

workday@UCHICAGO

Student Positions: Common Time Entry Errors and Making Time Entry Corrections Quick Reference Guide

Purpose: This document informs UChicago Human Resource Partners and Time Approvers about common time entry errors made by student employees and how to correct errors if they occur.

Summary: Due to the unique nature of student employment, clocking time worked can be prone to errors. This document outlines the most common errors that can occur with student positions and the steps needed to correct those errors. Time corrections can be made by the HRP or Time Approver.

Student positions can be either exempt or non-exempt. With the exception of a few departments, all student positions are paid on a bi-weekly basis (including exempt positions). A limited population of exempt Graduate Student positions in BSD, PME, PSD and MED are paid on a monthly basis. These monthly paid positions are paid by a salary plan.

Biweekly paid students in non-exempt roles will need to log time worked via one of the following methods. The respective department will direct the student on which method to utilize.

- Web Clock
- Swipe Clock
- <u>Timesheet</u>

Common Student Time Entry Errors:

- 1. Time Entry made to the wrong position
- 2. Time Entry submitted for more than 20 hours per week
- 3. Time Entry submitted for a position with an expired end date
- 4. Time Entry missing

Correcting Student Time Entry Errors:

- 1. Time Entry made to the wrong position
 - a) Select Team Time from Applications Dashboard



Keep in mind

- The Biweekly payroll deadline is 5:00PM the Monday before Payday unless noted.
- The Monthly payroll deadline is 5:00PM the THIRD Wednesday of each month unless noted.
- Students assigned monthly pay schedule, DO NOT enter time via Workday. Students are paid via a salary plan
- If time entries are submitted after the payroll closing date and time, submit a request to Shared Services to complete time entry.





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b) Select Enter Time for Worker from Actions List

Actions

Review Time
Enter Time for Worker

c) Enter Student's Name and Date time correction is needed and select OK

Enter	Time for Worker	
Worker *	×	
Date ★	10/15/2020 💼	

d) On the calendar dashboard, select time entry on date that needs corrected



e) Select the correct position from drop down menu in the position field

10/15/202	20	- 1
Status N	lot Submitted	- 1
Time Type *	× Worked Time	
In *	06:00 PM	
Out *	07:00 PM	
Out Reason *	Out 💌]
Hours	1	- 1
Position *	P9042468 Proctor 🔹	
Details	select one P9042468 Proctor	
Override Rate	P99128368 Student Reimbursement Recipient (+)	
Comment	P99140877 Research Asst B (exempt) Tuition Rem (+)	



f) Provide a comment as to action taken, select OK

Details

Override Rate	0	
Comment	Student clocked time to the non- employee position (Student Reimbursement) vs Proctor position. •	•

2. Time Entry submitted for more than 20 hours per week.

- a) Students who clock more than 20 hours per week must receive permission from the Student's area Dean of Students (Graduate Students) or Enrollment & Student Advancement (Undergraduate Students) via email.
- b) When the Human Resource Partner notices a student is clocking more than 20 hours per week, the Human Resource Partner must confirm permission is granted.
- c) To confirm permission approval, select Personal from the Students profile, then select Documents. If a permission document is not found, Human Resource Partner must contact the Student via email to obtain work hours approval. Note: Workday will NOT prevent a student from logging more than 20 hours. The hours recorded must be paid, however going forward the hours must not exceed 20 hours per week without permission.
- d) Upon receipt of the Student's work hours approval, the Human Resource Partner uploads the documentation to Workday. When prompted, choose Student Hours Over 20 category and click OK.

				Add W		nent
	S 🗗	Personal Information	IDs Documents		Over 20 hours permission.	docx
	Writing Intern 🥭	Personal		DOC	 Successfully Uploaded! Document Category * 	search ∷≣ × Student Hours over 20
		Date of Birth Age	01/18/1992 28 years, 8 months, 26 days		Comment	
88	Summary	Marital Status Citizenship Status	(empty) Temporary Resident (United States of America)	Upload		
e 1	Job Compensation					
ē	Pay Time Off					
E ع	Contact Personal			ок	Cancel	



- <u>Time Entry submitted for a position with an expired end date.</u> The Student will not receive payment for the time entered for an expired position; the HRP must extend the position end date. Before you extend the position, be sure to verify the person still works in your department.
 - a) Click on the Related Action on the Worker's profile. Select Job Change, then select Transfer, Promote, or Change Job.

Work S	tudy - Other	· (Biweekly) - W94000		Location Ratner Athletic Center	er
	Ema	Actions		Worker	
88	Summa	Academic Faculty Compensation Job Change	>	Transfer, Promote or Change Job	ontact
	Compe	Organization Payment	>	Change Business Title Change Location Add Job	il 🖾
Ē	Time O Contac	Personal Data Recruiting	, , ,	Terminate Employee Switch Primary Job	530 South Ellis Avenue Chicago, IL 60637 United S
	0	Talent	×	~ J0b	

b) Select the Position, click OK.



- c) Click pencil 🧖 icon at the Start screen to enter details.
- d) Use calendar icon to select Date. Note: When the check box for *Do you want to use the next pay period*, is selected, the Date will auto-fill to align to the next pay period.
- e) Use prompt $\stackrel{\blacksquare}{=}$ icon to select, Why are you making this change,
 - i. Select Data Change,
 - ii. Select Data Change: Change End Employment Date.



Student Employment

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Start	
Start Details	
When do you want this change to take effect? *	\checkmark
Why are you making this change? *	
Search	
← Data Change	
Data Change: Change End Employment Date	
Data Change: Change in Weekly Hours	
Data Change: Change Work Location	
O Data Change: Job Profile Update	
Data Change: Post Doc	
L743 Reclassification	
Do you want to use the next pay period?	

- f) Click check mark 🗹 icon when complete.
- g) Click the Start button
- h) Select Details from the navigation bar.
- i) From Details, use the pencil 🧖 icon in the Administrative section to change the position end date.
- j) When complete, use the ^V to close section.
- k) Click on the Summary from the navigation bar.
- I) Click Submit.

-	Start		
Start	Start Details		
Job Location	When do you want this change to take effect? * 10/18/2020 added 	1	
Details Attachments	Why are you making this change? * Data Change: Change End Employment Date added Who will be the manager after this change?		End Employment Date *
Summary	Christopher Wilkerson Which team will this person be on after this change? CSL ATH: Football		First Day of Work
	Where will this person be located after this change? © Rather Athletic Center Do you want to use the next pay period? • Yes added		Notify By



- 4. <u>Time Entry missing:</u>
 - a) Select Team Time from Applications Dashboard



b) Enter Student's Name and Date time correction is needed and select OK



- c) Enter Missing Information:
 - Select the appropriate date on the calendar grid and a blue "enter time" button will appear
 - Select Time Type; Worked Time
 - Enter Time In and Time Out, and the Hours field will automatically calculate.
 - In the Out Reason drop-down field, select Out
 - Select the correct position. Note: Time should NOT be entered for "Stipend and Student Reimbursement Recipient" positions
 - Enter comments and Click OK

Enter Time 10/20/2020
Time Type * 🛛 × Worked Time
In * 06:00 PM
Out * 08:00 PM
Out Reason * Out 💌
Hours * 2
Position * P9042468 Proctor v
Details
Override Rate 0
Comment Student forgot to time in/out for day. Entering time on their behalf
OK Cancel