Time Tracking: Enter Time for Emergency Closure – Unit exos

Find out how to enter time in the event of an Emergency Closure for UNIT paid positions of NON-CALIFORNIA and CALIFORNIA team members. Entering time for a Unit paid position is a two-step process outlined below. Both steps must be completed to get paid correctly. 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.
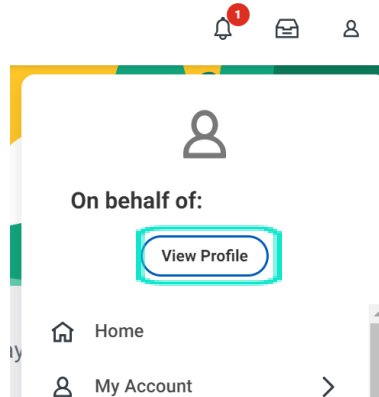
Getting Started

IDENTIFY PAY TYPE Before entering scheduled time for a position using this job aid, ensure your position is a UNIT paid position.
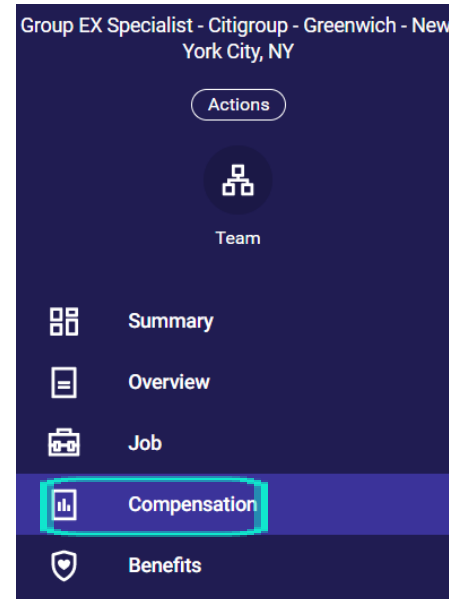
VIEW COMPENSATION TYPE BY POSITION

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 Unit paid positions, under Compensation Plan, it will display Unit Plan. Under Assignment, it will display the dollar amount you are paid per Set (or per class/session taught).

NOTE: If you see the words No Data in the entire bottom section of the screen, this specific position is a Unit paid position with an "Overridable" pay rate, meaning your manager will assign the dollar amount you will receive for each time entry you submit for this position.

ENTERING TIME

ENTER SCHEDULED HOURS AS EMERGENCY CLOSURE FOR UNIT POSITIONS Now that you've confirmed the compensation type of UNIT paid for the position you want to enter time for, you can proceed. Entering time for a Unit paid position is a two-step process. **Both steps must be completed to get paid correctly.** The first step below is to enter the hours you were scheduled to perform your Unit paid position as **Emergency Closure** hours.

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

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

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3. Click on the day on the calendar for which you want to enter time. The Enter Time window will display. Click the drop-down menu icon on the right for Time Type and select **Emergency Closure**.

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

NOTE: You will enter the hours you were scheduled to work the Unit paid position with NO meal breaks (including CA workers). **CALIFORNIA** workers do NOT waive their meal break as these are not hours worked.

5. 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

STEP 2: ENTER SCHEDULED UNITS

Now that you've entered the hours scheduled to perform your Unit paid position as **Emergency Closure** hours, you will enter the units you were scheduled to perform as **Classes Taught** units. **Both steps must be completed to get paid correctly.**

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From the calendar view:

1. Click anywhere on the calendar under the date you were scheduled to work. . The Enter Time window will display. Click the drop-down menu icon on the right for Time Type and select **Classes Taught**.

Time Type *	✕ Classes Taught	≡
Position	Personal Training Specialist - ...	▼
Units *	0	

2. Select the Unit Position and type the number of Units (classes or sessions) you were scheduled to work. Type in the Comment box "**Due to emergency closure**" and click **OK**.

Time Type *	✕ Classes Taught	≡
Position	Personal Training Specialist - ...	▼
Units *	1	

Details

Did you waive your meal break?		≡
Comment	Due to emergency closure	

OK   Cancel

NOTE: You must type "**Due to emergency closure**" in the **Comment** box. **CALIFORNIA** workers do NOT waive their meal break as these are not hours worked.

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

enter your comment

Submit   Cancel

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MOBILE DEVICE: ENTERING TIME ENTER HOURS & UNITS AS EMERGENCY CLOSURE FOR UNIT POSITIONS

Entering time for a Unit paid position is a two-step process. The first step is to enter the hours you were scheduled to perform your Unit paid position as **Emergency Closure** hours. The second step is to enter the units you were scheduled to perform as **Classes Taught** units. **Both steps must be completed to get paid correctly**. 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. Step 1: tap **Add New**, tap the drop-down menu for Time Type and select **Emergency Closure** to enter the hours you were scheduled to perform the Unit paid position. Select the Unit Position, enter time **In**, and time **Out** for the scheduled shift. Tap **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.

Step 2: tap **Add New**, tap the drop-down menu for Time Type and select **Classes Taught** to enter the number of units you were scheduled to perform the Unit paid position. Select the Unit Position, enter time **In**, and time **Out** for the scheduled shift. Tap **OK**.

NOTE: CALIFORNIA workers do NOT waive their meal break as these are not hours worked.

6. To submit your timesheet, tap **Submit**.
7. 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.