Time Entry: Non-Exempt, Non-Shift

As a non-exempt, non-shift employee, you are required to enter time to be paid.

Time entries require approval if any of the following are included:

- Exception time (overtime, callout, etc.)
- Per diem (typically on a temporary assignment)
- Upgrade pay

Regular hours worked entries do not require approval, but must be submitted.

2. To get started, click the **Time** application from your Workday homepage.



3. From the Enter Time menu, click This Week or Last Week, depending on whether you want to enter time for the current week or a previous week. Notice that beside the option, the hours you've already entered for the week are marked in parenthesis. In this case, you have not yet entered any time to Workday for this week.

Enter Time	
	This Week (0 Hours)
	Last Week (0 Hours)
	Select Week

4. Next you will see a work week calendar, though you may choose to switch your view to show one day at a time. To do this, toggle to **Day** in the **View** dropdown from the upper right hand corner of the page.



Note: if you request PTO via the **Absence** application, it will show up on your timesheet as well (either as submitted in gray, or approved in green).





Note: Workday differentiates between Time and Absence. Time refers to the hours you've worked each week. Absence refers to your time away from



There are a few ways to enter your time: by quantity or by type.

A. Enter Time by Quantity from Calendar

If you're entering regular hours worked without project overrides, entering from calendar is a streamlined method to do so.

5. Enter daily time by clicking directly on the Calendar.



6. Enter the **Time Type** (e.g. hours worked) and the **Hours** into the designated fields.

Enter Time 07/10/2018						
Time Type ★	\times Hours Worked	:=				
Hours * 8						

7. Click **OK** to save your entry.

B. Enter Time by Type

Hours Worked

 Using the Enter Time dropdown in the bottom left of the screen, click Enter Time by Type, then Time Entry Codes from the dropdown menu.

1	Fime Type	
	þearch	:=
	Most Recently Used	>
	Projects	>
	Project Plan Tasks	>
	Time Entry Codes	>

9. From Time Entry Codes, click Hours Worked.

Time Type	
× Hours Worked	:=





10. Enter the hours worked per project on each day in the **Quantity** field. Using this method, you'll be able to enter time for multiple days at once.

Sat, 8/25	Sun, 8/26	Mon, 8/27	Tue, 8/28	Wed, 8/29	Thu, 8/30	Fri, 8/31	Total
0	0	8	8	8	8	8	40

Project Overrides

In the case of project overrides, non-exempt employees are required to allocate time to projects as appropriate. Workday refers to this process as **Submitting Project Time**.

11. Using the **Enter Time** dropdown in the bottom left of the screen. From the **Time Type** dropdown, begin typing the project code, using the project number or a few identifying characteristics.

1	Гіте Туре	
	search 🗮]
	Most Recently Used >	
	Projects >	
	Project Plan Tasks >	
	Time Entry Codes >	

12. All of the project codes are divided into either:

- Expense Projects, indicated with (EXP), or
- Capital projects, indicated by (CAP)

Generally, anyone can charge time to any project unless a restriction has been placed on a project that only allows employees in select cost centers to charge to it. If you are unable to find a project, it likely has this cost center restriction. Contact <u>WilliamsWay2Answers</u> for help if you encounter this.



<u>Note</u>: As there is an extensive list of project options, it's easiest to search by typing a few of the identifying characteristics. You can search by any aspect of the project description (e.g. *Atlantic Sunrise or Direct Assignment*) or the project number. For capital projects the project list will include a project task number and description. You should select the appropriate project/task combination (e.g. *(CAP) 1192668 - 1Line Atlantic Sunrise Expansion > Task > 01.104 - Project Svc.*)

In this case, we will use "Workday at Williams – Phase 2" as an example of project time. Enter (EXP) WOE1205384 as the Time Type.





