

Time Certification – Salaried Workers

Full Time

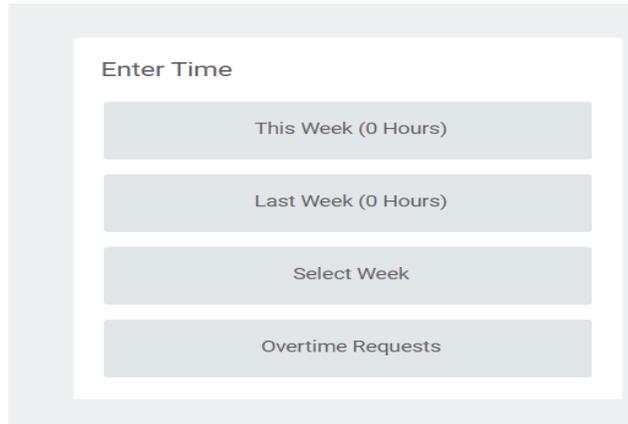
THIS PROCESS IS UTILIZED TO SUBMIT TIME CERTIFICATIONS

1. From Workday select the Time Application



Time

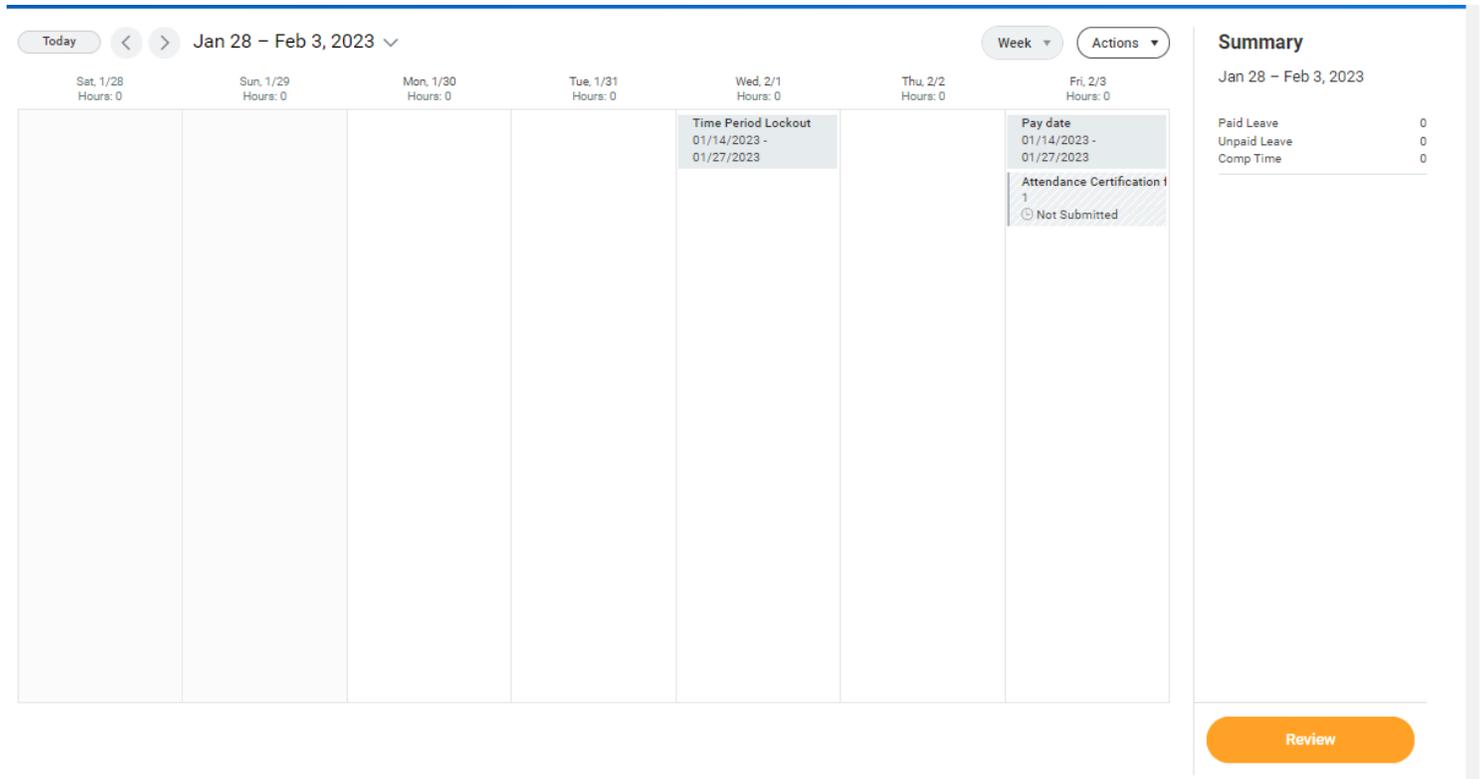
2. From the Enter Time screen, select **This Week/Last Week**.



Enter Time

- This Week (0 Hours)
- Last Week (0 Hours)
- Select Week
- Overtime Requests

3. Guarantee any paid leave taken during pay period is accurately captured on your time calendar. From your time calendar select **Review**, you may be prompted to select the time period you wish to certify. If you add any compensatory time after you certify, then the review box will populate and you will have to complete the action again.



Today < > Jan 28 – Feb 3, 2023 Week Actions

Sat. 1/28	Sun. 1/29	Mon. 1/30	Tue. 1/31	Wed. 2/1	Thu. 2/2	Fri. 2/3
Hours: 0	Hours: 0	Hours: 0				
				Time Period Lockout 01/14/2023 - 01/27/2023		Pay date 01/14/2023 - 01/27/2023 Attendance Certification 1 <input type="radio"/> Not Submitted

Summary
Jan 28 – Feb 3, 2023

Paid Leave	0
Unpaid Leave	0
Comp Time	0

Review

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4. Click Ok.
5. Read the statement, enter any comments, and click Submit.

I hereby certify that I have completed all work responsibilities, that all leave I have taken of any type during the payroll period has been reported, and that the leave time, together with my hours worked plus paid holidays, equals the required number of hours commensurate with the conditions of my employment. I understand I will be held liable for any false reporting of my time.

Following date range will be submitted for approval.

January 28 – February 10, 2023 : 0 Hours

Total for January 28 – February 10, 2023

Paid Leave 0

Unpaid Leave 0

Comp Time 0



enter your comment

Submit

Cancel

6. If the 'Attendance certification for the week's block is not on your calendar. Run your calculations from the Actions (upper left), if you do not have the option, you will have to wait till payroll opens the pay period. This will populate your time certification blocks. *Guarantee any requested absences on your time block.* **Full time salaried workers never add in worked hours. Note: your time certification block will always read 1. It will not add in your normal hours.**



7. Check Confirm.
8. Click OK.

Note: Your attendance certification turns gray when you submit. Green when your supervisor approves.



Note: Seek additional support Payroll Department to complete this process.