USC Suzanne Dworak-Peck

School of Social Work

THE BASICS

What is Workday Time Tracking?

Workday Time Tracking is the University's online time keeping system. You can find information on Workday Time Tracking at <u>https://workdayhelp.usc.edu/userguides/</u>. Please be sure to scroll down to the section titled "Time Tracking" for the videos and Quick Reference Guides (QRGs). Please review all of these materials prior to attempting to log in to Workday Time Tracking. This will help eliminate a great deal of confusion and frustration.

How do I log in to Workday Time Tracking?

You can log in to Workday Time Tracking through Workday. Employees can access Workday through the Employee Gateway site at https://employees.usc.edu. For additional information on Workday, including information on your log in username and password, quick reference guides to the system, and brief training videos, please visit the Workday help site at www.usc.edu/workday.

When are my time sheets due?

Time sheets are due in Workday Time Tracking by the last day of the current biweekly pay period. The bi-weekly payroll schedule can be found at the USC Payroll Services Website (<u>https://usc.edu/payroll</u>) under Schedules. Also, please note that you may only be eligible for pay periods within your contracted dates. Please feel free to contact Laylani De La Vega at <u>Idelaveg@usc.edu</u> and Suredera Ikard at <u>ikard@usc.edu</u> if you have any questions or concerns.

What if I can't log in to Workday Time Tracking?

If you do not know your USC Net ID, please refer to the <u>www.usc.edu/firstlogin</u> page for your login information. To get help with resetting a USC Net ID password, please reference to the ITS web site, <u>https://www.usc.edu/its</u>, (213) 740-5555 or <u>consult@usc.edu</u>

What if I forgot my Workday Time Tracking password?

If you have forgotten your password for Workday Time Tracking, please contact ITS (<u>https://usc.edu/its/password</u>) to have your password reset.

Who is the Home Department Coordinator?

Your Home Department Coordinator is Nataly Manzo, and she can be reached at <u>mmanzo@usc.edu</u> or at (213) 821-1236. Please note that there is a high volume of e-mails and phone calls that go through her office, so please allow 24-48 hours for a response, especially during high volume periods. Please feel free to contact Laylani De La Vega at <u>Idelaveg@usc.edu</u> and Suredera Ikard at <u>ikard@usc.edu</u> if you have any questions or concerns.

TIME ENTRY

How many hours do I enter?

Please refer to your contract regarding how many hours to enter on Workday Time Tracking. The amount of hours you will be entering per week is listed as: "instr hrs/wk: _____" on your contract indicated below the Work Assignment number and the course name.

Please note: Faculty employees must enter the active Work Assignment number, per their contract, in order to enter their hours in Workday, or they will receive an error message on their time sheet.

To enter your hours, please click on the 'Time' icon located on your Workday Homepage. (Please see image on Page 2)





TIME ENTRY (CONT.)

From there please click on 'This Week' under the column, 'Enter Time.'



Enter Time	View
This Week (22.5 Hours)	My Calendar
Last Week (0 Hours)	My Time Off
Select Week	Time Off Balance
Request Time Off	
Correct Time Off	
4	

This should then bring up a calendar view of the week.

					Reg.	aler Overtime Double Time Peid T 0 0 0	Ime Off Hours Total Other Paid Shift Differentia 0 0 0 0
riease eno	r your nours worked and time off on the times	neet below, cach employee is responsible for a	couratery recording their time and attendance i	iours using workbay rime tracking, use or this	timesneet is governed by the <u>University's mage</u>	and new roleins	
Today	< > Mar 31 – Apr 6, 20	016					View Week ~
	Thu 3/31 Hours 0	Fri 4/1 Hours: 0	Sat 4/2 Hours: 0	Stan 4/3 Hours: D	Mon 4/4 Hours D	Tue 4/5 Hours 0	Wed 4/6 Houts: 0
							Time Period End Bar24/2016 - BC00/2016
T AM							
8 AM							
0 AM							
10 AM							
11.AM							
12.PM							
1.PM							
2.PM							
2 PM							
4 PM							
5 PM							



School of Social Work

TIME ENTRY (CONT.)

To enter your hours for the day, please click on the day in which the work was completed.