T	ime Type	-	Г ¹	
	search 📰		Time Type	
	Most Recently Used >	6		
	Projects >		search	≔
	Project Plan Tasks >		× (EXP) WOE1205384 - Workday	
	Time Entry Codes >		at Williams - Phase 2	

14. Enter the hours worked per project on each day in the **Quantity** field.

Sat, 8/25	Sun, 8/26	Mon, 8/27	Tue, 8/28	Wed, 8/29	Thu, 8/30	Fri, 8/31	Total
0	0	8	8	8	8	8	40

15. When charging time to expense projects, you may need to add relevant **worktags**. As no worktags are required for capital projects, no additional inputs are necessary before saving your capital project entry.

Norktags	
search	:=
Operating Unit	> -
Time Type	>
Activity	>

When selecting worktags for an Expense Project, you should follow the following guidelines:

Operating Unit (OPU):

• If you need to override your default OPU, search for the appropriate OPU by name or description.





<u>Note</u>: You do not have the option to override the Company or Cost Center in Workday.

• Employees in G&A cost centers typically will not need to override their OPU. If you attempt to do so, you will likely get an error message that the selected OPU is not valid with your cost center upon trying to save the entry.





Activity (O&M employees only):

• Employees in O&M cost centers may be required to select an Activity in the case of regulated Expense Projects (Transco, NWP, Gulfstream, Cardinal, Pine Needle, Black Marlin, and Discovery Gas Transmission). The activity selected drives which FERC account is tagged to the transaction.

Worktags		
× Activity: MAINTAINING TRANSMISSION LINES	≔	
search		
← Activity		
Activity: MAINTAINING GATHERING LINES	^	
Activity: MAINTAINING GATHERING M&R EQUIPMENT		
Activity: MAINTAINING GATHERING M&R STRUCTURES		
Activity: MAINTAINING LNG COMPRESSOR EQUIP		
Activity: MAINTAINING LNG FACILITIES SUPV & ENG		

- Employees in G&A cost centers will not have the option to select an Activity.
- For further guidance on work task alignment to Activities, click here.
- 17. Click OK to save your entries.

Non-Project Overrides

In the case of non-project overrides, Regulated (Transco, NWP, Gulfstream, Cardinal & Pine Needle) nonexempt O&M employees are required to enter non-project time by:

- Overriding **default OPU** if they are working on a specific asset or group of assets or need to charge to incrementals
- Overriding their **default FERC account**, based on the work activity they are performing, as appropriate.

Workday refers to this process as **Submitting Field Activity Time**. Employees in G&A cost centers will not have this time entry option.

18. To enter time to Field Activities, select **Time Type**, then **Time Entry Codes** from the dropdown menu. Then click **Field Activities**.

Time Type			
		search 🗮	
		← Time Entry Codes	
Most Recently Used	>	Hours Worked	
Projects	>	Upgrade Pay	
110,000	ŕ	Call Out	
Project Plan Tasks	>	2nd Call Out	
		Hours Worked (Override Default)	
Time Entry Codes	>	Field Activity	







<u>Note</u>: As there is an extensive list of Operating Units (OPU), it's easiest to search by typing a few of the identifying characteristics. You can search by any aspect of the OPU description (typically an asset or group of assets; e.g. main unit 1 station ## or the OPU number).

19. Again, you may need to include worktags, such as **Operating Unit**, **Time Type** or **Activity**.

Work	tags		Details		
se	arch	i	Time Type		\equiv
Or	perating Unit	>	Activity	× OPERATING TRANSMISSION	≔
Ti	те Туре	>		LINES	
Ac	stivity	>	Operating Unit	× 200170PL DISTRICT 170 PIPELINE	∷≡

20. Enter the hours worked per project on each day in the Quantity field.

Sat, 8/25	Sun, 8/26	Mon, 8/27	Tue, 8/28	Wed, 8/29	Thu, 8/30	Fri, 8/31	Total
0	0	8	8	8	8	8	40

- 21. Click **OK** to submit your entry.
- 22. As you search for time entry codes, it's particularly helpful to use the **Most Recently Used** option or autofill from a prior week. That way, you won't have to search for each code every time.



