For Pay Reps

Pay Rep Reference Documents

- **New** - Entering Paid Time Off - COVID-19
- Understanding the Vacation Max Reset Process
- Adjusting Time Off Balances
- Catastrophic Leave
- Enter Time Off on Behalf of an Employee
- Enter Time on Behalf of an Employee
- How to Care for the Time Clocks
- Inconvenience Pay
- 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
- Work Out of Grade
- 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

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Archived Newsletters

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

- Active Clocks as of January 9, 2018
- Time Clock Installation Plan
- Workday Time Tracking newsletter, Volume 7 - 01/03/2018
  Cut-Over Calendar, Time Clocks Update, Two-Way Communication
- 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 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 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 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 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 1** - 10/31/2017
  Difference between a Campus Rep and a Pay Rep, Pay Rep UAT and Training, Data Cleanup, Multiple jobs- Job Title

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