

## **THIS GUIDE IS FOR: Employees**

### **ENTERING TIME FOR A 9/80 SCHEDULE**

Entering time when using the 9/80 schedule can present scenarios that require a unique time code or method of entry. Please review the scenarios below to ensure you are entering time correctly.

1. Once logged into Workday@OK, select **View All Apps** then **Time**.
2. Select the appropriate period (this week, last week, etc.)
3. In the **Time Type** box, select the “X” next to **Regular Hours**.
4. You must use a code marked with the word **Split** or **Split day** (i.e., Hours Split (In/Out), Admin Leave Worked Split, Annual Leave-Split Day, etc.).
5. This will then populate with an **In** and **Out** option. Enter the time you began work followed by the time you ended work. The system does not require you to record mealtimes; however, your agency may require this.
6. Remember that on your split day (Mon. or Fri.), you must work 4 hours prior to noon and 4 hours after noon for your hourly rate and comp time to calculate correctly. If you enter your time as described above, the system will automatically account for this.
7. **Note:** The system will not allow you to exceed your scheduled hours. If you worked on a day you were scheduled as absent, resulting in more hours than your schedule, your manager or agency timekeeper will need to change your schedule. Best practice would be to work week adjust for this and reflect that in the comments section of your time entry.

#### **Entering Holiday Time (On scheduled days)**

1. On the 9/80 schedule, you must enter your holidays manually. They will not automatically populate.
2. Once logged into Workday@OK, select **View All Apps** then **Time**.
3. Select the appropriate period (this week, last week, etc.)
4. From the **Enter Time (by calendar)** view, choose the day you'd like to enter time on and a dialog box will appear.
5. In the **Time Type** box, select the “X” next to **Regular Hours**.
6. Select the category **Time Entry Codes**.
7. Choose **Holiday Pay Split** and enter the time you would normally arrive and leave on that day. Continue completing any relevant fields.
8. Select **OK**.

#### **Entering Leave (On scheduled days)**

1. Once logged into Workday@OK, select **View All Apps** then **Time**.
2. Select the appropriate period (this week, last week, etc.)



3. From the **Enter Time (by calendar)** view, choose the day you'd like to enter time and a dialog box will appear.
4. In the **Time Type** box, select the "X" next to **Regular Hours**.
5. Select the category **Absence**.
6. Choose the appropriate type of absence that is followed by **Split Day** and enter the time your leave would start and the time your leave would end. Continue completing any relevant fields.
7. Select **OK**.

#### **Entering Leave or Holidays (On your off day—Mon or Fri)**

1. The Workday@OK system does not respect the split day when it comes to time off.
2. In the event you will be absent or take holiday for more than two days, including your day off, it is recommended that your manager alter your entire schedule accordingly.
3. In the event you will be absent or take holiday just on your day off, it is recommended that your manager alter your schedule to add four scheduled hours or five scheduled hours with a meal on Thursday.
4. This will allow you to enter your extra four hours of leave or holiday on Thursday, so it is counted in the correct FLSA work week. You may use the comment field to note the correct date for the leave.