


Time Tracking: Exempt Employee

USER GUIDE

Exempt employees will enter their time into Workday and then review and submit at the end of each week. Time is approved at the end of every Time Period, which is every two weeks.

If your department is using **IntelliTime** or **RT Vision**, you can use Workday to get to the site. Click the Menu  and scroll down to **External Links**. Click on the link and it will take you to the login screen to complete your punches.

As an exempt employee, meaning you are a Salaried employee, you can enter times as blocks, but still entering in your In, Out and Meal times.

Important Notes:

Keep in mind, if you submit your timecard at the end of the first week and you worked more than 40 hours, the extra hours will be factored into your regular work hours for the second week.

If you take time off during the first week and work extra hours during the second week, you will need to reduce the leave that you used during the first week. If you may any changes to your timecard after it was submitted, you need to resubmit your timecard.

CALENDAR BLOCK

To enter time by time blocks on the calendar, take the following steps:

From the Home page:

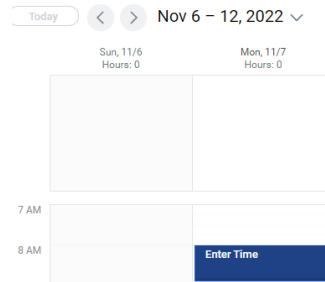


1. Click on the **Menu** icon and find the **Time Application**.
2. From the **Enter Time** section, select **This Week**. Hours already entered will show here.

Enter Time

This Week (28.5 Hours)

3. Click on a time block on the calendar.



4. **Time Type** will default to **Hours Worked**.

Enter Time 11/07/2022

Time Type * X Hours Worked ...

In *

Out *

There may be additional Time Types depending on your department. Search for them by clicking in the field.

5. Click **OK**.
6. Repeat these steps as necessary.
7. If you need to use a different Time Type, like PTO for that week, click "X" on Hours Worked and select the correct Time Type you are using. You will still need to enter the reason for time off.
8. Use the instructions below to **Review and Submit** your time at the end of each week.



Note: If you are adding PTO during the current week, make sure to add in the comments the hours for your PTO. For example, if you are taking 4 hours, list in the comments: PTO 8am-12pm.

ENTER TIME BY WEEK

QUICK ADD

Use Quick Add to add multiple time blocks at the same time. From the Home page:



1. Click on the **Menu** icon and find the **Time Application**.
2. From the **Enter Time** section, select **This Week**. Hours already entered will show here.

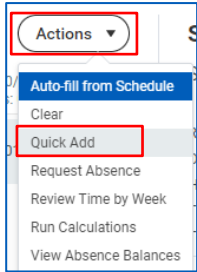
Enter Time

This Week (28.5 Hours)

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3. Click **Actions**, then select **Quick Add**.



4. **Time Type** will default to **Hours Worked**.

5. Enter **Details** (if applicable to your department). You can search by the first couple of letters or view the full list. Include as much information as necessary for your department and click **Next**.

Details

Location

Activity

Cost Center

Fund

Grant

Program

This information is prefilled on the back end for you. Details are not required for every employee to change when punching, this is dependent on your department. Check with your Manager if you are unsure.

6. Even though you are an Exempt employee, we want you to list the true times you worked. If you took a meal, you would enter in your hours and then click **Add** to enter in your hours after the meal.

In

Out


Out Reason

In

Out

Out Reason

- 7. Enter your hours.
- 8. Click **OK**.
- 9. Use the instructions below to **Review and Submit** your time at the end of each week.



Notes: If you ended up changing your lunch or time for any day during that week, go to your Time Calendar and click on the date you need to change and adjust your work hours. You can also add additional time entries.

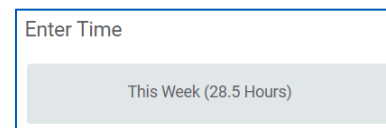
REVIEW AND SUBMIT TIME

At the end of each week, you must review your entered time and submit it for approval.

From the **Home page**:



- 1. Click on the **Menu** icon and find the **Time Application**.
- 2. From the **Enter Time** section, select **This Week**. Hours already entered will show here.



- 3. A summary of your hours is displayed on the right of the screen. Ensure these hours are correct. You can make changes by going on your Time Calendar and clicking on the date and time you need to adjust.
- 4. Ensure these hours are correct, then click the orange **Review** button and then **Submit**.
- 5. This will be routed to your department's Timekeeper or Supervisor for review and approval.

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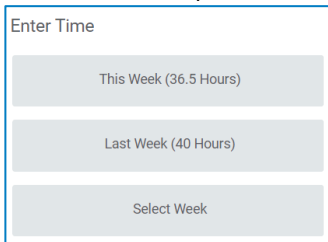
VIEW DETAILS OF SUBMITTED TIME

You can view the details of previously submitted time.

From the **Home page**:



1. Click on the **Menu** icon and find the **Time Application**.
2. From the **Enter Time** section, select **Last Week** to review your entered time from last week or click **Select Week** to select a prior week.



3. Select a time block to view information about your time entry.
4. Click **View Details** to view more detailed information including time reported and process history.

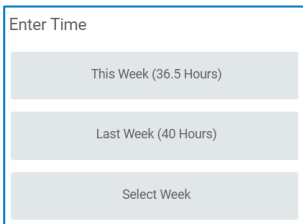
MODIFY PREVIOUSLY REPORTED TIME

You can modify previously reported time up until the end of the pay period.

From the **Home page**:



1. Click on the **Menu** icon and find the **Time Application**.
2. From the **Enter Time** section, click **Select Week**.



3. Select a date from the week you wish to modify.
4. Click **OK**.
5. Your entered time is displayed. Approved time blocks will be displayed with a green bar on the left side of the time block.
6. Click the time block you wish to modify.
7. Edit the necessary details, then click **OK** or **Delete**.
8. When all the changes have been made, click **Review**.
9. Review the updated time(s), then click **Submit**. This will be routed to your department's Timekeeper or Supervisor for review and approval.

TIME PERIOD LOCKOUT

Time Period Lockout
11/13/2022 - 11/26/2022


On your calendar, you will notice Time Period Lockout. This is the last day an employee, timekeeper or manager can enter time in Workday for that payroll period.

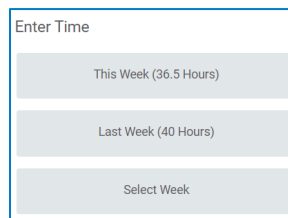
After that time, only Payroll can make updates until the payroll period is open again for prior period adjustments. When that period is open again, employees, timekeepers or managers can enter prior period adjustments on their time. Any changes made will be picked up during the next payroll processing.

Any questions relate to Prior Period Adjustments need to be emailed to: payrollquestions@co.marathon.wi.us

RUN CALCULATIONS

There may be times when your Time Calendar needs to be refreshed. This will ensure all time entry updates are accepted by the system.

1. Click the **Menu** link, click the **Time** application. 
2. From the **Enter Time** section, you can select **This Week** or **Last Week**.



3. Click **Actions**, then **Run Calculations**

