



## Time Tracking: Non-Exempt Employee


## USER GUIDE

Non-Exempt will enter their time into Workday everyday 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.

### ENTER TIME USING CHECK IN/OUT

As a non-exempt employee, meaning you are eligible for overtime, you can enter time worked based on check-in and check-out times. From the Home page: 

1. Click on the Menu icon and find the Time Application.
2. Go to the **Time Clock** section. 
3. Select **Check In** (start of day or return after Check Out)
4. Enter the **Time Type** (this will default to **Hours Worked**) and **Details**, including the following as necessary for your department.
  - a. Activity
  - b. Location
  - c. Cost Center
  - d. Fund
  - e. Grant
  - f. 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.*

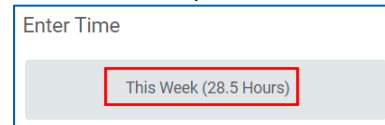
5. Enter a **Comment** if necessary.
6. Select **OK**, then **Done**.  
If you are using Details: when you are ready to switch to another Activity or Location, you do not need to Check Out first. Do another **Check In** & enter in new Activity, Location or Program.
7. Once you are ready to Check Out (Meal or Out) navigate back to the **Time** application and select **Check Out** from the **Time Clock** section.
8. Select a reason for check out: **Meal** or **Out** (Out: non-work appointment/done for the day).
9. Enter a **Comment** if necessary. Select **OK**, then **Done**.
10. Use the instructions below to **Review and Submit** your time at the end of each week.

### ENTER TIME BY WEEK

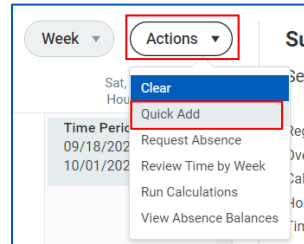
#### Quick Add

If you work consistent hours during the week, you can add time by utilizing Quick Add.

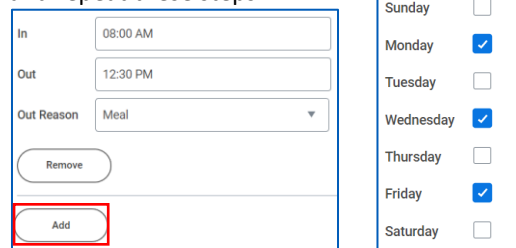
1. Click the **Menu** link to open the  Global Navigation. 
2. Click the **Time** application. 
3. From the **Enter Time** section, select **This Week**.
  - a. Hours already entered will be shown here



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



5. Enter the **Time Type** (this will default to **Hours Worked**) and any necessary fields under **Details** as necessary for your department.
6. Click **Next**.
7. Enter you **Time In**, **Time Out**, and **Out Reason**. Make sure the AM and PM times are correct.
8. To add additional time in and out for the day, click **Add** and repeat these steps.



9. Select each day of the week that you worked these hours. If a time was already entered in for one of the days you selected, you will receive an error message to correct.
10. Click **OK**.
11. Repeat these steps for all days necessary.
12. Use the instructions below to **Review and Submit** your time at the end of each week.



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### ENTER TIME BY WEEK

#### Calendar Block

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



1. Click the **Menu** link to open the Global Navigation. 
2. Click the **Time** application. 
3. From the **Enter Time** section, select **This Week**. Hours already entered will be shown here.
4. Click on a time block on the calendar.
5. Enter the following:
  - a. **Time In**
  - b. **Time Out**
  - c. **Out Reason**
  - d. **Details** (as necessary for your department)
6. Click **OK**.
7. Repeat these steps as necessary.
8. If you used a different Time Type, like PTO for that week, you would enter that here. 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.
9. 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.

### REVIEW AND SUBMIT TIME

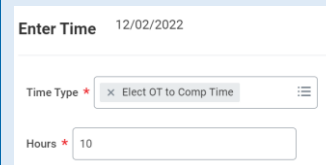
At the end of each week, you must review your entered time and submit it for approval.

