



DATE: November 8, 2021

TO: Timekeepers and Managers of Hourly Student Workers

We are writing to remind Student Managers and Timekeepers to ensure **non-exempt (hourly) workers and students enter time worked for each pay period**. Hours submitted must be reviewed and approved by the payroll deadline.

Four Actions to Ensure Hourly Staff and Students Are Paid Correctly

1. **Communicate with hourly staff and students** to confirm they are meeting the payroll deadlines for time submission and approval
2. **Promote reference materials in Workday Learning:** *Student Worker Time Entry for Time Tracking* for students and *Enter Time Worked* for hourly staff
3. **Run reports regularly** to assist with auditing time entries: *Weekly Time and Absence Summary-Staff* and *Weekly Time Summary-Students*
4. If either group has not submitted time worked, you may **submit time on behalf of staff and students** to ensure they are paid appropriately; access these job aids in Workday Learning: *Enter Time Worked On Behalf of Student Worker* and *Enter Time Worked On Behalf of Hourly Staff*

Additional Notes

Departments must ensure students or hourly staff members are fully hired into Workday first before they can enter time.

Time entries not submitted by the payroll deadline must be requested as a **payroll adjustment** and cannot be retroactively added to Workday. More information on the payroll adjustment process can be found in the *Submit Over/Underpayments in Workday* job aid in Workday Learning.