



Workday

Payroll & Time Tracking

Employee and Manager Knowledge Article
Guide



Time



Absence



Time and
Absence

Employee and Manager Knowledge Article Guide

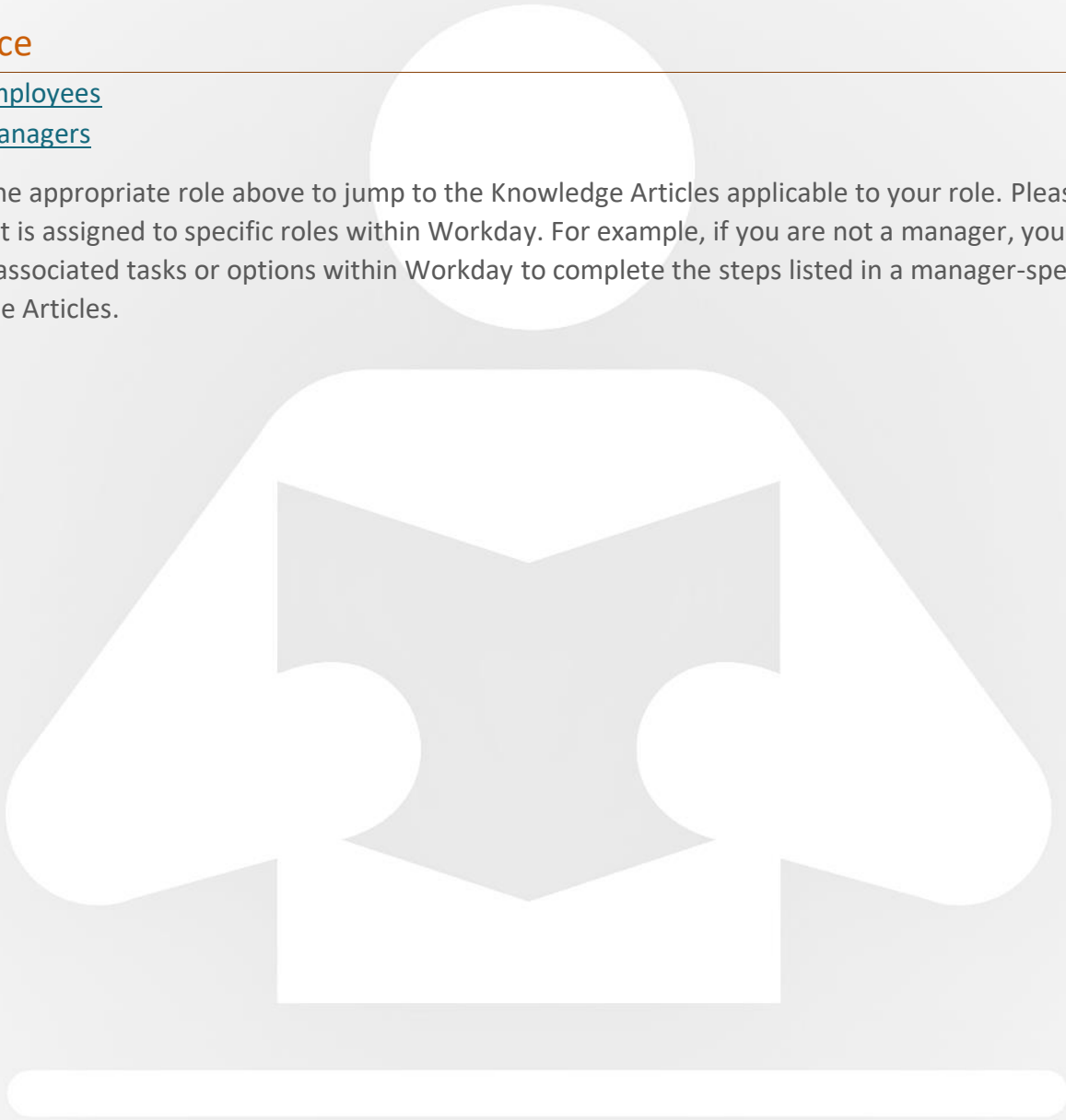
How to use this resource guide

This resource guide contains a list of Knowledge Articles developed for the Workday Payroll & Time Tracking launch on December 1, 2022.

