

July 2021

The journey to WorkdayHR has just a year to go for implementation. The implementation team is working to apply best practices and leverage Workday workflows. The Change Ambassador Network will distribute monthly updates to introduce specific themes/areas reviewed by the Change Ambassadors. Feedback throughout WorkdayHR development process is critical so please let us know what you think. Visit the [Workday @UofL website](#) for additional information.

Time Entry

- Workday has Time and Attendance built into the system.
- Time worked by hourly employees will be reported in Workday (sunsetting the Business Ops web-based timesheet).
- Workday Time provides a consistent way to collect time, regardless of the employee's unit/department.
- Nonexempt employees will enter their time directly into Workday and will only be paid for the hours that are submitted and approved in Workday.
- Employees can check the status of their time entries from any device, including their computer or mobile device.

Costing

- Workday organizes people in supervisor organization (sup orgs) and organizes separately the costing detail in a costing organization.
- Employees get paid even if costing has not been updated (each employees' supervisory organization has a default funding source).
- Costing Allocations allow units to split payroll transactions to charge the appropriate budgets.
- Costing Allocations look forward. There will be a separate business process for retroactive changes.