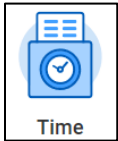## Clock In/Out: Non-Exempt Shift

All non-exempt shift workers will enter their weekly time using the clock in/out functionality through Workday. Note that this time entry will require approval for all shift workers.

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

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

2. 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.
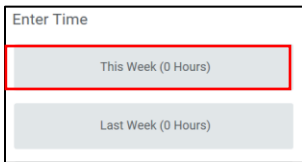
3. Here you will see your timesheet by day for the week selected, though you may choose to switch your view to show one day at a time. To do this, toggle to **Day** in the **View** dropdown from the upper right hand corner of the page.
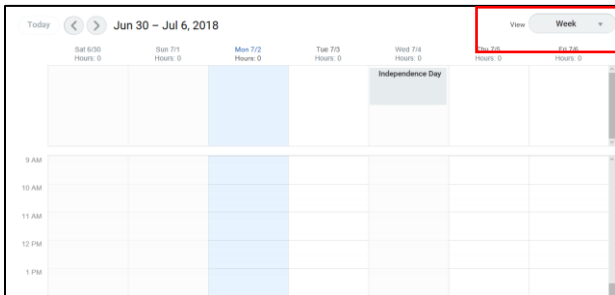
4. In the bottom lefthand corner of the screen, click **Enter Time**, then **Enter Time** again.
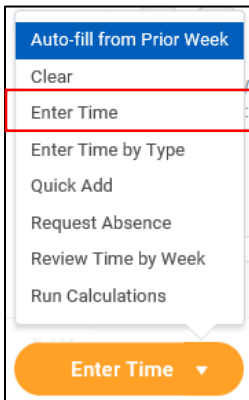
5. Enter your time for each day by clicking the appropriate date from the top of the screen.

| Sat, 7/7 | Sun, 7/8 | **Mon, 7/9** | Tue, 7/10 | Wed, 7/11 | Thu, 7/12 | Fri, 7/13 |

In/Out Times

⊕
⊖

| In | | Out | | Out Reason | select one ▼ | Hours | 0 |
| Time Type | | ☰ |

6. Enter your **In** and **Out** time, as if you were filling in a timesheet using the 12-hour time standard (do not use military time).

For most overnight shifts, you **do not need to clock out of your shift**. Simply enter the the **In** and **Out** time, as shown below. *However, if working an overnight shift on a Friday, you will need to clock out and back in at midnight.*

In/Out Times

⊕
⊖

| In | 6pm | Out | 6am |

7. From the dropdown, select **Out** as the **Out Reason**. Hours will calculate based on your in/out times.

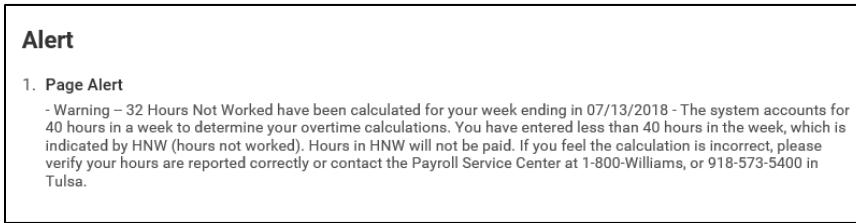| Out Reason ★ | Out ▼ | Hours | 12 |

8. Under **Time Type**, enter **Clock Hours** from the dropdown list.

| Time Type | ✕ Clock Hours | ☰ |

Note: **Clock Hours** is not the same as the **"Hours Worked"** Time Type. You must select Clock Hours in order to calculate shift pay.

9. Click **OK** to save your entry. 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 and approved, they will display with a green checkmark.

10. In the upper right hand-corner of the timesheet, Hours Not Worked – UNPAID will auto-calculate until you have entered 40 hours for the week.

Fri 9/14
Hours: 0

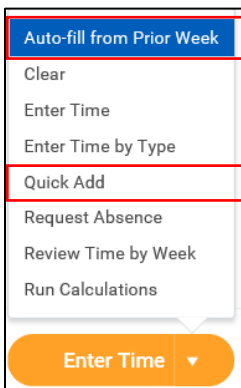Hours Not Worked - UNPAID - Shift
28
🕐 Not Submitted

11. 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.

