Q&A Info Session:
Student Worker Time Entry (COVID-19)

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Available resources:

Heyke Kirkendall-Baker, Associate VP of Human Resources

Alex Ray, HRIS Analyst

David Nickerson, Interim Recruiter

Lewis & Clark

Objectives

- Answer commonly asked questions
- Overview of COVID-19 leave code
- Provide guidance on remote work
- Enter Time for a Worker
- Review & Approve or Deny Time Entry

Questions

- How do I enter the COVID-19 code and what reason do I use?
- What if I don't see the COVID-19 code as an option in Workday?
- Why did I receive time to approve for student's other position(s)?
- How do I find out if my student has access to work study?
- I don't have any remote work for my students to do. Are there other areas of the College that have work they can do?

Student Time Entry Expectations for Time Worked

Federal Work Study Students, Lewis & Clark Work Study Students & Graduate Assistants:

If the student **does** perform work, **the student** should input regular worktime into their time card and supervisor should approve. Hours should be coded as “Time Worked.”

If there is absolutely no work and the student **does not** perform work, **the supervisor** should input the hours the student would have worked for the student into the student's time card using the COVID-19 Leave line (as shown below).

Student Time Entry Expectations for Time Worked

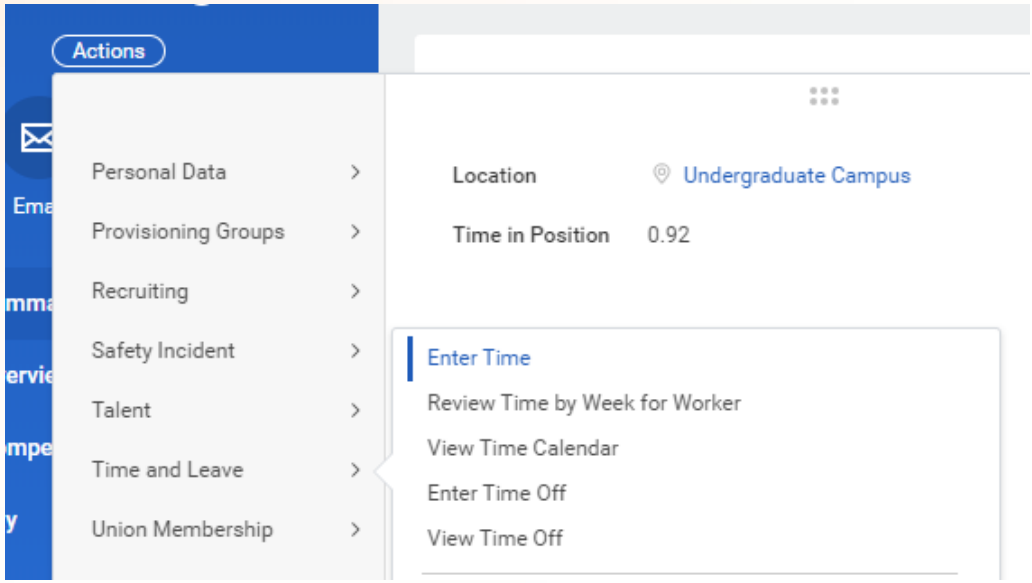
Non-Work Study Students:

If the student **does** perform work, **the student** should input regular worktime into their time card and supervisor should approve. Hours should be coded as “Time Worked.”

If there is absolutely **no work** for the student, the student is **not eligible for payment** (i.e., no entries should be made into time card).

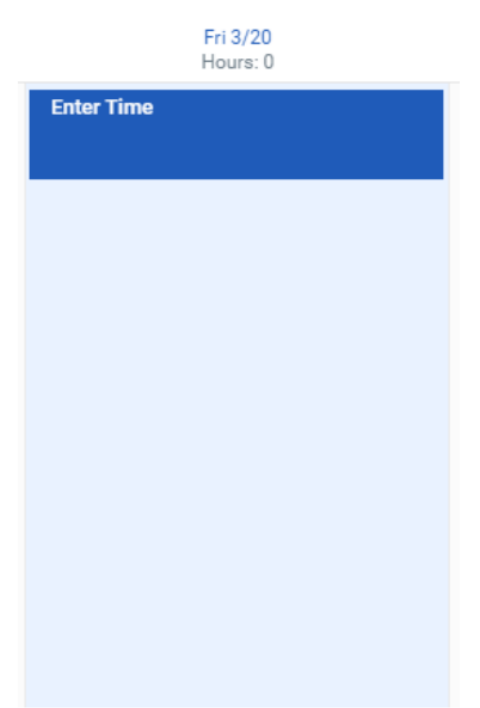
Supervisors Entry When Student Does not Perform Work

1) Find the student by searching in the top bar, and then under actions look for "Time and Leave" and then "Enter Time“ If there is more than one position, select the correct position.



