Cost Center & Project Time Coding for Exempt Employees

Intended Audience

Exempt Employees

Background

- Time is automatically split between cost centers when an employee holds multiple positions that are already configured with different cost centers in Workday.
- If a cost center split is needed but not available, reach out to your leader who will work with HR to update in Workday.

Instructions

1. In Workday click **Menu** in the upper left-hand corner
2. Under the Personal tab click **Time**
3. Under Enter time Click **This Week** (or last week as long as it's within the current pay period)
4. Click within the day that hours need to be added or adjusted
5. The Enter Time screen will open; Under Time Type click the **X** next to Block Pay
   - **Time Type**: Select **Worked Time (Hours)**
   - **Position**: Select your primary exempt role position from the drop-down menu
   - **Hours**: Enter the number of hours
   - **Cost Center**: (this will default to your home cost center) Update to the appropriate cost center where your hours should be allocated
   - ***If Project related***, click within the project box and select the appropriate Project (If your project isn't listed reach out to your leader who can work with HR to build the project in Workday)
6. Click **OK**
7. Click **Review** in the bottom right-hand corner
8. Review information & Click **Submit**

Still have questions?

Contact the benefits team at HRWorkdaySupport@mainegeneral.org