

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

Sarah Petrich, Associate Director of Human Resources

Available resources:

Heyke Kirkendall-Baker, Associate VP of Human Resources

Alex Ray, HRIS Analyst

David Nickerson, Interim Recruiter



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

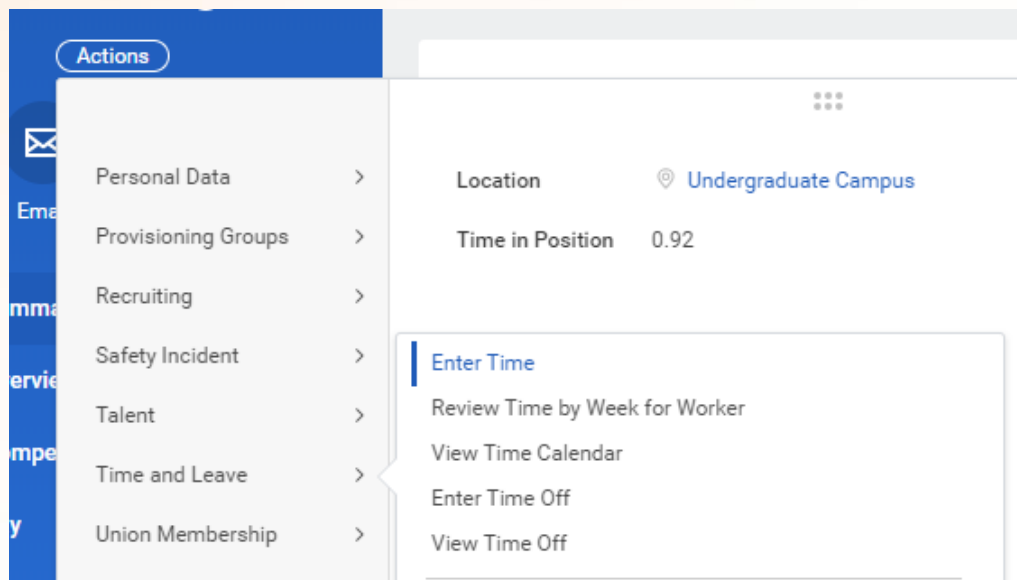
Non-Work Study Students:

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).

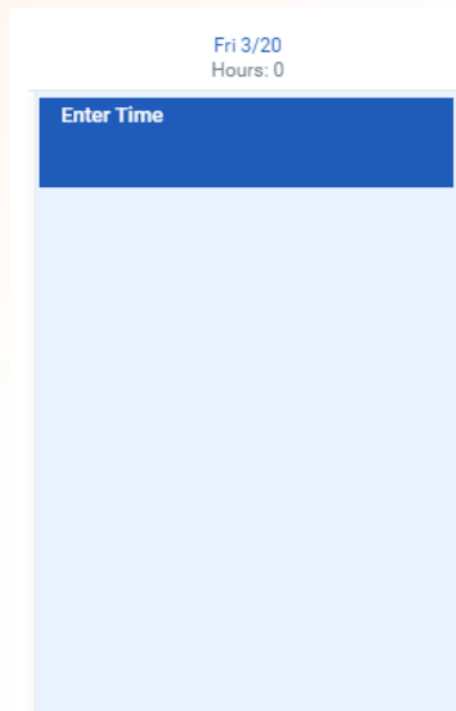
Supervisors Entry When Student Does not Perform Work

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.



The screenshot shows a mobile application interface. At the top, it displays "Fri 3/20" and "Hours: 0". Below this is a blue header bar with the text "Enter Time". The main area of the screen is a light blue gradient, suggesting a calendar or time selection interface.

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.

Enter Time

03/13/2020

Time Type *

Hours *

Details

Time Off Reason *

Comment

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

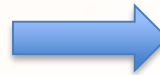


Inbox

Actions (8) Archive

Viewing: All Sort By: Newest

Time Entry: Ela Pencil - 1.5 hours from 04/01/2019 to 04/07/2019
5 day(s) ago - Effective 04/07/2019



Time Entry Approval

Time Entry: Ela Pencil - 1.5 hours from 04/01/2019 to 04/07/2019

Regular Hours 6 L&C Overtime 0 Fed WS OT 0 Non WS OT 0 Total Hours 6

5 day(s) ago - Effective 04/07/2019

Worker Ela Pencil

Daily Totals 1 item

Date	Type	Hours
Fri, 4/5	Regular	1.5

Entries to Approve

1 item

Date	Position	Type	Time Block Reported Quantity	Units	Comment	Detail
Fri, 4/5	Food Service Worker (+)	Regular	1.5	Hours		



enter your comment

Deny Close

Approve Send Back

Approving Time for other positions

Time Entry Approval ☆ 📄 🖨 ⚙ 🗑

Time Entry: [redacted] **7.5 hours from 03/30/2020 to 04/05/2020** Actions

18 second(s) ago - Effective 04/05/2020

Regular Hours	L&C Overtime	Fed WS OT	Non WS OT	Total Hours
7.5	0	0	0	7.5

Worker [redacted]

Daily Totals 1 item 📄 🗑 📄 🗑

Date	Type	Hours
Tue, 3/31	COVID-19-Leave	7.5


▼ **Entries to Approve**

1 item 📄 🗑 📄 🗑

Date	Position	Type	Time Block Reported Quantity	Units	Comment	Details
Tue, 3/31	SQRC Peer Tutor	COVID-19-Leave	7.5	Hours	Lab Assistant, Chemistry	🔍

> **All Current Time**

Approve Send Back Deny Close



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?

Sarah Petrich

spetrich@lclark.edu

(503) 768-6266

(Number being forwarded to cell phone)