



## Salaried Workers: Request Absence, Request to Earn Compensatory Leave and Certify Time and Leave

In Workday, salaried employees are not required to enter time worked daily unless the time worked is overtime to earn compensatory leave. Salaried employees are required to submit and certify the hours worked to earn compensatory leave, Time Offs (Sick, Vacation, etc.), and the system generated Attendance Certification time block (should appear every Friday). Prior to submitting their [Time Entry Calendar](#), the employee should review it for accuracy. Time Entry Calendar can be submitted weekly, biweekly, or monthly (Academic only), however, notifications are set to go out every Monday if all the previous weeks' [Time Blocks](#) have not been submitted.

Follow these steps to review and certify time and leave in Workday.

1. Log into Workday. There are two ways to access Workday:
  - a. Via [MyApps.UNO.edu](https://myapps.uno.edu):
    - i. Navigate to MyApps.UNO.edu; if prompted, enter your UNO LAN credentials in the popup box. If you need assistance with your UNO LAN credentials (e.g. reset password), please contact UNO Help Desk at (504) 280-HELP (4359).
    - ii. Once logged in to MyApps, scroll through the application tiles and click on the one titled **UNO Workday**.
  - b. Via [www.UNO.edu](https://www.uno.edu)
    - i. Click on the menu bars  **menu** located in the top left corner of the screen, then select **For Faculty & Staff**.
    - ii. Click the green **WebSTAR** icon
    - iii. Click on the **HR/PAYROLL/TIME AND LEAVE** link. You will be redirected to the UNO Workday page. If prompted, enter your UNO LAN credentials in the popup box. If you need assistance with your UNO LAN credentials (e.g. reset password), please contact the UNO Help Desk at (504) 280-HELP (4359).
2. Navigate to the Time Entry Calendar:
  - a. From your Workday home page (aka Landing page), click the **Time** icon. 
  - b. Click on one of the options under the Enter Time heading to view a specific week.
3. Consider the following when reviewing you Time Entry Calendar.
  - a. Does the 'Attendance certification for the Week' Time Block appear on Friday? This should appear on every Friday. If not:
    - i. Click **Actions**, then **Run Calculations**.
    - ii. On the next screen, check the confirm box and click OK. The 'Attendance certification for the Week' Time Block should now appear on Friday.
  - b. Do Time Blocks for all Time Off taken for the week (Annual, Sick, Bereavement, etc.) appear on the Time Entry Calendar? If not:
    - i. Click **Actions**, then **Request Absence** to submit a new request.
  - c. If you worked overtime to earn compensatory leave, your Time Entry Calendar must have two different Time Blocks; the first is the request to work overtime (per UNO Policy all overtime must be approved prior to working it), and the second is the Time Block which shows the number of hours your worked on a particular day.
    - i. Submitting an Overtime Request:
      1. From your home page, click the **Time** icon, then **Request Overtime**.
      2. Here you can review upcoming and past overtime requests.

