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

[accordion]

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