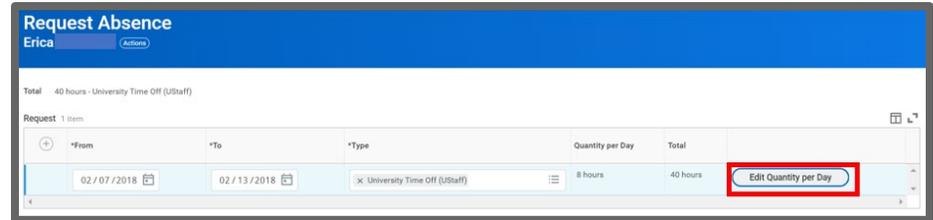
Eligible leave types display.

- 6. Using the prompt, select the **Type** of Absence.
- 7. Click **Next**.



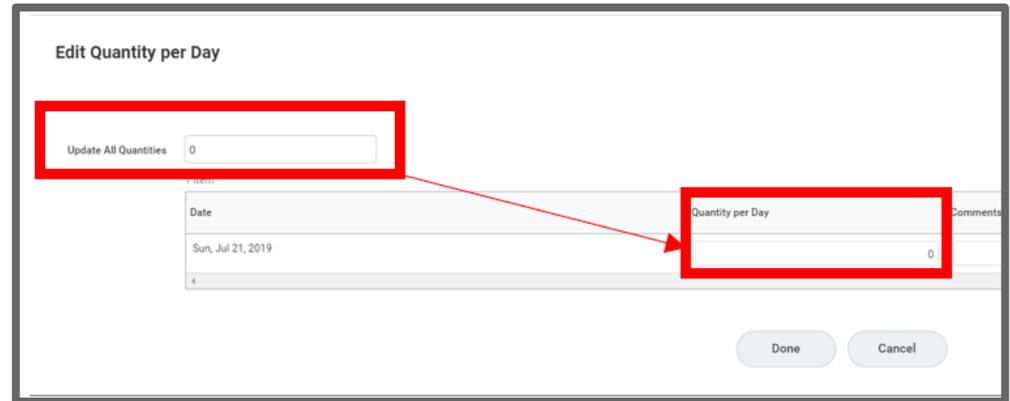
The screenshot shows a 'Select Absence Type' dialog box. It has a title 'Select Absence Type'. Below the title, there is a 'When' field with the value 'Monday, July 22, 2019'. Below that is a 'Type' field with a red asterisk and a search input field containing the text 'search'. At the bottom of the dialog, there are two buttons: 'Next' (orange) and 'Cancel' (grey).

- If you wish to request a partial day, instead of the whole day, click the **Edit Quantity per Day** to adjust the standard 8 hours for a workday.



- To edit, enter a value in the **Update All Quantities** or the **Quantity per Day** field.

- Click **Done**.



- You may enter a comment concerning this request.

- You may attach applicable documentation.

- Click **Submit**.



Paid time off is routed to your manager for approval.

Additional Actions may display in your inbox to complete the request.