



Workday Fast Facts for Non-Exempt Non-Union Employees

GENERAL INFORMATION

Find Jobs at CMSD	<p>Information on job openings at CMSD may be found from the Career worklet. From the Career worklet:</p> <ul style="list-style-type: none"> • Click on Find Jobs to see listing and filter by job family or location. • Click on Apply to apply.
Benefits	<p>Benefits deductions in Workday are prorated for 10 & 12 month employees, which means no more double deductions in the summer months! From the Benefits worklet:</p> <ul style="list-style-type: none"> • View information about your benefits at any time. • In cases of qualifying life events, update your benefits elections and upload required documentation within 30 days of the qualifying life event.
Pay	<p>Payslips will be accessed on Workday from the Pay worklet and will no longer be mailed. Current direct deposit and pay card account information will be carried into Workday. From the Pay worklet:</p> <ul style="list-style-type: none"> • View Payslips & One-Time Payment History including supplemental pay history • View your tax documents • Change your tax withholding elections • Change your direct deposit and paycard accounts

ENTERING TIME WORKED

Non-Exempt Non-Union Employee Time Tracking
<ul style="list-style-type: none"> • Use the Web Clock to check in and check out, to track regular time worked. Do not attempt to correct a time clock entry. You must ask your timekeeper for assistance. • Use the Web Calendar to add supplemental time worked. Do correct supplemental time entries on your own if you notice a mistake before submitting it. • Submit your time worked and Certification of Effort for manager’s approval on a bi-weekly basis.

REQUESTING TIME OFF

Non-Exempt Non-Union Employee Time Off
<ul style="list-style-type: none"> • Use Workday to submit time off requests. From the Time Off worklet > Request > Time Off. • You may cancel time off not yet approved by your manager by clicking on the request and deleting it. • You may revise or correct approved time off requests from Time Off worklet > Request > Time Off Correction. • You may use the Time Off Worklet to request vacation cashouts, if eligible. Time Off worklet > Request > Time Off > select vacation cashout from dropdown list. Must request vacation cashout during current pay period.



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- View your leave balances in Workday from the Time Off worklet > Available Balance.