Supervisors Entry When Student Does not Perform Work

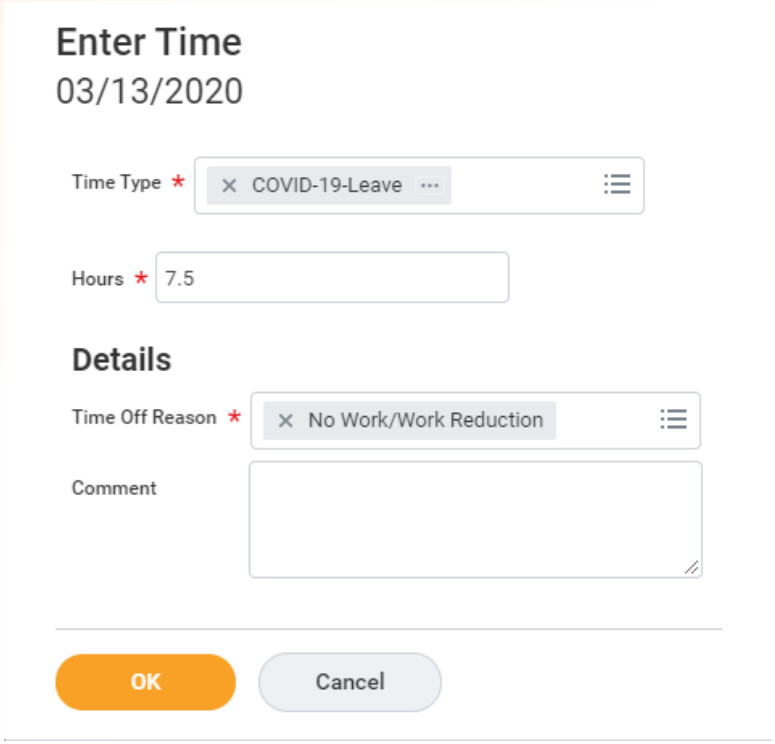
2) Find the day they're looking for and click on the calendar to find the time.



Supervisors Entry When Student Does not Perform Work

3) Fill out the "enter time" button and fill it in as such, making sure to select the correct time type and reason.

4) Include the department and position the hours are for in the Comment field.



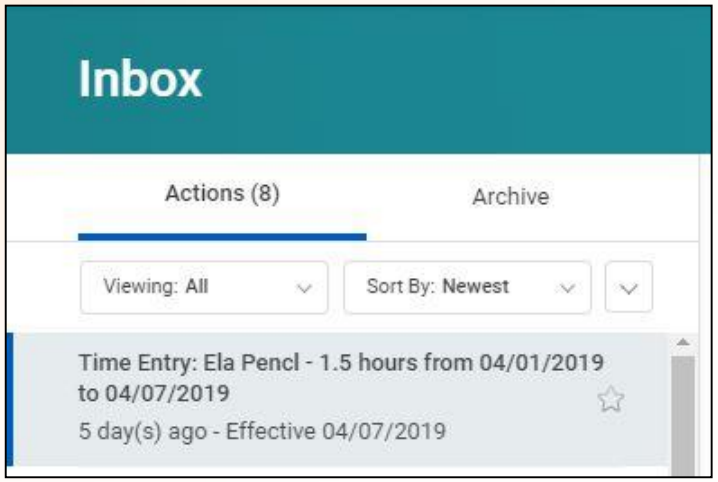
Supervisors Entry When Student Does not Perform Work

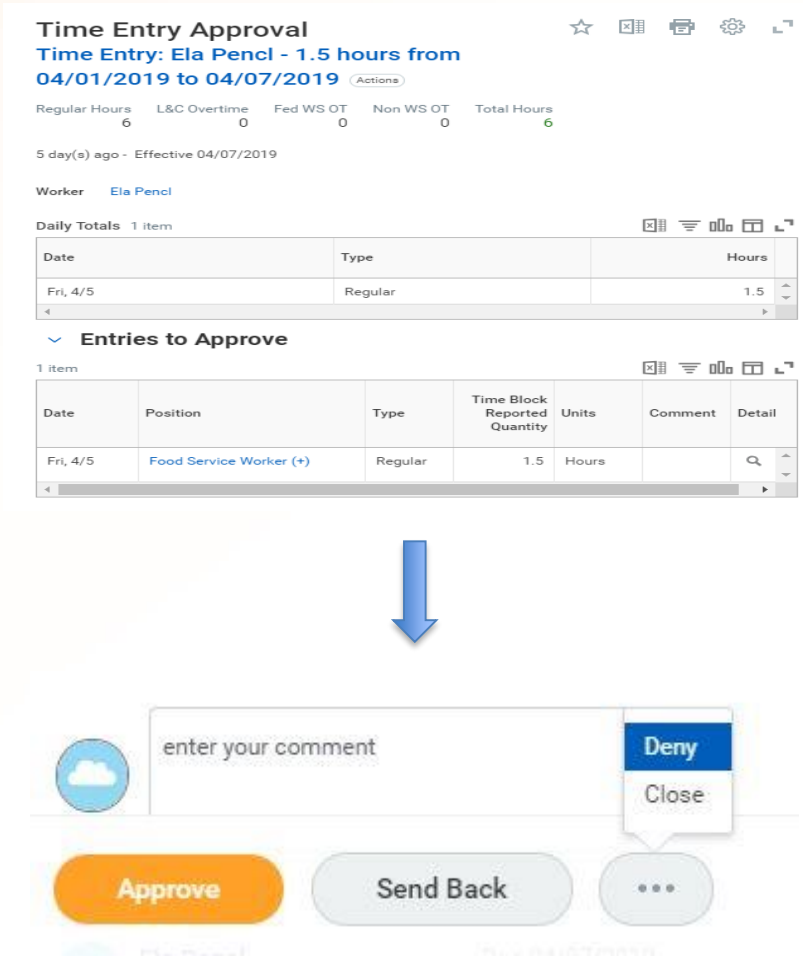
5) Hit the submit button in the bottom left corner of the screen