23. Click OK to save your entries. Note that *saved* time differs from *submitted* time—you will see a "Not Submitted" note next to entries that have not yet been submitted. Once submitted, they will display with a green checkmark.

	Мо	n 7/9		
	Hou	urs: 8		
(EXP) 4 Hot) WOE12 urs	205384	- Wor	kday
🕒 No	t Submi	tted		
Hour	s Worke	d		
4 Hou	urs		<u>////</u>	
() No	t Submi	ttod		





24. Notice that as you enter time, the upper right corner continues to adjust with the time types in total. This will help you track entered and submitted time.

Regular Time	Overtime	Call Out	Holiday Worked	Time Off	Holiday	Additional Straight Pay
8	0	0	0	0	0	0

25. Workday assumes a 40-hour work week for all non-exempt workers, regardless of schedule. If you have not entered 40 hours for the week, you will receive an alert of "hours not worked." However, you can still submit your time for approval.



26. Absence is subtracted following approval. For example, if four hours of Absence was alredy approved, your time entry would require 36 hours of time.

Regular Time	Overtime	Call Out	Holiday Worked	Time Off	Holiday	Additional Straight Pay
36	0	0	0	4	0	0

27. You will also find a summary of the **Hours Not Worked** on the last day of each week. This indicates the time you are still required to enter.



28. Next time you enter time, you can enter time by clicking on the Enter Time dropdown in the bottom left of the screen. Click Auto-fill from Prior Week or Quick Add. Using this method, you'll be able to enter time for multiple days at once in a more simplified view.

Auto-fill from Prior Week
Clear
Enter Time
Enter Time by Type
Quick Add
Request Absence
Review Time by Week
Run Calculations
Enter Time 🔻



Note: You can Edit or Delete saved entries by clicking on the time blocks from the main calendar view, even after it has been approved. A pop up will appear in which you can make modifications if necessary. To modify any time away from work/time off use the absence application which will update your timesheet. If the entry has already been approved, you will need to re-submit it for approval.





29. To use the **Auto-fill from Prior Week** method, use the **Select Week** dropdown to select which week you would like to use to auto-fill your calendar.



30. Check whether you would like to **Also copy details and comments**. You must check this box in order to carry forward any project overrides; otherwise, you will have to re-enter them separately.



- 31. Click OK to continue.
- 32. To use the Quick Add method, enter the Time Type from the dropdown. Then click Next to continue.

Start Date	09/08/2018
End Date	09/14/2018
Time Type	× Hours Worked ∷

33. When applicable, you will also enter any **worktags**. These fields will appear under **Details** when applicable.

Start Date	08/25/2018
End Date	08/31/2018
Time Type	imes Field Activity $ee ee$
Details	
Time Type	:=
Activity	*
Operating Uni	it * 📃

34. Enter the the hours worked per day in each column.

Time Type Hours Worked	End Date	09,	/14/2018					
	lime Type	Но	urs Worker					
Saturday Sunday Monday Tuesday Wednesday Thursday Friday								
	1 item						Ŧ	

- **35.** Click **OK** to continue.
- **36.** No matter the method you use, click **Submit**, then **Submit** again to log your time, or elevate for approval when necessary.





Offshore Upgrade Pay

Non-Exempt employees whose job requires *periodic offshore work overnight* and who are *not working in a job with Offshore in the title* are eligible to code working hours under time entry code "Upgrade Pay" and will be compensated an additional 10% for each hour working offshore. **Eligibility begins on day 2 offshore but is retroactive to day 1**. This means that if an employee is offshore overnight, this code can be used for each hour working starting from the time the employee arrived offshore.

37. After opening your timesheet, click the Enter Time button at the bottom and select Enter Time by Type

- **38.** In the Time Type field, type "**upgrade**" or click the 3 horizontal lines with dots and look for time type>select upgrade.
 - Input the hours you worked on the appropriate days. Always input comments that you worked offshore for anytime coded as upgrade pay. Contact your HR Business Partner for questions on offshore upgrade pay.