3. To add a new request, select **New Request** at the bottom left-hand corner of the page.
  4. Enter the start and end dates of the Overtime Request. Requests can be made daily for a week at a time.
  5. Enter the number of total hours you are requesting to work based upon the dates you entered.
  6. From the overtime request drop down menu select **Overtime as Comp Time** as this is the only option that is valid for salaried employees.
  7. Enter a comment and/or attach a file if needed.
- ii. After you worked the overtime, you must enter into the Time Entry Calendar the number of overtime hours worked:
1. Navigate to your [Time Entry Calendar](#)
  2. Click the day on which overtime was worked. From the Enter Time dialog box, click in the time Type box and select **Compensatory Leave Earned**.
  3. Enter the number of hours worked just for that day. If you worked multiple day, you would need to add Time Block for each day.
  4. Enter a comment.
4. Review and certify your time.
- a. Review the individual Time Blocks and ensure they are represented in the summary on the Top right of the page. Important Note: The Attendance Certification Time Block on Friday is not included in the Summary totals.
  - b. To certify your time, click the blue **Review** button in the lower right-hand corner of the page.
  - c. On the Submit Time screen, reading the Certification text and review the totals for the week\*. If you agree with the displayed information, click Submit in the lower left-hand corner of the page. You also have the option of adding a comment.
- \* Important Note: If you are reviewing and certifying time for the second week of the pay period, the totals on the Submit Time page will contain the hours from the first week of the pay period if those hours have not been previously submitted. If you are unsure if the hours are correct, click Cancel and review the hours to ensure their accuracy. This may require you to review the Time Calendar from the previous week. If you still have questions or doubts, please reach out to your Supervisor to Timekeeper.
5. Supervisor Review: Once the employee submits their Time Block, the supervisor will receive a notification to review. Once reviewed, the supervisor has the option to approve or send back. If the supervisor chooses to send back the submitted time block, a detailed explanation should be added. Once the supervisor approves the employees Time Block, no further action is needed.

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Below are examples of the two Time Blocks for pay period 01/02/2021 - 01/15/2021. On the first week the employee requested to work 5 hours of overtime (to earn compensatory leave), but only worked 4 hours for Monday. Also, they took 8 hours of Annual/Comp leave on Thursday. This is highlighted green because leave taken is approved independently of the Time Entry Calendar. On the second week, they have no overtime or leave, only the 'Attendance Certification for the Week', just like the first week.

Today < > Jan 2 – 8, 2021							View Week
Sat 1/2 Hours: 0	Sun 1/3 Hours: 0	Mon 1/4 Hours: 4	Tue 1/5 Hours: 0	Wed 1/6 Hours: 0	Thu 1/7 Hours: 8	Fri 1/8 Hours: 0	
		Overtime Approval 5 Week <input type="radio"/> Not Submitted Compensatory Leave Earned 4 Hours <input type="radio"/> Not Submitted	Time Period Lockout 12/19/2020 - 01/01/2021		Annual/Compensatory Plan 8 Hours <input checked="" type="checkbox"/> Approved		Pay date 12/19/2020 - 01/01/2021 Attendance Certification for the Week 1 <input type="radio"/> Not Submitted

Today < > Jan 9 – 15, 2021							View Week
Sat 1/9 Hours: 0	Sun 1/10 Hours: 0	Mon 1/11 Hours: 0	Tue 1/12 Hours: 0	Wed 1/13 Hours: 0	Thu 1/14 Hours: 0	Fri 1/15 Hours: 0	
							Time Period End 01/02/2021 - 01/15/2021 Attendance Certification for the Week 1 <input type="radio"/> Not Submitted

## Glossary

**Calculated Time** - Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules which result Time Calculation Tag, for example 30 Minute Meal Break or Holiday Pay.

**Calendar-Based Time Entry** - A time entry method that uses the time entry calendar as the focal point for entering, editing, and submitting time.

**Cascading Leave** - A sequence of related leave types that are linked together. When an employee applies for Annual Leave and has a balance of Compensatory Leave, Workday reduces the Compensatory Leave balance before the Annual Leave Balance. Once the Compensatory Leave Balance reaches zero, Workday automatically begins decreasing the Annual Leave balance.

**Reported Time** - A worker's time that has been entered but has not had any time calculations applied.

**Time Block** - A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.

**Time Calculation** - A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. Example: a time calculation to convert regular hours into overtime hours automatically if a worker works more than 40 hours in a week.

**Time Calculation Tag** - Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar.

**Time Clock Event** - A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external time clock. Workday matches time clock events to form time blocks, which workers can edit and submit.

**Time Entry Calendar** - A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.

**Time Entry Code** - A time entry code describes the type of time a worker enters, such as Hours Worked.

**Time Entry Validation** - Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings display when entering time but don't prevent the worker from submitting time.

**Work Schedule Calendar** - A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.