Hours entered by primary supervisor will be automatically approved.

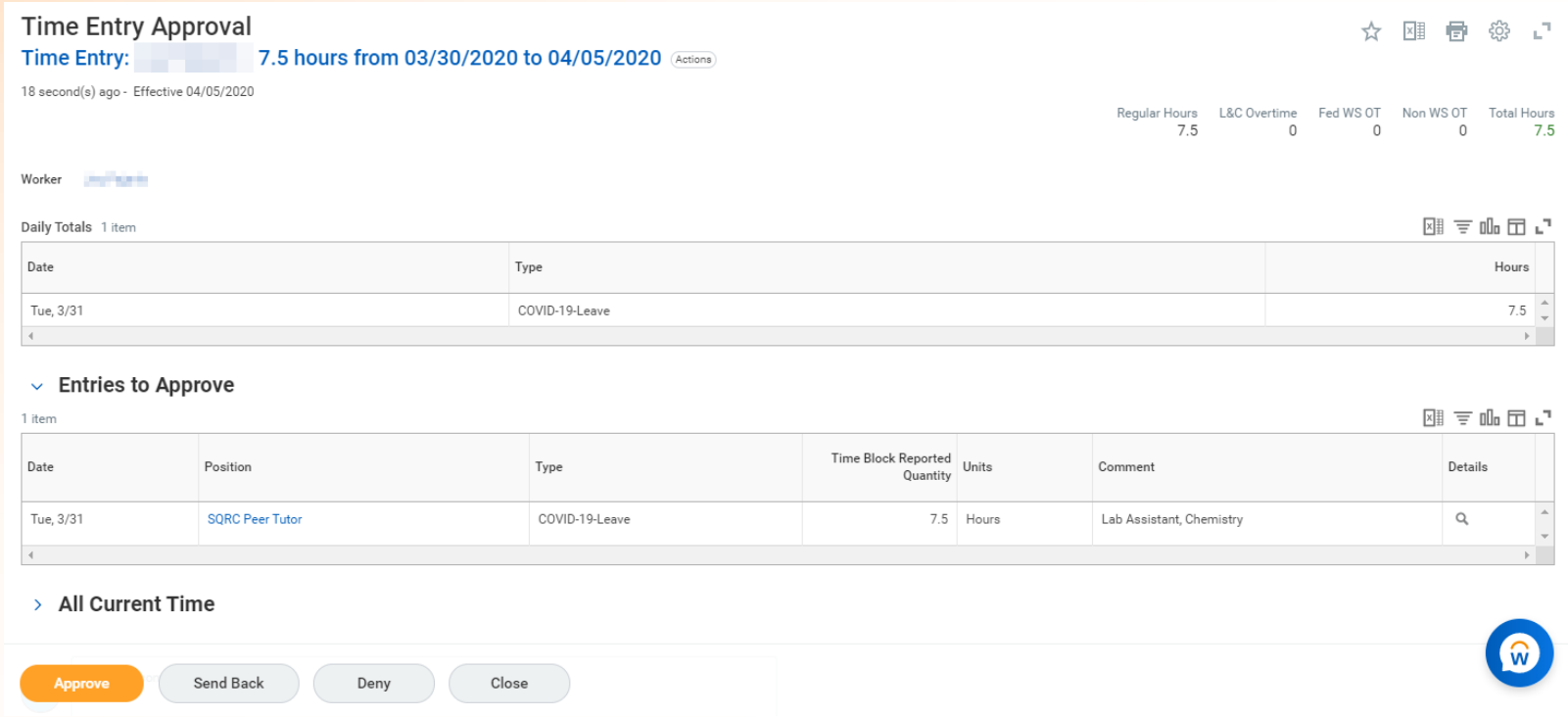
Hours entered by other position supervisors will be sent to the listed primary supervisor for approval.

Review & Approve Time Entry





Approving Time for other positions



If you do not see a comment from the other manager, please click on send back for comment.

Who should I contact for additional questions or clarification?

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(Number being forwarded to cell phone)