

Workday's Approach to Time & Absence

Tracking time in Workday allows for a more cohesive and accurate time tracking process. This includes features such as clocking in and out, tracking leave of absence/time off requests through the Absence calendar, and managing overtime requests. See below for some of the upcoming changes.

What's Changing?

- **Time and Absence Calendars** – Currently, all employees use a timesheet or timecard to track time.
 - With Workday, the time calendar will be used to track hours worked and other shifts such as on call. It will display time offs taken from the absence calendar and show total hours for each week.
 - The absence calendar will be used to track time offs and leaves of absence. It will display time off balances that employees can look up as of a specific date helping them project future balances when planning for time off.
- **Time Swiping System** – Currently, some employees use a swiping system to swipe in/out for timekeeping purposes.
 - FSU time swipers will continue to use SubtUp. SU time swipers will continue to use TCP. On the back end, these systems are integrated with Workday for time approvals.
 - This does not impact UBalt, CSU, or BSU as dual time entry will continue.
 - A new report in Workday called “Time Block Audit” can be used for Managers to match time entered in Workday vs time in the time clock systems.
- **Time Tracking Eligibility** – With Workday, time tracking eligibility will be based on the employee's primary position, regardless of the employee also having a non-exempt additional job.
- **Time Off Requests** – Currently, time off requests are submitted via email and/or forms. Managers must plan for staff coverage based on time off requests.
 - With Workday, time off and leave of absence requests will be submitted through employee self-service using the Absence Calendar
 - Managers can review and approve an employee's time off request through the My Tasks in Workday.

- Managers will be able to view their entire team's planned time off on the Team Absence Calendar and use the calendar to help plan staff coverage.
 - **Time Entry and Time Off Requests for 12-Month Faculty** – Currently, 12-month faculty do not use timecards, resulting in a less structured process for requesting time off. Time off is requested via email or forms.
 - With Workday, 12-month faculty will now track time and submit time off requests in Workday similar to exempt staff as required by best practices.
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