

DSJ Time Entry

Search for the report: **DSJ Time Entry Tracker**, select it from the drop down list.

The screenshot shows the Workday dashboard interface. At the top, there is a navigation bar with 'All About Me', 'My Team', 'Dashboards', and a search dropdown menu. The search dropdown is open, showing 'dsj time entry track' in the search field. A 'Search Results' panel is displayed, listing categories like Common, Organizations, People, Processes, Procurement, Security, and All of Workday. Under the 'Common' category, 'Reports & Tasks' is expanded, showing 'DSJ_One-time Payment Request' and 'DSJ_Time Entry Tracker'. Red arrows point to the search field and the selected report. The main dashboard area shows an 'Inbox' with the message 'You don't currently have any Inbox tasks.' and various icons for Career, Time, Time Off, Favorites, and Reports. A system status message at the bottom indicates a weekly service update on September 27, 2013.

Select the location (or locations) you need to report time for. After you have selected, close the selection list, then hit the blue OK button.

The screenshot shows the 'DSJ Time Entry Tracker' report selection screen. The 'Location' field is active, and a selection list is open. The list is organized into categories: 'Active Business Sites', 'Active Business Assets', and 'Locations by Usage'. Under 'Locations by Usage', 'Saint Anthony Parish' is selected and highlighted in green. Other locations listed include Queen of Apostles School, Resurrection School, Sacred Heart of Jesus Parish, Sacred Heart Parish, Sacred Heart School, Saint Athanasius Parish, Saint Brother Albert Chmielowski Polish Mis..., Saint Catherine of Alexandria Parish, Saint Catherine of Alexandria School, and Saint Christopher Parish. A red arrow points to the 'OK' button at the bottom of the selection list. The system status message at the bottom indicates a weekly service update on September 27, 2013.

A report will generate in Workday displaying the following fields:

Employee ID-Employee ID

Preferred Name-Preferred Name

Location-This is the location you selected

Position ID-This is a Workday field related to the position the employee has

Position Title-This is the title of the position for the employee. All positions for your employee at the location you choose will display. This means there may be several lines for an employee with multiple jobs.

Regular Hours-This is blank

Overtime Hours-This is blank

Double Time Hours-This is blank

Click on the Excel icon listed in the upper right of the screen. There are 2 Excel icons, you can use either. This is going to export the report into Excel.

The screenshot displays the Workday interface for the 'DSJ Time Entry Tracker' report. The report is filtered by Location: Saint. The table contains 32 items. The columns are: Employee ID, Preferred Name in Reporting Display Format, Location, Position ID, Position Title, Regular Hours, Overtime Hours, and Double Time Hours. A red arrow points to the Excel export icon in the top right corner of the report area.

Employee ID	Preferred Name in Reporting Display Format	Location	Position ID	Position Title	Regular Hours	Overtime Hours	Double Time Hours
		Saint	P0541	Coach-Trainer			
		Saint	P3654	Extended Care Aide			
		Saint	P2802	Development Coordinator-NE			
		Saint	P1071	Administrative Assistant I			
		Saint	P100306	Instructional Assistant-10 month			
		Saint	P1069	Administrative Assistant I			
		Saint	P1308	Instructional Assistant-10 month			
		Saint	P1449	Instructional Assistant-10 month			
		Saint	P0596	Extended Care Aide-10 month			
		Saint	P3655	Instructional Assistant - NE			
		Saint	P2878	Instructional Assistant			
		Saint	P0077	School Librarian - NE			
		Saint	P0036	Instructor - NE			
		Saint	P1458	School Library Assistant-10 month			
		Saint	P0689	Extended Care Aide			
		Saint	P3658	Instructional Assistant - NE			
		Saint	P1080	Development Coordinator-NE			

System Status: The next Weekly Service Update will be on Friday, September 27, 2013 from 6:00 p.m. PDT (GMT -7) to Saturday, September 28, 2013 at 6:00 a.m. PDT (GMT -7). During that time, your system will be unavailable. Daily Maintenance is performed in 2 different w

Depending on your operating system, the file may show on the bottom of your screen or you will get a prompt to open or save the file. If it shows at the bottom, wait for the green circle to stop spinning, then double click on the report to open in Excel. This file will look exactly like the report did in Workday.

Implementation (IMPL) 20.0.27.295 - dsj4 - PROD Implementation (IMPL) 20.0.27.295 - dsj4 - PROD

workday

DSJ Time Entry Tracker

Location: Saint

32 Items

Employee ID	Preferred Name in Reporting Display Format	Location	Position ID	Position Title	Regular Hours	Overtime Hours	Double Time Hours
		Saint	P0541	Coach-Trainer			
		Saint	P3654	Extended Care Aide			
		Saint	P2802	Development Coordinator-NE			
		Saint	P1071	Administrative Assistant I			
		Saint	P100306	Instructional Assistant-10 month			
		Saint	P1069	Administrative Assistant I			
		Saint	P1308	Instructional Assistant-10 month			
		Saint	P1449	Instructional Assistant-10 month			
		Saint	P0596	Extended Care Aide-10 month			
		Saint	P3655	Instructional Assistant - NE			
		Saint	P2878	Instructional Assistant			
		Saint	P0077	School Librarian - NE			
		Saint	P0036	Instructor - NE			
		Saint	P1458	School Librarian - NE			
		Saint	P0869	Extended Care Aide			

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Once in Excel, you will populate the Regular Hours, Overtime Hours and Double Time Hours for each person and position that was worked during this pay period and needs to be paid. This will be based on the current paper timesheets the employee submits to you. The hours entered here are totals for the pay period.

Please double check the calculation of time, including overtime on the timesheets. If you are unsure of overtime calculations, please contact the Payroll Department.

Employee ID	Preferred Name in Reporting Display Format	Location	Position ID	Position Title	Regular Hours	Overtime Hours	Double Time Hours
	Doe, Jane		P0541	Coach-Trainer	15		
	Doe, Jane		P3654	Extended Care Aide	30	1.5	
			P2802	Development Coordinator-NE	88		
			P1071	Administrative Assistant I	72		
			P100306	Instructional Assistant-10 month	19		
			P1069	Administrative Assistant I	10		
			P1308	Instructional Assistant-10 month			
			P1449	Instructional Assistant-10 month			
			P0596	Extended Care Aide-10 month			
			P3655	Instructional Assistant - NE			
			P2878	Instructional Assistant			
			P0077	School Librarian - NE			
			P0036	Instructor - NE			
			P1450	School Library Assistant-10 month			
			P0869	Extended Care Aide			
			P3658	Instructional Assistant - NE			
			P1080	Development Coordinator-NE			
			P1081	Administrative Assistant II			
			P2031	Instructional Assistant-10 month			
			P2876	Extended Care Aide			
			P1967	Instructional Assistant-10 month			
			P0924	Instructional Assistant-10 month			
			P1689	Maintenance Worker I			
			P2826	Extended Care Aide			
			P2891	Instructional Assistant			
			P3668	Miscellaneous School Employee - NE			
			P0460	Maintenance Supervisor - NE			
			P100350	Instructional Assistant-10 month			
			P2863	Instructional Assistant			

Employees who have multiple positions at your location will have multiple lines (1 line per position). You need to enter the number of hours per position on this report.

It is important to note, if you enter hours in this report, it will pay the employee based on the hours submitted and their hourly rate in Workday.

Once you have entered all hours for all employees, save the report using your location name and the Workday report name (ie. Saint Christopher Parish DSJ_Time Entry Tracker). Email this report along with the Time Off Entry report and One-time Payment Request report to Payroll.