

## End-of-Pay Period Guidance for Employees and Managers

### Non-Exempt (Hourly) Employees

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#### To do in Workday:

At the end of your final shift for the pay period (which ends Saturday at midnight):

1. Review your timesheet in Workday for the current pay period. To do this:
  - Click on **Time** application icon from your home page.
  - Click on **This Week, Last Week** or **Select Week** to view a week in the pay period.
2. Make sure all of your punch in/out are entered and correct.
  - If punches are missing in Workday:
    - You should have recorded the missing punches on Form 1118 Manual Time Entry Verification Report, which should have been submitted to your manager (or timekeeper if manager is off).
    - If you did not complete Form 1118 Manual Time Entry Verification Report at the time of the missing punches, you must do so now (however, this practice will not be allowed after system stabilization as it is not in compliance with PCM 20-05 Workday Time Entry Guidance, which states you must complete the form daily).
  - If punches are missing, your manager must enter that time for you from the information provided on the manual time entry form.
    - **If your assigned manager is not correct or your manager is not available, reach out to the timekeeper for the supervisory organization that you are assigned to in Workday. See attached list.**
3. If you have **unapproved overtime** showing, that may be for the following reasons:
  - Your schedule for that shift is incorrect. Solution: Your manager should correct the schedule in Workday before approving your timesheet.
  - You did not submit an overtime request for your manager to approve. Solution: submit the overtime request in Workday.
  - Your manager has not yet approved your overtime request. Solution: ask your manager to approve your overtime request in Workday.
4. Make sure **all absence requests** have been approved. If not, email your manager to approve the absence requests in Workday.
  - **If your assigned manager is not correct or your manager is not available, reach out to the timekeeper for the supervisory organization that you are assigned to in Workday. See attached list.**
5. **Click on Submit to submit your time sheet to your supervisor.** Even if you have already submitted time previously in this pay period, you must submit at the end of the pay period so that all time and absences (and any changes that were made from the last time you submitted) in the pay period are included to be paid. **Hint:** if you no longer see a **Submit** button on your timesheet, your timesheet has been submitted.

## Supervisors (Manager in Workday)

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### To do in Workday:

At the end of the pay period (which ends Saturday at midnight) and by 9:00 a.m. Monday:

1. **Make sure that all team members have the correct schedule applied.** Schedules dictate how an employee's hours will be interpreted by Workday. If an employee enters time outside of an applied schedule, those hours will show up as unapproved overtime.
  - a. As a manager, you can adjust your team members' schedule following the instructions in the **Managing Schedules-BPD\_mgr job aid** (attached).
2. Make sure you have reviewed and approved all Absence and Overtime requests in Workday. (View your Workday inbox for requests, review and approve).
  - a. Approval of Absence and Overtime Requests must be made in the system for the time to be paid.
  - b. In the event that a manager is not available to approve these requests, for this stabilization period ONLY, timekeepers will be able approve.
3. Review your team's time (via **Team Time -> Review Time**) to make sure all of your team members have entered their time correctly.
  - a. Make sure all team members have submitted their time. If you see unsubmitted time, reach out to the employee to ask them to submit their time. (This task can be done on a cell phone.)
  - b. For unapproved overtime, review your Workday Inbox to make sure you have reviewed and approved overtime requests.
    - i. If no overtime request was submitted, tell the employee to submit the request so that you can approve it from your Workday Inbox so the overtime can be paid.
  - c. For missing punches, you can enter missing punches for an employee, provided the employee has completed Form 1118 Manual Time Entry Verification Report that documents the reason for the missed punches.
  - d. After changes have been made to an employee's time, have the employee resubmit their time again.
4. Make sure to add the **Police Additional Hours** (or other premiums) to the team member's time as applicable.
  - a. Team Time -> Enter Time for Worker.
  - b. Choose the Worker. The worker's weekly time will show.
  - c. Click in the shift for which the employee is to earn the additional hours and click on **Enter Time**.

The screenshot shows a dropdown menu with the following options:

- Regular
- Hazard Work
- Out of Title
- Field Training Officer
- Court Time
- Additional Hours
- Hazard Work - Out of Title
- Call Back - Hazard Work
- K-9 Allowance

- d. In the **Time Type** field, choose **Additional Hours**, then enter the number of hours the employee is owed per the applicable MOU.
5. After reviewing your team's time, making all the corrections (as outlined in steps 1-4 above), approve the timesheets. **This must be done by 9:00 a.m. the Monday after the end of the pay period.**
6. If you are unable to perform these actions in Workday as a manager, you must notify your direct supervisor and your unit's timekeeper. The timekeeper has the ability, for the stabilization period ONLY, to view and approve time, overtime requests, and absence requests.