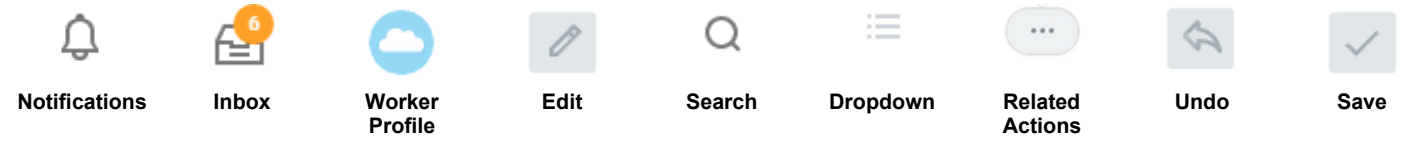
EXEMPT
MEDICAL STAFF TIME ENTRY

Common Workday Icons



Intended Audience

Medical Staff Employees

Background

This process will guide you through entering your hours worked, time off (if it applies to you) and other medical staff pay codes in your timecard.

Instructions:

How do I?

- Enter Hours Worked
- Request Time Off
- View Status of Requested Time Off
- Correcting Approved Time Off
- Canceling Unapproved Time Off

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Enter Hours Worked

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section and select **Time**
3. Under **Enter Time** click **This Week**
4. In the upper right-hand side of the timecard click **Period Calendar**
5. Click on the day/days you need to add time
6. The Enter Time screen will appear
    i. **Time Type** will default to **Worked Time**. If you need to change the Time type, click into the box & select a different time type from the dropdown menu.
    ii. Enter the number of hours in the **Hours** box
    iii. Select the appropriate position (if applicable)
    iv. Select the appropriate **Cost Center**
7. Click **OK**
8. Repeat Steps 5-7 as needed for each day
9. Once all time is entered, click **Review** in the bottom right-hand corner
10. Ensure your time is accurate and click **Submit**

Auto-Fill From the Prior Week: If your hours are similar each pay cycle, you can use this function to auto-populate your hours from a previous week, then edit the appropriate time.

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section and select **Time**
3. Under **Enter Time** click **This Week**
4. Click **Actions** in the upper right-hand corner, then select **Auto-fill from Prior Week**
5. Click the drop-down next to **Select Prior Week** and select the week you'd like to copy
6. Click **OK**
7. Follow steps 4-7 for each additional week within the pay period
    a. Once the hours have pulled in, you can edit any block by clicking on it and updating Time Type, Hours, Position, or Cost Center
11. Once all time is entered, click **Review** in the bottom right-hand corner
12. Ensure your time is accurate and click **Submit**

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Requesting Time Off Using Absence

1. From the **Workday** home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Absence**
3. Select Request Absence
4. The **Absence Calendar** will open to the current month and year. Use the arrows next to the month and year to navigate to different months.
5. The **Absence Calendar** will display the available **Balance** for the current date. Note that this may include estimated accruals. To view the balance for a different date in the **Balance as of** field use the calendar to navigate to a different date or type in a date and click enter to have the balance update.
6. Click on the day(s) of the employee's absence
7. Click on the **'X' Days - Request Absence** button
8. The **Select Absence Type** Dialog box will open and display
    a. **When:** automatically populated with dates and cannot be changed
    b. **Type:** select the type of time off from the drop down
9. Click **Next**
10. The **Enter Absence** Screen will open
11. Review this screen to be sure the dates and time off types are correct
12. Click **Edit Quantity Per Day** to add the number of hours (Note: Hours cannot be "0"; if no earned time is available use Unpaid Time Off as the time off type.)
    a. **Update all Quantities:** the hours entered will update each of the Quantities per Day boxes listed in the grid. Click enter.
    b. **Quantity per Day:** the hours entered in the grid will update the Quantity per Day boxes for the selected date
    c. **Comments:** can be added for each date
13. Click **Done**
14. This will bring you back to the **Enter Absence** screen.
    a. *Maine Earned Time, Unscheduled Earned Time* and *Unpaid Time Off* require a **Reason**. Select a **Reason** from the drop down menu.
15. Click **Submit**
16. This will bring you back to the **Absence Calendar** screen. Approvals are required when a time off request is entered by an employee.
    a. Green Absences have been approved by the manager/timekeeper
    b. Gray Absences are awaiting approval by the manager/timekeeper

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Viewing Status of Requested Time Off

Approved Requests

1. Click on the **Notifications** icon to view approval notifications
2. You can also review your requests in **the Absence Calendar;**
    a. From the Workday home page, click on **Menu**
    b. Scroll down to the **Personal** section; select **Absence**
    c. Select **Request Absence**
    d. Go to **Month/Day** of time off request
        i. Green Absences have been approved by the manager/timekeeper
        ii. Gray Absences are awaiting approval by the manager/timekeeper

Sent Back Requests

1. If your manager sends back an absence request, you will receive an item in **My Tasks** to review
2. Click on **My Tasks**
3. Select the item requiring further action; **Absence Request: EE Name (EE ID)**
4. Scroll to the bottom under **Process History** to review comments from the manager/timekeeper
5. Follow the **Correcting Time Off** steps below:
    a. To **Remove** time-off
        i. Under the (+) column in the absence grid: click the subtract (**-**) button next to the date to remove
    b. To **Add** a new date to the request
        i. In the (+) column in the absence grid: click the (**+**) button in the heading
        ii. A new row will be added to the grid pre-populated with the subsequent date and same quantity of hours as the original request
    c. To **Change** the Date, Type and/or Quantity
        i. Type the correct date, type or quantity into the absence grid
6. Click **Submit**
7. The updated request will be re-submitted to the manager/timekeeper for approval

NOTE: To cancel the time off request go to the section on Canceling Unapproved Time Off.

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Correcting Approved Time Off:

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Absence**
3. Select **Correct My Absence**
4. The **Absence Calendar** will open to the current month and year. Use the arrows next to the month and year to navigate to different months.
5. Click on the **Absence Date** you want to correct from the calendar
6. The **Correct Absence** screen will open
7. To **Remove** go to the **Correct** grid:
    a. Click the subtract (**-**) button in the first column on the grid next to each day that needs to be removed
    b. Add a comment
8. To **Change Type** or **Quantity the Correct** grid:
    a. Click the checkbox in the **Select** column next to the date(s) you need to modify
    b. Below the grid change all that apply:
        i. Type
        ii. Quantity per day
        iii. Comment
9. Click **Submit**
10. This will bring you back to the **Absence Calendar** screen. Approvals are required when a time off correction is entered by an employee.
    a. Green Absences have been approved by the manager/timekeeper
    b. Gray Absences are awaiting approval by the manager/timekeeper

NOTE: Correcting an absence request can only be used to update Type or Quantity or to remove a day. To add new dates you must submit a new absence request.

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Canceling Unapproved Time Off:

1. From the Workday home page, click on Menu
2. Scroll down to the **Personal section; select Absence**
3. Select **Correct My Absence**
4. The **Absence Calendar** will open to the current month and year. Use the arrows next to the month and year to navigate to different months.
5. Click on the **Absence Date** you want cancel from the calendar
6. The details screen will open
7. Click the **Cancel this Request** button
8. The **Cancel Business Process** screen opens with the details of the cancellation
9. Enter a **Comment**
10. Click **Submit**
11. This will bring you back to the **Absence Calendar**
12. The pending time off request is now removed from the **Absence Calendar** and a pop up “Event Canceled” will show
13. The **Absence Request** event will be removed from the manager’s inbox

NOTE: Canceling an absence request can only be used on **unapproved** requests.