Audience

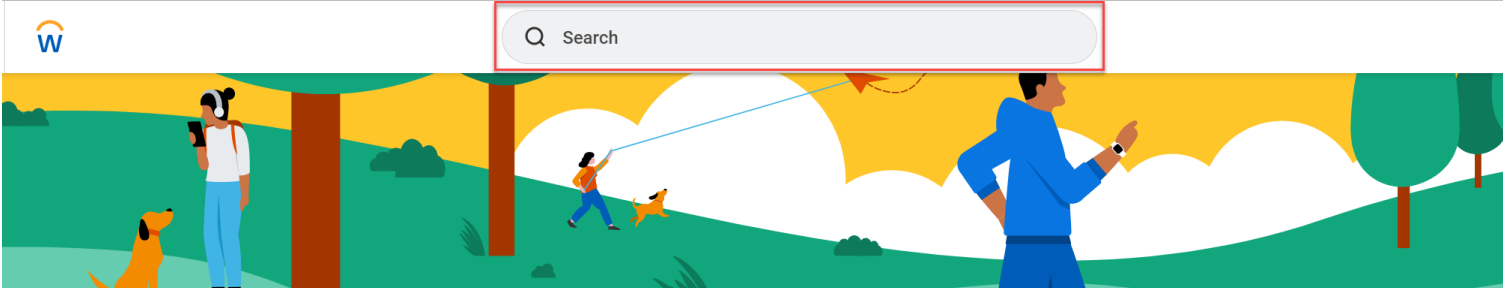
- [Employees](#)
- [Managers](#)

Click on the appropriate role above to jump to the Knowledge Articles applicable to your role. Please note that all content is assigned to specific roles within Workday. For example, if you are not a manager, you will not have the associated tasks or options within Workday to complete the steps listed in a manager-specific Knowledge Articles.



Finding Knowledge Articles

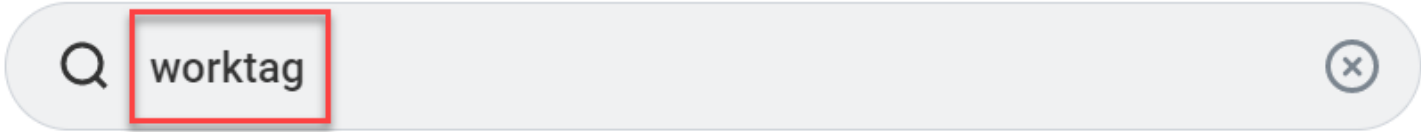
- 1. To find Knowledge Articles in Workday, locate the main search bar on the Workday homepage.



Hello There

It's Wednesday, November 30, 2022

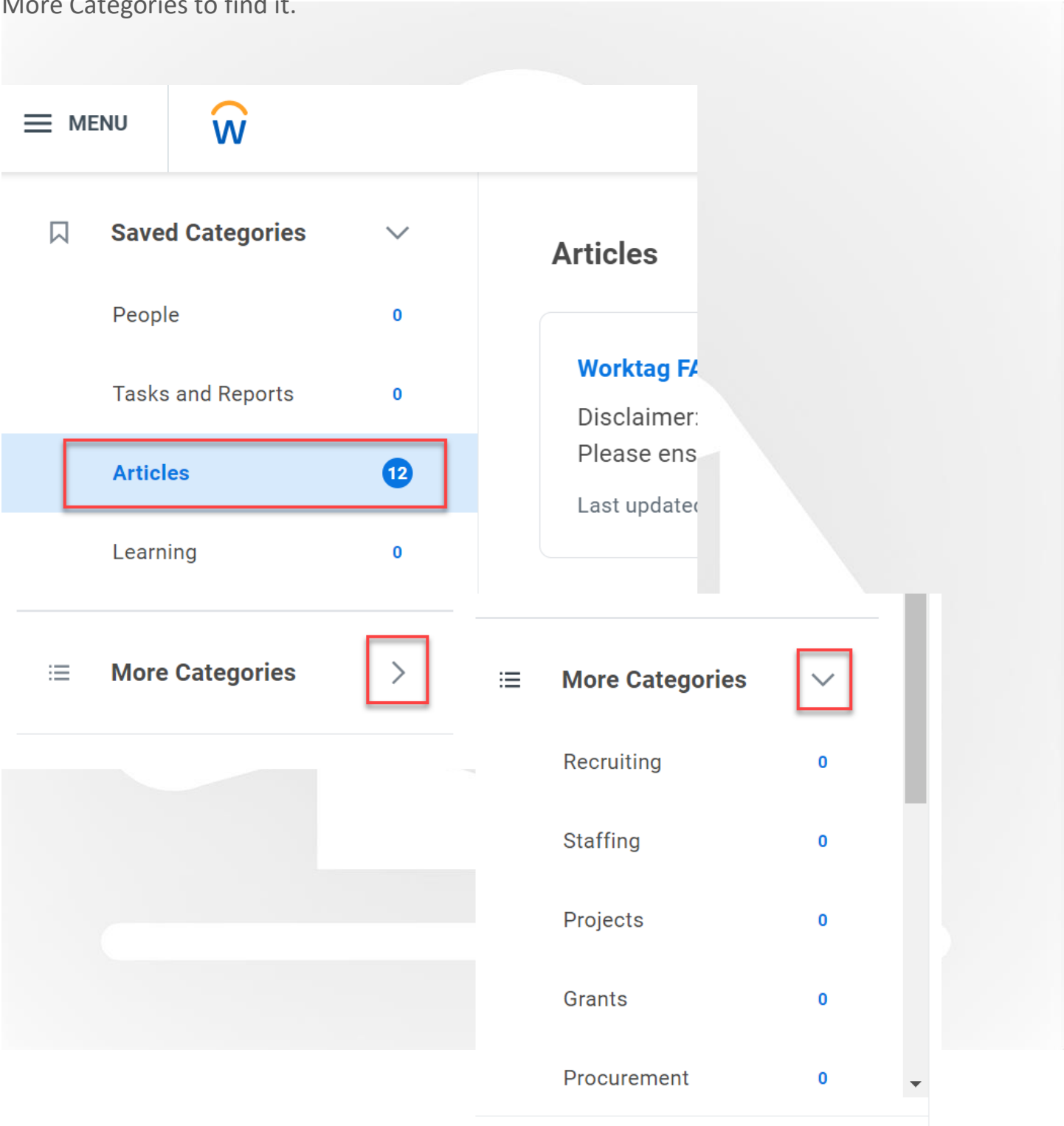
- 2. Type keyword(s) or the title of the Knowledge Article (see the lists below for titles) into the search bar.