• **Example**: Tommy Trojan worked from 9:00am to 2:00pm on March 31, 2016 under Work Assignment #2. To enter his hours in Workday, Tommy would click anywhere on March 31, which will then populate the following:

ime Type * × Hours Worked	=	
*		
ut *		
ut Reason * Out	~	
ours \star 0		
etails		
was not provided my meal break		
was not provided my rest break		
ork Assignment	=	
omment		

Tommy will then enter the following information, per the example:

- Enter 9:00am under 'In'
- Enter 2:00pm under 'Out'
- If Tommy is done working for the day, he will list select 'Out' under 'Out Reseaon.
- Select Work Assignment # 2 under 'Work Assignment.'
- Click 'OK'

Enter Time 03/31/2016

Time Type * X Hours Worked III In * 09:00 AM Out * 02:00 PM Out * 02:00 PM Hours * 5 DetailS I was not provided my meal break III I was not provided my rest break IIII Work Assignment * X Work Assignment 2 III Comment	Time Type * Kours Worked III In * 09:00 AM Out * 02:00 PM Out Reason * Out ~ Hours * 5 Details I was not provided my neal break IIII I was not provided my rest break IIIII Work Assignment * Kork Assignment 2 IIII Comment					
In * 09:00 AM Out * 02:00 PM Out Reason * Out Hours * 5 Details I was not provided my meal break I was not provided my rest break Work Assignment * ¥ Work Assignment 2 Comment	In * 09:00 AM Out * 02:00 PM Out Reason * Out Hours * 5 DetailS I was not provided my meal break I was not provided my rest break Work Assignment * ¥ Work Assignment 2 Comment Comment	ime Type	* X Hours Worke	d 🗮		
Out * 02:00 PM Out Reason * Out Hours * 5 Details I was not provided my meal break I was not provided my rest break Work Assignment * × Work Assignment 2 Comment	Out * 02:00 PM Out * 02:00 PM Out * 0ut Hours * 5 Details I was not provided my meal break I was not provided my rest break III Work Assignment Work Assignment IIII Comment Cancel	n	* 09:00 AM			
Out Reason * Out ~ Hours * 5 DetailS I was not provided my meal break III I was not provided my rest break III Work Assignment * X Work Assignment 2 III Comment	Out Reason * Out Hours * 5 DetailS I was not provided my meal break I was not provided my rest break Work Assignment * X Work Assignment 2 Comment Comment	lut	* 02:00 PM			
Out Reason * Out Hours * 5	Out Reason * Out Hours * 5 Details I was not provided my meal break I was not provided my rest break Work Assignment Comment Cancel					
Hours * 5 Details I was not provided my meal break III I was not provided my rest break IIII Work Assignment * X Work Assignment 2 IIII Comment	Hours * 5 Details I was not provided my meal break I was not provided my rest break Work Assignment Work Assignment Work Assignment 2	ut Reason	0 * Out	\sim		
Details I was not provided my meal break I was not provided my rest break I was not provided my rest break Work Assignment X Work Assignment 2 Comment	Details I was not provided my meal break I was not provided my rest break Work Assignment X Work Assignment 2 Comment Comment K Cancel	lours	* 5			
Details I was not provided my meal break I was not provided my rest break I was not provided my rest break Work Assignment * X Work Assignment 2 Comment	DetailS I was not provided my meal break I was not provided my rest break Work Assignment * X Work Assignment 2 Comment Comment Comment					
I was not provided my meal break 📰 I was not provided my rest break 📰 Work Assignment * X Work Assignment 2 📰 Comment	I was not provided my meal break I was not provided my rest break Work Assignment * X Work Assignment 2 = Comment Comment	Details				
I was not provided my rest break Work Assignment * Work Assignment 2 Comment	I was not provided my rest break	was not pr	rovided my meal break		E	
Work Assignment 2 🗄	Work Assignment * X Work Assignment 2 =	was not pr	rovided my rest break		=	
Comment X Work Assignment 2 :=	Comment					
Comment	Comment	vork Assigi	Inment	★ Work Assignment 2	=	
	OK Cancel	omment				
	OK Cancel					
	OK Cancel					1
	Cancel					
	Cancel					



TIME ENTRY (CONT.)

If Tommy had multiple Work Assignments and worked more than five (5) hours in the day, he would list multiple Work Assignments under March 31.

• Example: Tommy Trojan worked from 9:00am to 2:00pm on March 31, 2016 under Work Assignment #2 and 3:00pm to 6:00pm under Work Assignment #3.

To enter his hours in Workday, Tommy would click anywhere on March 31, which will then populate the following:

e Type ★	imes Hours Worked	\equiv	
In *			
Out *			
Out Reason ★	Out	~	
Hours \star	0		
Details			
l was not provi	ded my meal break		
l was not provi	ded my rest break		\equiv
Work Assignm	ent		
Comment			

Tommy will then enter the following information, per the example:

- Enter 9:00am under 'In'
- Enter 2:00pm under 'Out'
- Tommy will need to change the 'Out Reason' to 'Meal' since he is working from 3:00pm to 6:00pm under Work Assignment # 3.
- Select Work Assignment # 2 under 'Work Assignment.'

