What is Changing: Workday Time and Attendance for Employees

Intended Audience

Employees

Effective Date

Workday Time and Attendance will go-live on May 18, 2025.

Background

We're transitioning to Workday for time tracking and attendance this will enhance accuracy, improve efficiency, and streamline payroll processing, as our current time tracking system, Kronos, nears its end of life.

Key Changes:

Time Tracking and Meal Breaks:

- **Lunch breaks will not be automatically deducted**. Employees must **clock out for required meal breaks**. Please remember, taking meal breaks is mandatory!

Time Tracking Options to Clock In and Out:

- Time tracking can be done using **time clocks, computers, and phones** depending upon your location and role. Choose the device that best suits your needs.

Time Clocks	Mobile Workday App	Workday Application on MGH Computer
• Employees who work on-site at time clock locations. (see location list)	• All employees while on site at an MGH Facility • Employees who do not connect to the MGH Network during their shift (i.e. Athletic Trainers, Community Workers) • Employees who use "on-call" or "call back."	• All employees who have access to a Workstation.

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- Employees who **clock in using a time clock must also clock out using a time clock** to ensure accurate payment.
- Employees who use the mobile app or workstation to clock in and out can alternate between the two methods.
- New time clocks will be installed, replacing the old KRONOS clocks, in high traffic or other limited areas.

Time Clock Locations
Medical Centers (ACH, TCH, HACCC)
ACH Staff Entrance
ACH ED Reception
ACH Cafeteria (***new clock location***)
ACH 1st floor, 2nd floor, 3rd floor (outside the inpatient units)
TCH Break Room - near ED on lower level
TCH Cafeteria
TCH Main Lobby
HACCC Staff Entrance
Outbuildings: Where there is limited accessibility to Workstations
Glenridge
Gray Birch
Early Learning Centers (2)
Alzheimer's Care Center
The Inn

Earned Time Requests and Approvals:

- **Employees can request "time off"** in advance through **Workday Absence**. Once the request and timecard are approved, the corresponding earned time will be reflected in the appropriate paycheck. If the request is approved, employees will receive a notification in the Workday system. If the leader doesn't approve the request, a task or notification will be sent for further action to the employee.
- If an employee's **worked hours are different than expected**, their **leader can add time off** during timecard approval.
- **Employees who use "When to Work"** for time off requests your leader will add earned time in Workday for you.
- **Leaders can remove time off** in the **Absence** section of Workday, as needed.

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Time Approval Process:

- **Hourly, non-exempt** employees must **submit their time** in Workday before it can be approved by their leader. Leaders will then review and approve the submitted time for accuracy, ensuring that all hours worked are properly recorded.
- **Exempt** employees will no longer be required to submit a timecard. They are **only required to enter time away** (such as vacation, sick leave, etc.) in Workday absence for proper tracking and approval. Exempt employees are required to review their time away on a bi-weekly basis (review only, not submit).

Shift Differentials for Hourly Employees

- Shift differentials will be hardwired into the system for hourly employees.

Shift	Start	End	Special Notes
First	**7 a.m.**	**3 p.m.**	• All hours are paid at base rate • Shifts starting after 5 a.m. are paid at base rate • Shifts starting during first shift & ending before 7 p.m. are paid at base rate • Shifts starting during first shift and ending 4 hours into second shift are paid with second shift diff on second shift hours
Second	**3 p.m.**	**11 p.m.**	• All hours for shifts starting at or after 3 p.m. and ending before 11 p.m. are paid at base rate plus 2nd shift diff. • **Split shifts** starting after 3 p.m. and extending into 3rd shift will follow shift rules by the hour
Third	**11 p.m.**	**7 a.m.**	• All hours for shifts starting at or after 11 p.m. and ending before 7 a.m. will be paid at base rate plus 3rd shift diff • **Split shifts** starting after 11 p.m. and extending past 7 a.m. follow shift rules by the hour.

- Shift differentials **do not** apply to Earned Time hours, only hours worked.
- **Weekend and holiday differentials** will be applied automatically to worked hours.
  - Weekend and holiday differentials are **hardwired** for hourly employees (not for exempts or exempts with hourly alt job codes).
  - For holidays, pay will be calculated for a **24-hour period (12 A.M. to 12 A.M.)**.
- **3rd shift differential** of 15 minutes before or after the shift will no longer be applied.

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