



Wanda WorkSmart's Weekly Workday Tips & Tricks

October 14, 2021



In this edition:

- Timesheet Deadlines & Requirements
- Absences

Timesheet Deadlines & Requirements

Employee timesheets are due EOB on the last day of the pay period (Thursday). Managers must approve timesheets by EOB Friday. All approvals, absence requests, and adjustments will occur in Workday.

Who Needs to Submit a Timesheet?

1. **Hourly employees** are required to enter time for all hours worked. Timesheets MUST be submitted and approved to be paid.
2. **Salaried employees** are only required to enter a timesheet if certain conditions are met (per the [Enter and Submit Time Smart Guide](#) outlined below):
 - They are not “active” the entire pay period. “Active” means that an employee is not terminated or on leave. That is, if an employee is not in “paid” status for an entire pay period, they will need to enter time. Examples of this are:
 - New hires after the pay period start date.
 - Terminated employees with termination date prior to the pay period end date.
 - Employees with a leave of absence effective during part of the pay period.
 - They worked extra hours (beyond their assigned/scheduled hours) and also had unpaid time off in the same pay period.
 - They are required to enter [Work Reporting Codes](#) during time entry.
 - They are eligible to earn additional pay such as standby, call-back, shift differential.
 - They receive overtime during the pay period pursuant to the Governor’s Public Health Proclamation signed Sept. 17, 2021, effective for 30 days.

How can employees verify whether they are Hourly or Salaried? To see whether you are an *hourly* or *salaried* employee, navigate to your **Employee Profile** in Workday and select **Compensation**.

All Employees on Continuous or Intermittent Leave of Absence with unpaid or paid time-off during **part** of the pay period MUST have a timesheet submitted and approved that includes the applicable “time-off” with their existing Leave of Absence. A Manager or HRA must complete the timesheet on the employee’s behalf if he/she is unable to do so. (*Contact the DAS Leave Administration Team with specific questions: LOA@iowa.gov.*)

External Time Tracking: Employees who enter time in an external system such as Kronos should NOT enter time in Workday. Time entries will pass automatically into Workday. Employees using Kronos must have Work Schedules in Workday to validate time, time off, and many related processes.

Absences

Once an Employee’s absence request is approved by the Manager, the approved absence will automatically be applied to timesheets for payroll.

For Workday assistance, refer to the [Workday Support Chart](#).

For Workday assistance, refer to the [Workday Support Chart](#).
For more information, visit WorkSmart.iowa.gov or email WorkSmartSupport@iowa.gov for support.