



# Workday Fast Facts for Operations & Non-Exempt Union Employees

## GENERAL INFORMATION

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

## ENTERING TIME WORKED

<b>Operations &amp; Non-Exempt Employee Time Tracking</b>
<ul style="list-style-type: none"> <li>• Use the Time Clock machine or Web Clock in Workday 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. If you are at a location with a Time Clock machine, you must use that machine to check in and check out daily.</li> <li>• Use the Workday Web Calendar to add supplemental time worked, including working during inclement weather. Do correct supplemental time entries on your own if you notice a mistake before submitting it.</li> <li>• Submit your time worked and Certification of Effort for manager’s approval on a bi-weekly basis.</li> </ul>

## REQUESTING TIME OFF

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



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