For Pay Reps

For those in Workday Time Tracking support roles, please feel free to reference the previously distributed newsletters found below:

- **NEWS: Active Clocks as of January 9, 2018**
  - Workday Time Tracking newsletter, Volume 1 - 10/31/2017
    - Difference between a Campus Rep and a Pay Rep, Pay Rep UAT and Training, Data Cleanup, Multiple jobs- Job Title
- **Workday Time Tracking newsletter, Volume 2** - 11/9/2017
  - Rounding, Workday Wins, Prepare you Employees and Managers, Data Cleanup, Identify Use Job Titles to Identify Multiple Jobs
- **Workday Time Tracking newsletter, Volume 3** - 11/16/2017
  - Holiday Pay, Visibility of Time Off Balances in Workday, Two - Step Authentication, Contingent Workers/Supervisors, Details on Timekeeper role, Data Cleanup Deadline
- **Workday Time Tracking newsletter, Volume 4** - 12/01/2017
  - Inconvenience pay, Time Off Wins, Go-Live Details (Clocks), Help Employees Identify jobs when they have multiple jobs, Payslips and Overtime, Workday Mobile friendly, Reminders
- **Workday Time Tracking newsletter, Volume 5** - 12/14/2017
  - Split/Spread, Recording Paid Leave, Facts on Kronos Accrual Balances, Automated VBO for Non-Exempts, Recording NY Paid Family Leave, Website Updates and Training Materials
- **Workday Time Tracking newsletter, Volume 6** - 12/21/2017
  - Workday Practice for Kronos Paid Leave, Negative Time Off Balances, Send Back and Deny, Mass Submit Process, Approving Time via Mass Approve from Inbox, Deadlines for Historical Edits, Go-Live FAQ's
- **Workday Time Tracking newsletter, Volume 7** - 01/03/2018
  - Cut-Over Calendar, Time Clocks Update, Two- Way Communication

**Pay Rep Reference Documents**

- Catastrophic Leave
- Enter Time Off on Behalf of an Employee
• Enter Time on Behalf of an Employee
• How to Care for the Time Clocks
• Time Clock Installation Plan
• Non Exempt Employees Time Entry Types
• Non Exempt Employees Time Off Types
• Paid Leaves in Workday Time Tracking
• Pay Rep Training Presentation
• Pay Rep Training Q & As
• Reassign Tasks
• Workday Time Tracking Glossary
• Pay Rep Report Summary
  ▪ Detailed Total Time by Supervisory Organization
  ▪ Positions with Unapproved Time by Supervisory Organization
  ▪ Time Block Audit by Date Range and Supervisory Organization
  ▪ Time Errors and Warnings by Supervisory Organization
  ▪ Time for Supervisory Organization by Time or Calculation Type
  ▪ Time Off Balances by Supervisory Organization
  ▪ Time Off Totals by Date Range by Supervisory Organization
  ▪ Total Time by Supervisory Organization
  ▪ Total Time Vs Scheduled Hours by Supervisory Organization
  ▪ Unapproved Time Block Details
  ▪ Unmatched Time Clock Events by Supervisory Organization