Alert

1. **Page Alert**
   - Warning -- 32 Hours Not Worked have been calculated for your week ending in 07/13/2018 - The system accounts for 40 hours in a week to determine your overtime calculations. You have entered less than 40 hours in the week, which is indicated by HNW (hours not worked). Hours in HNW will not be paid. If you feel the calculation is incorrect, please verify your hours are reported correctly or contact the Payroll Service Center at 1-800-Williams, or 918-573-5400 in Tulsa.

12. Additionally, as you save your timesheet, the upper right corner continues to adjust with the time types in total. This will help you track entered and submitted time.

Regular Hours	Overtime	Call Out	Holiday Worked	Time Off/Holiday	Additional Straight Time	Shift Hours
12	0	0	0	0	0	12

13. 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 into the time blocks from the main calendar view. 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 you make any modifications, be sure to re-submit your timesheet for approval.

14. 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.

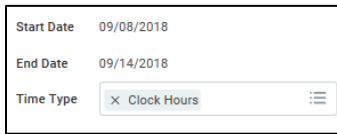|	
Start Date	09/08/2018
End Date	09/14/2018
Select Week ★	08/25/2018 - 08/31/2018 ▾

15. 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.
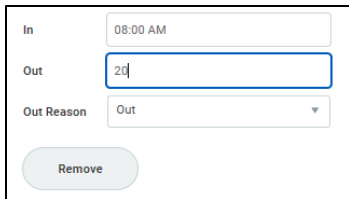
Also copy details and comments ☑

16. Click **OK** to continue.

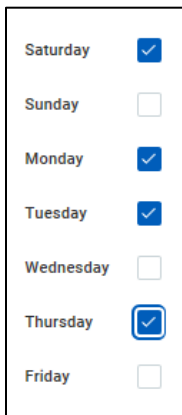**17.** To use the **Quick Add** method, enter the **Time Type** from the dropdown. Then click **Next** to continue.

Start Date	09/08/2018
End Date	09/14/2018
Time Type	✕ Clock Hours

18. Enter the **In** and **Out** time, as well as the **Out Reason** from the dropdown menu. The **Out Reason** will always be **Out**.

In	08:00 AM
Out	20
Out Reason	Out ▼

Remove

19. On the righthand side of the screen, select which days this shift applies to.

Saturday	☑
Sunday	☐
Monday	☑
Tuesday	☑
Wednesday	☐
Thursday	☑
Friday	☐

20. Click **OK** to continue.

21. No matter the method you use, click **Submit**, then **Submit** again to elevate for approval. Remember, if you are a 10- or 12-hour shift worker, your entry will require approval.
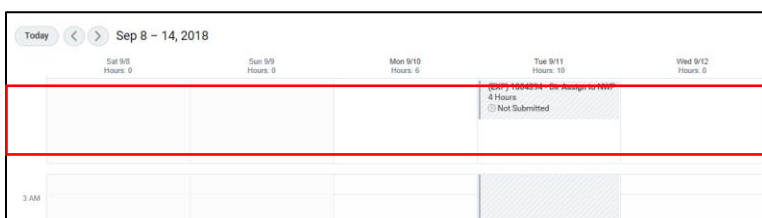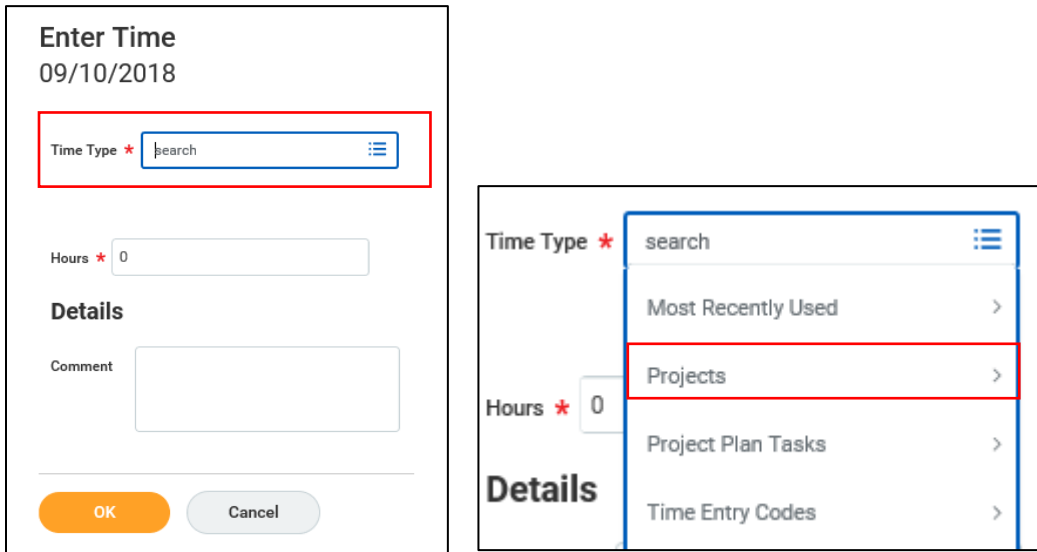
Submit

