

Wanda WorkSmart – Time Tracking & Absence FAQ's Video Transcript

Title Slide [cartoon animation of Wanda waving with two coworkers thinking]:

Hi there! Welcome to the Wanda WorkSmart series designed to inform you of what's new, what's changing, and what benefits you can expect in Workday. I'll also be addressing several key questions asked by State of Iowa employees.

In this session, we'll be talking about TIME TRACKING and ABSENCE. So let's dive in!

Scene 1 [animation of Wanda pointing]:

So, What's Changing in time tracking and absence?

Currently, State of Iowa employees:

- Enter hours worked and time off using a timesheet in HRIS or an external system
- Are unable to correct a timesheet themselves after it's been processed if a mistake was made
- Request time off through email, in-person, or an external system and
- Submit FMLA leave requests to a third party

Scene 2 [animation of Wanda pointing and speaking and an image of a laptop displaying the Workday logo]:

With Workday's self-service capabilities, employees will:

- Enter, submit, and edit time worked based on a work schedule, using the Time Entry Calendar
- Enter, submit, and edit time off using the Absence Calendar
- Easily correct time worked and time off and
- Submit FMLA and all leave requests in Workday

Scene 3 [animation of Wanda sitting in chair with laptop on lap]:

With Workday, you will have more transparency into the status of processes and are empowered to access your information.

Scene 4 [animation of two people working in various locations and an enlarged tablet showing a Workday sign-in page with Wanda cheering]:

Best of all, Workday's mobile functionality and cloud technology allow you to access your information anytime, anywhere, and from any device.

Scene 5 [animation of Wanda sitting in chair with laptop]:

Now, Let's take a look at the Top 5 time tracking and absence questions asked by State of Iowa employees!

Scene 6 [animation of two coworkers sitting at a desk with Wanda cheering]:

Question #1: Will salaried employees be required to submit a timesheet?

Salaried employees who do not qualify for variable time, such as overtime, are not required to submit a timesheet in Workday unless instructed by their agency or certain conditions are met, such as the need to enter Work Reporting Codes.

Scene 7 [animation of man thinking and Wanda pointing to a whiteboard]:

Question #2: What is a Work Schedule?

Work Schedules are used to validate time tracking and time off and drive many related processes such as holiday and overtime. The standard 8-hour, Monday through Friday work schedule will apply to the majority of employees. Custom work schedules will be available for employees who work shifts or variable schedules.

Scene 8 [animation of two coworkers at a desk and Wanda pointing]:

Question #3: Will future approved time off need to be re-entered at Go Live?

Yes, approved time off for future dates will need to be re-entered in Workday after Go Live. Active and approved FMLA will not need to be re-entered. The DAS Leave Administration Team will assist employees with open leaves throughout the transition to Workday.

Scene 9 [animation of woman standing at a desk and thinking, while Wanda explains]:

Question #4: Will some employees still use Kronos?

Yes, employees using Kronos or other external timekeeping systems will continue to do so for time tracking only. All approvals, absence requests, and adjustments will occur in Workday. Workday will be the system of record for Time Tracking and Absence.

Scene 10 [animation of man sitting at a desk, typing, while Wanda explains]:

Question #5: Can a Manager be delegated to approve another team's timesheets?

Yes. For temporary situations, such as an absence, a manager can delegate timesheet approval for their team to another manager.

Scene 11 [animation of Wanda sitting in chair typing on a laptop]:

This wraps up our session about Time Tracking and Absence! Stay tuned for more topics to come. Until then, visit our website at [WorkSmart.iowa.gov](https://www.worksmart.iowa.gov) for more information.

Thanks for watching! This is Wanda WorkSmart, signing off, and remember, work SMARTER, not HARDER...with Workday!