

Find out how to enter time in the event of an Emergency Closure for HOURLY paid positions for NON-CALIFORNIA and CALIFORNIA team members. You will NOT include meal breaks and you do NOT waive your meal break when entering time for Emergency Closure, as these are not hours worked.

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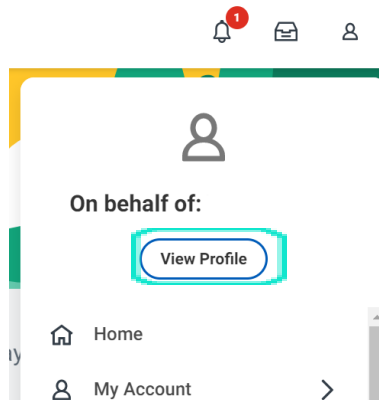
## Getting Started

IDENTIFY PAY TYPE Before entering scheduled time for a position using this job aid, ensure your position is an HOURLY paid position.

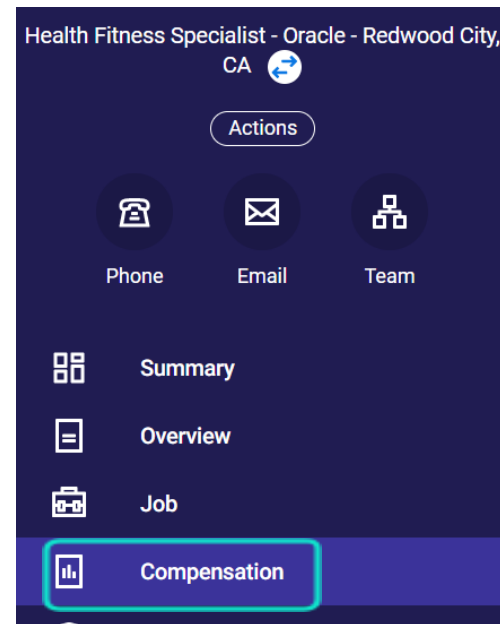
VIEW COMPENSATION TYPE BY POSITION

From the homepage:

1. Click on the **Profile** icon in the top right, then click **View Profile**.



2. Click on the **Compensation** tab on the left.



3. For Hourly paid positions, under **Compensation Plan**, it will display Hourly Plan. Under Assignment, it will display the dollar amount you are paid Hourly.

Total Salary & Allowances	Total Base Pay	Currency	Frequenc
22.00	22.00	USD	Hourly

Effective Date	Plan Type	Compensation Plan	Assignment
10/20/2022	Hourly	Hourly Plan	22.00 USD Hourly

4. To check the compensation type of your additional jobs, click on the drop-down menu next to your primary position's job title under your name, select an additional job, and repeat the steps above.

- 15956 Health Fitness Specialist Substitute - EBAY - San Jose South, CA (+)
- 16728 Health Fitness Specialist Substitute - Palo Alto Networks - Santa Clara, CA (+)
- 34629 Personal Training Specialist - Oracle - Oracle Pkwy - Redwood City, CA (+)
- 41880 Health Fitness Specialist Substitute - Oracle - Redwood City, CA (+)
- 42006 Health Fitness Specialist Substitute - Adobe - San Jose, CA (+)
- 42210 Health Fitness Specialist Substitute - Oracle - Santa Clara, CA (+)

## ENTERING TIME ENTER HOURS AS EMERGENCY CLOSURE FOR HOURLY POSITIONS

Now that you've confirmed the compensation type of HOURLY paid for the position you want to enter time for, you can proceed from the homepage:

1. Click on the **Time** worklet under the Menu.

Menu

Apps Shortcuts

- Workday Resources
- Personal Information
- Pay
- Time**

2. Click **This Week** under Enter Time.

Enter Time

This Week (0 Hours)

- The Enter Time window will display. Click the drop-down menu icon on the right for Time Type and select **Emergency Closure**.

- Enter the hours of the full shift you were scheduled to work. Enter time **In**, time **Out**, and select the Hourly Position you were scheduled to work. Click **OK**.

**NOTE:** You will enter time for the entire shift with NO meal breaks (including CA workers). CALIFORNIA workers do NOT waive their meal break as these are not hours worked.

- Complete all time entries according to your scheduled shifts. Total hours will display in the top right above the calendar.

### Summary

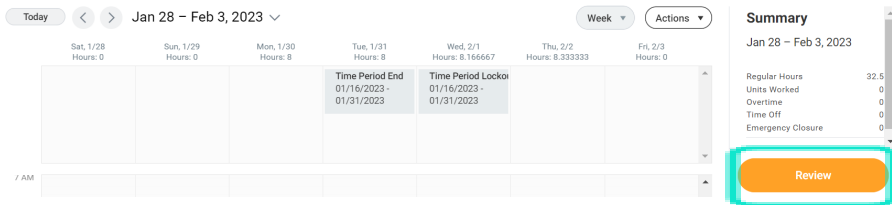
Feb 4 – 10, 2023

Regular Hours	0
Units Worked	0
Overtime	0
Doubletime	0
Meal Penalty	0
Time Off	0
Emergency Closure	0

## SUBMITTING TIME

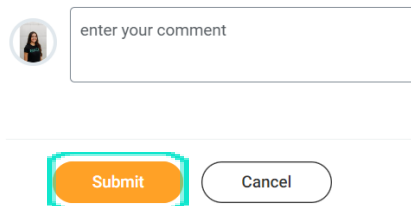
You can submit your hours to your manager as often as you would like. A notification will be sent to your manager's Workday inbox for approval when you submit hours.

1. To submit your time, click **Review** in the bottom left.



2. Verify your total and click **Submit**.

February 1 - 15, 2023 : 16.5 Hours



## MOBILE DEVICE: ENTERING TIME ENTER HOURS AS EMERGENCY CLOSURE FOR HOURLY POSITIONS

From the homepage of the Workday application for Android or iPhone (IOS):

1. Tap on the **Time** worklet under Frequently Used or View Apps
2. Tap **Enter Time**.
3. Tap a day of the week on the calendar you were scheduled to work.
4. Tap **Add New**.
5. Tap the drop-down menu for Time Type and select **Emergency Closure**.
6. Select the Hourly Position, enter time **In**, and time **Out** for the shift you were scheduled to work.

**NOTE:** You will enter time for the entire shift with NO meal breaks (including CA workers). CALIFORNIA workers do NOT waive their meal break as these are not hours worked.

7. Tap **OK**.
8. To submit your timesheet, tap **Submit**.
9. Tap **Submit** again to confirm that the reported hours are accurate. Upon submission, a notification is sent to your manager's Workday inbox for approval.