

## 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 <https://workdayhelp.usc.edu/userguides/>. 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](http://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 (<https://usc.edu/payroll>) 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 [ldelaveg@usc.edu](mailto:ldelaveg@usc.edu) and Suredera Ikard at [ikard@usc.edu](mailto:ikard@usc.edu) 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 [www.usc.edu/firstlogin](http://www.usc.edu/firstlogin) page for your login information. To get help with resetting a USC Net ID password, please reference to the ITS web site, <https://www.usc.edu/its>, (213) 740-5555 or [consult@usc.edu](mailto:consult@usc.edu)

### What if I forgot my Workday Time Tracking password?

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

### Who is the Home Department Coordinator?

Your Home Department Coordinator is Nataly Manzo, and she can be reached at [nmanzo@usc.edu](mailto:nmanzo@usc.edu) 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 [ldelaveg@usc.edu](mailto:ldelaveg@usc.edu) and Suredera Ikard at [ikard@usc.edu](mailto:ikard@usc.edu) if you have any questions or concerns.

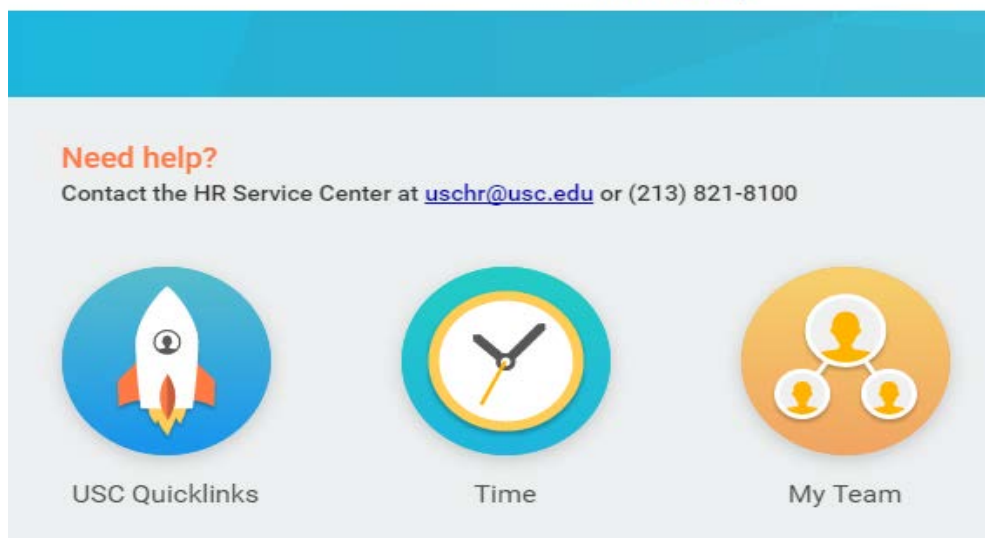
## TIME ENTRY

### 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.'



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

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:

Enter Time 03/31/2016

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Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 0

Details

I was not provided my meal break

I was not provided my rest break

Work Assignment

Comment

---

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

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Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 5

Details

I was not provided my meal break

I was not provided my rest break

Work Assignment \*

Comment

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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:

Enter Time 03/31/2016

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Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 0

Details

I was not provided my meal break

I was not provided my rest break

Work Assignment

Comment

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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.'

Enter Time 03/31/2016

Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 5

Details

I was not provided my meal break

I was not provided my rest break

Work Assignment \*

Comment

- Click 'OK'

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 Time 03/31/2016

Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 3

Details

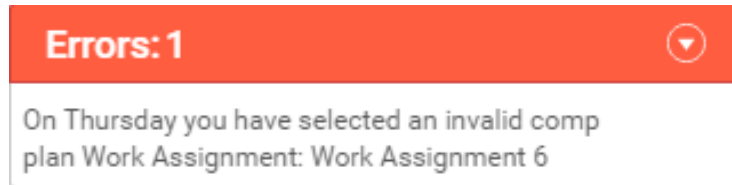
I was not provided my meal break

I was not provided my rest break

Work Assignment \*

Comment

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:



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 [ldelaveg@usc.edu](mailto:ldelaveg@usc.edu) and Suredera Ikard at [ikard@usc.edu](mailto: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 [ldelaveg@usc.edu](mailto:ldelaveg@usc.edu) and Suredera Ikard at [ikard@usc.edu](mailto: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](mailto:soydan@usc.edu) and be sure to cc: Nataly Manzo at [nmanzo@usc.edu](mailto:nmanzo@usc.edu), Laylani De La Vega at [ldelaveg@usc.edu](mailto:ldelaveg@usc.edu) and Suredera Ikard at [ikard@usc.edu](mailto: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 30-minute 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 [ldelaveg@usc.edu](mailto:ldelaveg@usc.edu) and Suredera Ikard at [ikard@usc.edu](mailto: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.