1. Click the **Menu** link to open the Global Navigation. 
2. Click the **Time** application. 
3. From the **Enter Time** section, select **This Week**.
  - a. Hours already entered will be shown here
4. A summary of your hours is displayed on the right side. Ensure these hours are correct, then click the orange **Review** button.
5. You can make changes by going on your Time Calendar and clicking on the date and time you need to adjust.
6. The right side of the screen shows your total hours for the week. If you have Overtime or hours worked over your weekly scheduled, you can move those hours to Comp Time.

**Notes:** Overtime or additional hours worked over your scheduled can be moved to the Comp Time bank if you do not want it paid out. Click on the date on the calendar and in Enter Time, choose the Time Type of either:

**Elect OT to Comp Time** (Hours worked over 40 hours in a week). When added into the Comp Time bank, hours will accrue at 1.5 times.

**Elect Straight Time to Comp Time** (Hours worked over your regular scheduled hours in a week. Not OT). When added to Comp Time bank, these hours will accrue at 1.0 times. *This option would be used during Holiday weeks.*

Any hours banked over the comp time max of 40 hours for a full-time employee will be paid out during payroll.

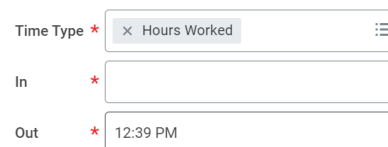
### UNMATCHED TIME- NEEDS ATTENTION

**Unmatched Check-in**  
2:04pm  
⚠ Needs Attention

On your Time Block, if there is an entry that needs attention, you will need to correct that time before submitting. Click on the Unmatched time on your time block and the Correct Unmatched Event will appear. Correct the missing in/and or out punch.

#### Example

1<sup>st</sup> Unmatched Time: Enter in the correct In time missed.



\*If there is a Time Entry on your calendar below you may need to delete that if it overlaps with your corrected time.

\*\*If there is still an Unmatched Time listed on the day(s) you have corrected, you can leave that on your block.




7. Click **Submit**.
8. Your hours are routed to your manager for approval.

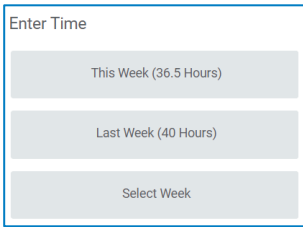
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### VIEW DETAILS OF SUBMITTED TIME

You can view the details of previously submitted time.

- Click the **Menu** link to open the Global Navigation.  
- Click the **Time** application. 
- From the **Enter Time** section, you can select **This Week**, **Last Week** to view your entered time from last week or **Select Week** to select a prior week.






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

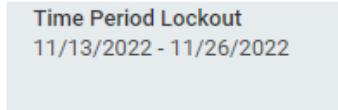
### MODIFY PREVIOUSLY REPORTED TIME

You can modify previously submitted and approved time.

*If you do need to make an adjustment, we recommend notifying your manager first.*

- Click the **Menu** link to open the Global Navigation.  
- Click the **Time** application. 
- From the **Enter Time** section, click **Select Week**.
- Select a date from the week you wish to modify.
- Click **OK**.
- Your entered time is displayed. Approved time blocks will be displayed with a green bar on the left side of the time block.
- Click the time block you wish to modify.
- Edit the necessary details, then click **OK** or **Delete**.
- When all changes have been made, click **Review**.
- Review the updated time, then click **Submit**.

### TIME PERIOD LOCKOUT




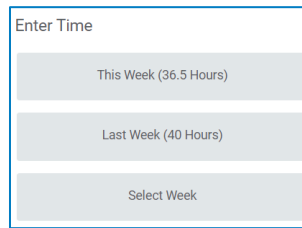
On your calendar, you will notice Time Period Lockout. This is the last day an employee, timekeeper or manager can enter time in Workday for that payroll period.

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 regarding should be emailed to: [payrollquestions@co.marathon.wi.us](mailto: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.

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



- Click **Actions**, then **Run Calculations**

