



Time Tracking, Overtime and Payroll Resources

This quick reference document has been created to assist non-exempt employees and managers of those non-exempt employees with payroll and timekeeping functions.

Time Tracking

All working hours must be submitted through Workday or Kronos. The workweek is Sunday to Saturday. Pay periods are bi-weekly on a rolling two-week schedule and biweekly paydays are on Fridays.

Full & Part-Time Staff can enter hours on a daily basis but cannot submit their hours worked for manager approval until their entries for an entire 2-week pay period are equal to the hours scheduled to work per their FTE. Employees should ignore the error when recording and saving hours on a daily basis. Workday has a validation for full-time staff to require 40-hours per week (80 hours per pay period) before it can be submitted. The 80-hours can be a combination of regular hours, approved time off, and time off with no pay. Employees will complete timesheets to report work hours no later than 9:00am the Monday after the pay period ends; internal deadlines may be earlier in your department. The Supervisor (or Timekeeper as backup) must submit the employee's timesheet to assure timely payment. The Supervisor (or Timekeeper as backup) must submit the employee's leave request to assure timely payment. Missed hours are caught by the Workday retro process and are paid to a biweekly employee on their next regularly scheduled payday.

Overtime/Compensatory Time

For hours worked in excess of 40 hours in a workweek (Sunday through Saturday), you are entitled to federal overtime rate of 1.5 times your regular hourly rate or compensatory time off at 1.5 hours for each hour of overtime worked. Your department will determine whether overtime pay or compensatory time off is given for overtime hours. In Workday, to change comp time from banked to paid or vice versa, an employee or their manager, timekeeper or HR contact can go to the employee's profile and click: Actions > Personal Data > Edit Other IDs.

The line for **Comp Time Banked** should be reviewed. If it says **No** comp time will be paid out; if it says **Yes** the hours will be banked. Click the Edit button to change the Other ID preference. Note that if the change is made after a timesheet deadline, the change won't take effect until the next pay period. If the employee does not have the option of Comp Time Banked in their other IDs, click Edit>Edit other Ids then click the plus (+) sign to a line to type in Comp Time Banked to add to the list of other IDs. The employee can then specify if they want the comp time banked (yes) or paid (no).

Time Tracking Job Aides

Workday Services has multiple time tracking job aides to help employees and/or managers with enter time, managing time off, request overtime and approving time in Workday. To access these job aides, go to Workday Help in your Single Sign On Menu (SSO) at <https://sso.tamus.edu/>.

For time tracking errors or questions, please contact Payroll Processing at 979-845-2711 or payrollprocessing@tamu.edu.

Payroll Resources

Bi-Weekly Pay Schedule: <https://payroll.tamu.edu/media/1602237/tamu-biweekly-pay-schedule-2020-revised-9-16-09.pdf>

Payroll Processing Calendars: <https://payroll.tamu.edu/payroll-processing/calendar/>

Payroll Processing FAQ's: <https://payroll.tamu.edu/payroll-processing/payroll-processing-frequently-asked-questions/>

- Manager, Timekeepers, & Timesheets FAQ
- Biweekly Paid Employees & Timesheets FAQ

Payroll teaches a specific in-person course called "Paying Employees in Workday". To register for this course, go to TrainTraQ in your Single Sign On (SSO) menu at <https://sso.tamus.edu/>. This training is available for all interested employees and supervisors.

2113632: HR Liaison: Paying Employees in Workday

Course Description: Understanding how retro and current deadlines in conjunction with business process effective dates and timing affect expected pay results. We will also discuss how to use tools such as Report Verification to find & correct errors prior to payday. Other topics including extra pay and payout exceptions, payment elections, payment cancellations / overpayments, Timesheets and reviewing individual employee pay results.