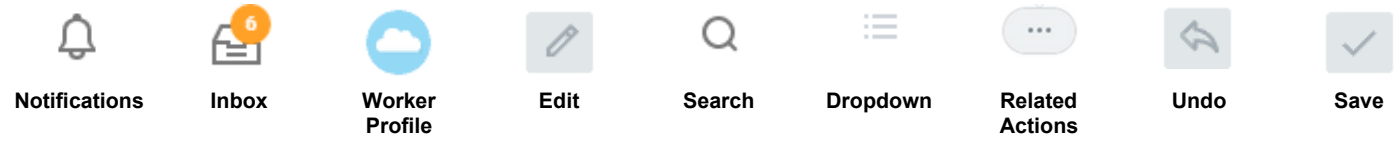
Exempt Primary Checking into Hourly Alt Job

Common Workday Icons



Intended Audience

Exempt Employees with an Alt position

Background

- Employees with an Exempt primary job and an hourly alt job must track time worked in the hourly role using of the following methods: check in/check out process via Workday (desktop or mobile), the Dorma Kaba timeclock, or Enter Time directly into Workday
- Employees who start and end their shifts at a workstation can easily track their time by clocking in and out using the Workday Application or mobile; these are interchangeable.
- Exempt employees are not eligible for differentials when working in their hourly position.

Instructions:

Using Workday Workstation
Using Workday Mobile App
Entering Time in Workday

Checking In for your hourly position via Workday Workstation

1. Log into **Workday**
2. On the home screen, under **Timely Suggestions**, click the **Check In** button
3. Before you can select Time Type you'll need to choose your hourly position from the **Position** dropdown
4. **Time Type** - choose **Worked Time** (this is the Type to use for your scheduled weekly hours) to clock into hourly position
5. **Cost Center** will default to your primary job's Cost Center (enter the appropriate Cost Center for your shift)
6. Click **OK**
7. After checking in a confirmation message will appear letting you know you have successfully checked in

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Checking Out via Workday Workstation

1. Log into **Workday**
2. On the home screen, under **Timely Suggestions**, click the **Check Out** button
3. As a person with an exempt primary position, your option to clock for a meal break is to select Out – you'll essentially be clocking out for a meal break and then back in.
4. Click **OK**
5. After checking out a confirmation message will appear letting you know you have successfully checked out for your break

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Checking In via Workday Mobile App:

1. Open the **Workday** app
2. On the home screen, click the **Check In** button
3. Before you can select Time Type you'll need to choose your **hourly** position from the **Position** dropdown
4. **Time Type** – will default to **Worked Time** (this is the Type to use for your scheduled weekly hours) to clock into hourly position
5. **Cost Center** will default to your primary job's Cost Center (enter the appropriate Cost Center for your shift if different from default)
6. Click **OK**
7. After checking in a confirmation message will appear letting you know you have successfully checked in

Checking Out of your shift via Workday Mobile App:

1. Open the **Workday** app
2. On the home screen select the **Check Out** button
3. If needed, enter any needed comments on the next screen that opens
4. When done, click the **check mark** in the upper right corner
5. After checking out a confirmation message will appear letting you know you have successfully checked out

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Entering Time in Workday

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**
   In: Enter the Shift Start Time
   Out: Enter the Shift End Time
   Position: Select your alt job from the drop-down (it will have a (+) listed next to it
   Cost Center: Select appropriate cost center from drop-down
6. Click **OK**
7. Click **Review** in the bottom right-hand corner
8. Review information & Click **Submit**

Still need help?

Contact HRWorkdaySupport@mainegeneral.org