JOB AID - COVID-19 TIME AND TIME-OFF ENTRY (NON-EXEMPT)

Smith College has created new Time Entry and Time-Off Entry tags. These changes ensure that Smith can continue to pay employees and simultaneously provide data to help our response teams understand the impact of COVID-19 on employee pay and time-off banks.

There is a decision tree at the end of this Job Aid that can help you determine which Time Entry and Time-Off Entry tags are applicable to you.

If you cannot determine which tag to use, please go ahead and submit your time for the week as usual and email covid19info@smith.edu with your question.

Entering Time Worked: See page 2

Entering Time Off: See page 6

workday.

Time Entry

1. From the Workday homepage, select the Time icon.

2. Select This Week under Enter Time.

3. Select anywhere in the hourly calendar under the date for which you need to enter time worked.

Time

Enter Time

This Week (0 Hours)

Today ‹ › **Mar 15 – 21, 2020**

Sun 3/15 Hours: 0	Mon 3/16 Hours: 0	Tue 3/17 Hours: 0

7 AM

8 AM

9 AM

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workday®

Time Entry

4. Enter your In and Out times.

5. Under Details, select the Smith Incident Response (SIR) drop-down menu.

6. Select the option that is best suited for the time block you are entering.

    If you have questions about which SIR option to choose, please refer to the decision tree at the end of this job aid.

Enter Time
03/17/2020

Time Type * ☒ Regular Pay ⋯ ☰

In * 08:30 AM

Out * 04:30 PM

Out Reason * Out

Hours * 8

← Smith Incident Response

● COVID19 - On-Campus work
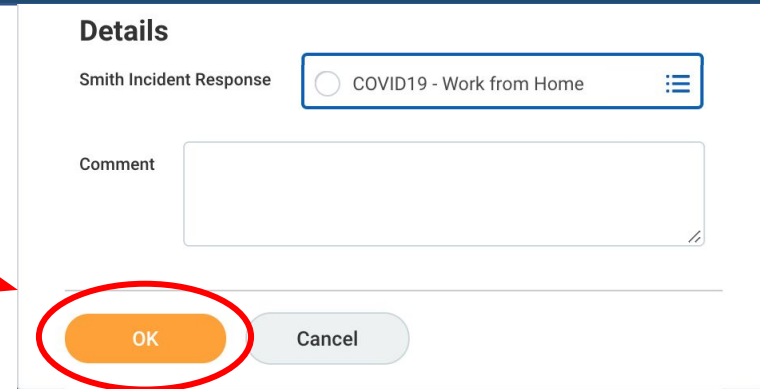○ COVID19 - Remote work not available
○ COVID19 - Work from Home

Details

Smith Incident Response [Search ☰]

Comment [   ]

OK   Cancel

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workday.

Time Entry

7. Select OK at the bottom of the screen to continue.

8. When you have entered all of your time and are ready to submit, select Submit at the bottom left corner of the screen.

Details

Smith Incident Response   ○ COVID19 - Work from Home

Comment

OK   Cancel

Submit   Enter Time ▾

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workday.

Time Entry

If you cannot determine which SIR option to pick, please go ahead and submit your time for the week as usual and email covid19info@smith.edu with your question.

Please note that leaving the Smith Incident Response tag field blank **will not** prevent you from entering your time. Workday allows users to edit submitted time, meaning you can add SIR options to time blocks after you've received help.

See our Job Aid: Modifying Approved Time Entries if you need to make edits after you have submitted your weekly time.

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workday.

Time-Off Entry

1. From the Workday homepage, select the Time icon.

2. Select This Week under Enter Time.

3. Select anywhere in the hourly calendar under the date for which you need to enter time worked.

Time

Enter Time

This Week (0 Hours)

Today < > Mar 15 – 21, 2020

Sun 3/15
Hours: 0

Mon 3/16
Hours: 0

Tue 3/17
Hours: 0

7 AM

8 AM

9 AM

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workday.

Time-Off Entry

4. Select the Time Type drop down menu and select Time Off.

5. Select your Time Off Type (Personal, Vacation, Recess, Annual Leave, Sick, Sick Family Member). If you have questions about which Time Off Type to choose, please refer to the flow chart at the end of this job aid.

Enter Time
03/19/2020

Time Type *	✕ Regular Pay	☰
In *	Search	
	Time Entry Codes	›
Out *	Time Off	›

Enter Time
03/19/2020

Time Type	Search	☰
In *	← Time Off	
Out *	○ Bereavement Time Off	
Out Reason	○ Day of Community Service (Non-Exempt)	
Hours *	○ Jury Duty Time Off	
	○ Personal Time Off (Non-Exempt 40 Hours)	
Hours	0	
	○ Sick Family Member (Non Exempt)	
Details	○ Sick Time Off (Non-Exempt)	
Comment	○ Snow Day	
	○ Vacation	

Time-Off Entry

6. Enter the number of hours off for that particular day.

7. Select the drop-down menu for Time Off Reason under Details and choose COVID19 - Paid Time Off, if appropriate to your situation.

8. Select OK at the bottom of the screen to continue.

9. When you have entered all of your time for the week and are ready to submit, select Submit in the bottom left corner of the screen.

Enter Time
03/17/2020

Time Type * ✕ Sick Time Off (Non-Exempt) ⋯ ☰

Hours * 7

Details

Time Off Reason ✕ COVID19 - Paid Time Off ☰

Comment

OK Cancel

Submit Enter Time ▾

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workday.

Time-Off Entry

If you cannot determine if you should use the COVID-19 - Paid Time Off tag, please go ahead and submit your time for the week as usual and email covid19info@smith.edu with your question.

Please note that leaving the Time Off Reason field blank will not prevent you from entering your time. Workday allows users to edit submitted time, meaning you can add the tag to time-off blocks after you've received help.

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workday.

Decision Tree:
COVID19 Time Entry & Time-Off

Are you working remotely?

Yes

No

Tag your time entries with **Covid19 - Work From Home**

Are you working on Campus?

Yes

No

Tag your time entries with **Covid19 - On-Campus Work**

Have you been assigned remote work? *

Decision Tree:
COVID19 Time Entry & Time-Off

*Have you been assigned remote work?

Yes, but you cannot perform the assigned work.

If you cannot perform your assigned remote work due to *personal reasons*, use your personal or vacation time-off with reason **Covid-19**

If you cannot perform your assigned remote work due to *illness*, use your sick time-off with reason **Covid-19**

No

Are you sick, immunocompromised, or caring for someone who is sick?

Yes

Use your sick or sick family member time-off with reason **Covid-19**

No

Are you caring for a child due to school closure?*

Decision Tree:
COVID19 Time Entry & Time-Off

* Are you caring for a child due to school closure?

Yes

Tag your time entries with **Covid19 - Child School Closure**

No

Have you been advised not to report to work?

Yes

No

Note: Total hours recorded in any week with this tag "Covid19 - Remote Work Not Available" **should not exceed regular scheduled hours**.

Tag your time entries with **Covid19 - Remote Work Not Available**

Reach out to covid19info@smith.edu