USC Suzanne Dworak-Peck

Enter Time 03/31/2016

Time Type * X Hours Worked	\equiv			
In * 09:00 AM				
Out * 02:00 PM				
Out Reason * Meal	~			
Hours * 5				
Details				
I was not provided my meal break		≔		
I was not provided my rest break				
Work Assignment *	× Work Assignment 2	=		
Comment				

TIME ENTRY (CONT.)

•

In order to enter his hours for Work Assignment # 3, Tommy will click anywhere on March 31 to bring up a blank section of 'Enter Time.' Tommy will enter the following information, per the example:

- Enter 3:00am under 'In'
- Enter 6:00pm under 'Out'
- Since Tommy is done working for the day, he will list select 'Out' under 'Out Reseaon.
- Select Work Assignment # 3 under 'Work Assignment.'
- Click 'OK'

Enter Tir	me 03/31/20	16			
Time Type	* × Hours Worked				
In 7	* 03:00 PM				
Out 🔸	* 06:00 PM				
Out Reason 🕇	* Out	~			
Hours	* 3				
Details					
l was not prov	vided my meal break		\equiv		
l was not prov	vided my rest break				
Work Assignm	ment *	× Work Assignment 3	\equiv		
Comment					li di
ок	Cancel				

Please note, if Tommy had entered the wrong Work Assignment, or a Work Assignment number that is not listed on his contract (ie. Work Assignment # 6), he will receive the following error message on his time sheet:

Suzanne Dworak-Peck



On Thursday you have selected an invalid comp plan Work Assignment: Work Assignment 6

If you receive this error message, or any error message in Red on your time sheet, this will prevent you from submitting your time sheet. Please feel free to contact Laylani De La Vega at Idelaveg@usc.edu and Suredera Ikard at ikard@usc.edu for further assistance.

OTHER IMPORTANT DETAILS

Do I need to list meal break(s) on my time sheet?

Per University policy (https://policy.usc.edu/meals/), all non-exempt, hourly employees are to receive a minimum 30 min. unpaid meal break if they work more than five (5) hours in a day. If you have any questions regarding meal breaks, please contact Laylani De La Vega at Idelaveg@usc.edu and Suredera Ikard at ikard@usc.edu.

What if I need to work more hours in a week than are listed on my contract?

If you need to work additional hours in any particular week than what is listed on your contract or hours in excess of eight (8) per day, you will need to get prior approval from Dr.Haluk Soydan, Associate Dean of Non-Tenure Faculty Affairs, Senior Fellow for Global Research Impact, Research Professor of Social Work. Please be sure to e-mail him your request at soydan@usc.edu and be sure to cc: Nataly Manzo at nmanzo@usc.edu, Laylani De La Vega at Idelaveg@usc.edu and Suredera Ikard at ikard@usc.edu so that they are aware of the additional hours. Failure to get prior approval may result in a rejected time sheet and can delay your payment until the matter is sorted out.

Can I enter all my hours on one day?

It really depends on how many hours you are authorized to claim in a week. The traditional number of hours is ten (10) per week and if you are attempting to claim ten (10) hours in a single day, you will need prior approval from Dr. Haluk Soydan, Associate Dean of Non-Tenure Faculty Affairs, Senior Fellow for Global Research Impact, Research Professor of Social Work. Normally, hours are noted on class days and on days you do preparation and/or grading for your course. Also, please note that if you work over five (5) hours in a single day, you must take a minimum 30minute unpaid meal break, as per California State Labor Laws.

What if I missed the Workday Time Tracking deadline?

Workday Time Tracking only deals with the current pay period, so if you miss the deadline, there is no way to go back on Workday Time Tracking. If you missed the deadline for submitting your hours on Workday Time Tracking, please contact Laylani De La Vega at Idelaveg@usc.edu and Suredera lkard at ikard@usc.edu. They will do their best to ensure that you receive your payment in a timely manner. However, please note that this may cause a delay in your payment and may cause an interruption on any direct deposit transactions.

When do I get paid if I use Workday Time Tracking?

Pay dates for time sheets submitted on Workday Time Tracking are every two weeks and the bi-weekly payroll schedule can be found at the USC Payroll Services Website (https://usc.edu/payroll) under Schedules.