Project Overrides

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

22. After entering your shift time, click on the top portion of the **Calendar** above your shift time entry (this is the section *above* the hourly calendar) to enter project time.

Today ‹ › Sep 8 – 14, 2018				
Sat 9/8 Hours: 0	Sun 9/9 Hours: 0	Mon 9/10 Hours: 6	Tue 9/11 Hours: 10	Wed 9/12 Hours: 0
			(EXP) 1004234 - Dir Assign to NWP 4 Hours ⊘ Not Submitted	
3 AM				

23. Use the **Enter Time** pop-up to select your **Time Type**. From the **Time Type** dropdown, begin typing the project code, using the project number or a few identifying characteristics.

Enter Time
09/10/2018

Time Type * | search ☰

Hours * 0

Details

Comment

OK   Cancel

Time Type * | search ☰

Most Recently Used >

Projects >

Hours * 0

Project Plan Tasks >

Details

Time Entry Codes >

**24.** 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 WilliamsWay2Answers for help if you encounter this.

Note: 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.*)

25. In this case, we will enter (EXP) 1004394 as the **Time Type**.

Time Type * | search ☰

× (EXP) 1004394 - Dir Assign to NWP
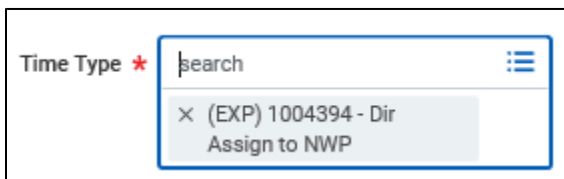
26. Enter the hours allocated per project in the **Hours** field. This can be anywhere from .25 hours, to the full length of your shift.

Hours * | 4
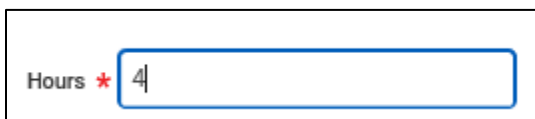
27. When charging time to expense projects, you may need to add relevant worktags, such as Operating Unit or Activity. If worktags are required, a Details field will appear. As capital projects do not require worktags, no additional inputs are necessary before saving your capital project entry.

Details

Field	Value
Time Type	
Activity ＊	× OPERATING TRANS M&R EQUIP
Operating Unit ＊	× 200SPOMS SPOKANE METER STATION
Comment	

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.

Operating Unit | search
× 200SPOMS SPOKANE METER STATION

- 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.

Activity | search
× OPERATING TRANS M&R EQUIP

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

- 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.