- 3. Select the desired Knowledge Article from the search results by clicking on the title. Workday will include any article that contains the keyword(s) or words found in the title in the search results.

The screenshot shows a search bar at the top with the text 'worktag' and a magnifying glass icon on the left, and a close button (an 'x' in a circle) on the right. Below the search bar, the heading 'Articles' is displayed. Two search results are shown, each in a light gray rounded rectangle. The first result has the title 'Worktag FAQs' in blue text, which is highlighted with a red rectangular box. Below the title is a disclaimer: 'Disclaimer: This article is intended for step-by-step Workday task instructions. Please ensure that this action is appropriate for your role and agency. If you ha...'. To the right of the text is an icon of a document with a person silhouette, and below it is the word 'Employee' in bold black text. Below the disclaimer is the text 'Last updated November 29, 2022'. The second result has the title 'How to Enter Time for Straight Time Eligible Employees' in blue text. It also includes the same disclaimer, the document icon, the word 'Employee', and the update date 'Last updated November 29, 2022'. The background of the page is a light gray with a large, faint graphic of a person's head and shoulders.

To refine your search results to only display Knowledge Articles, click on the Articles category on the left side of the page. If the Articles category is not visible, click on the arrow next to More Categories to find it.



Employee

Category	Knowledge Article Title
How to Enter Time	Overtime Eligibility Status and Why It Matters
	Worktag FAQ
	How to Enter In and Out Times for Overtime Eligible Employees
	How to Enter Flex Time Using In and Out Times
	Overtime Compensation for In and Out Times
	Cost Centers for In and Out Times
	How to Enter Holiday Time Using In and Out Times
	Holiday Falls on a Regularly Scheduled Work Day (In/Out): Hours Worked
	Holiday Falls on a Regularly Scheduled Work Day (In/Out): No Hours Worked
	Holiday Falls on a Regular Day Off (In/Out): Hours Worked
	Holiday Falls on a Regular Day Off (In/Out): No Hours Worked
	How to Enter Time for Straight Time Eligible Employees
	How to Enter Flex Time for Straight Time Eligible Employees
	How to Enter Holiday Time for Straight Time Eligible Employees
	How to Enter Time for Exceptions Only Employees
	How to Enter Holiday Time for Exceptions Only Employees
	Time Entry Corrections
	Work Schedule FAQ
Request a Work Schedule Change	
Pay Related Tasks	Entering and Updating Withholding Elections (W-4)
	Shift Trades
	How to Read Payslip
	Viewing & Printing W2- coming soon!
Absence	Leave Payouts

Manager

Category	Content Topic
Enter Time for worker	How to Enter Time for a Worker
	How to Submit Time for a Worker
	Reviewing and Approving Time
	Correcting Time for a Worker
	Viewing Your Team's Scheduled Hours
	Processing a Worker Schedule Change Request
	Assigning Work Schedules
Time Off / Absence Requests	Viewing Your Team's Time Off & Leave Calendar
Delegate Tasks	Delegate My Tasks
	Delegated My Task, Access
Mobile	Mobile app navigation - coming soon!
Reports	Report console overview - coming soon!