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

## GENERAL INFORMATION

| Find Jobs at CMSD | Information on job openings at CMSD may be found from the Career worklet. From the Career worklet:  
- Click on Find Jobs to see listing and filter by job family or location.  
- Click on Apply to apply. |
|-------------------|---------------------------------------------------------------|
| Benefits          | 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:  
- 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               | 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.  
- View Payslips & One-Time Payment History including supplemental pay history  
- View your tax documents and change your tax withholding elections  
- Change your direct deposit and paycard accounts |

## ENTERING TIME WORKED

**Operations & Non-Exempt Employee Time Tracking**

- 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.  
- 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.  
- Submit your time worked and Certification of Effort for manager’s approval on a bi-weekly basis.

## REQUESTING TIME OFF

**Non-Exempt Operations Employee Time Off**

- 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.