29. Click **OK** to save your entries.

30. Notice that adding project time and/or a Field Activity will affect **the hours counted within each day individual day on the timesheet**. However, it will make no difference in the **totals summary in the upper right hand corner**, nor the **Hours Not Worked counter**.
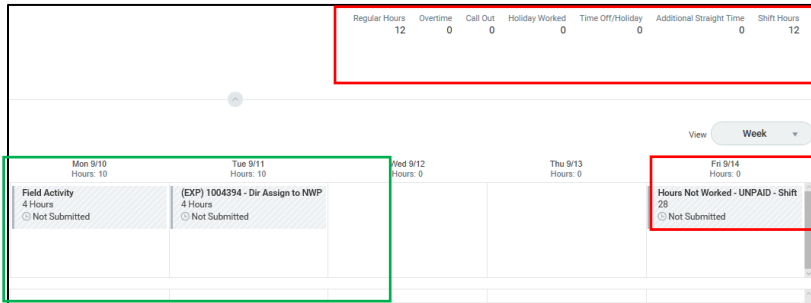

Non-Project Overrides

In some cases Regulated (Transco, NWP, Gulfstream, Cardinal & Pine Needle) non-exempt O&M employees are required to enter overrides to:

- Their **default OPU** if they are working on a specific asset or group of assets or need to charge to incrementals

- 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.
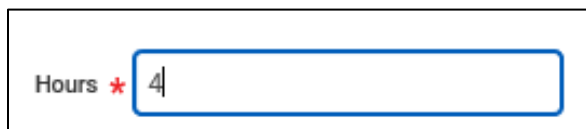
31. Again (as was the case in entering project time), after entering your shift time, click on the top portion of the **Calendar** above your shift time entry (this is the section *above* the hourly calendar).
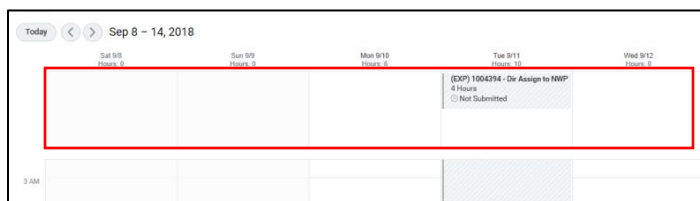
32. Use the **Enter Time** pop-up to select your **Time Type**. From the **Time Type** dropdown, select **Field Activity**.
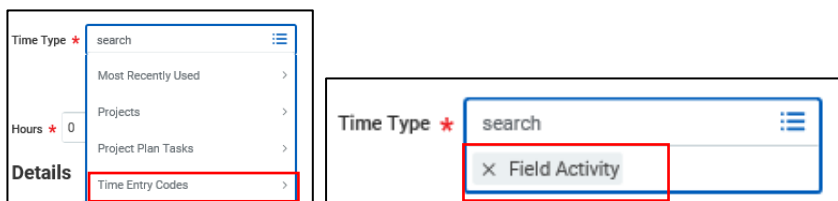
33. Enter **Hours** worked.

34. Upon selecting **Field Activity** as the **Time Type**, a Details section will appear.

Details	
Time Type	
Activity *	
Operating Unit *	
Comment	

35. Enter **Activity** and **Operating Unit**. You can search by using the number or a few identifying characteristics. Be sure that you follow the guidelines listed above, beginning on **#27** for both fields.

Details	
Time Type	
Activity *	✕ OPERATING TRANS M&R EQUIP
Operating Unit *	✕ 200SPOMS SPOKANE METER STATION
Comment	

36. Click **OK** to submit your entry.

37. Notice that adding project time and/or a Field Activity will affect **the hours counted within each day individual day on the timesheet**. However, it will make no difference in the **totals summary in the upper right hand corner**, nor the **Hours Not Worked counter**.

Regular Hours	Overtime	Call Out	Holiday Worked	Time Off/Holiday	Additional Straight Time	Shift Hours
12	0	0	0	0	0	12

View: Week ▾

Mon 9/10 Hours: 10	Tue 9/11 Hours: 10	Wed 9/12 Hours: 0	Thu 9/13 Hours: 0	Fri 9/14 Hours: 0
Field Activity 4 Hours ⊕ Not Submitted	(EXP) 1004394 - Dir Assign to NWP 4 Hours ⊕ Not Submitted			Hours Not Worked - UNPAID - Shift 28 ⊕ Not Submitted

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.

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

39. 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.