

Workday Frequently Asked Questions

The following are answers to the most common questions received since Workday was implemented. As you continue to explore the system, please keep the following in mind:

- Visit the Workday resource site at www.williams.com/workday for additional details, including additional FAQs, step by step Quick Reference Guides (QRGs) and training videos.
- Continue to look for emails from Workday@Williams.com for updates and other information you'll want to know.

If you need direct assistance, you should:

- Email [Williams Way to Answers](#),
- or call **(918) 573-5400** or **1-800-Williams (945-5426)**, option 3, then option 3 again for assistance

TABLE OF CONTENTS

SYSTEM OVERVIEW

- Why Workday?
- When did the switch to Workday happen?
- Does Workday have mobile functionality?

CAREER MANAGEMENT & LEARNING

- What was brought over to Workday from Success Factors/My Career Manager?
- What was not brought over to Workday from Success Factors/My Career Manager?
- Where do I complete my compliance training?
- I think the Time in Position on my Workday profile is incorrect. Why?

PAY & PAYSLEIPS

- Can I see my payslips in Workday?
- How do I access payslips for pay periods prior to Workday?
- Do I need to set up my direct deposit again, or will it transfer from the prior system?
- How do adjust my direct deposit information?

TIME & PROJECTS

- What's the difference between Time and Absence?
- Do I have to enter my time in Workday?
- How do I enter my time in Workday?
- What if I receive an error that my code "is not valid" for certain entries?
- Do I need to submit each time I make entries to my timesheet? Do I submit my timesheet every week?
- When is my time due?
- Can I make corrections once a timesheet has been submitted?
- How do I clock out for lunch?
- How do I enter Call Out time?
- How do I enter Upgrade Pay?
- How do I enter time if I'm on a variable shift schedule?
- I am an exempt employee. Why do I see zero hours on my timesheet?
- Do managers need to approve hours worked for exempt employees?
- What if my manager doesn't approve time by the due date?
- I am an exempt employee. Why am I being notified to submit my time if it doesn't require approval?

ABSENCE

- Do I have to enter my time off in Workday?
- Do I have to request time off in advance?
- Why can't I enter an absence request for last week after time has been submitted?
- Why can't I request a Saturday or Sunday off?
- Can I enter time off for the full year in advance?
- How do I take a half day off?
- Do I have to request Absence/PTO for sick time?

WORKDAY FAQ

- What if I must be out of the office unexpectedly and am not able to submit an absence request in advance?
- Is there a timeframe for a manager to approve my absence request?
- If verbal approval for time off is given can I just enter the time in the timesheet or does the system require that the request and approval still be done in the system?
- Will PTO approvals transfer to my Outlook calendar?
- Can I make corrections or cancel my absence/time off?
- When I remove or correct PTO that I'm not taking, does it go to my manager for approval?
- What if a situation arises that requires a manager to change their approval of an employee's absence request – will they be able to reverse their previous approval?
- What do I enter on my timesheet if I'm out on short-term disability (STD) or Family Medical Leave Act (FMLA)?

PROJECT OVERRIDES

- In PeopleTime, I charged my time to multiple projects every week. Do I need to continue to do that in Workday?
- Do I have to enter/re-enter my project and non-project overrides in Workday?
- On the Expense Project tab, is there a list of all the "activities" or numbers to choose from?
- What if I can't remember my project codes?
- If I'm not working on project or field activity, how do I code time to my default cost center?
- Will Transco and NWP Field Operation Technicians continue to record time to Field Activities?
- Will Transco and NWP O&M Exempt employees be able to override their default OPU and/or FERC Account?

OVERTIME

- Do I need to add comments when working overtime?
- How do I enter overtime? How is it calculated in Workday? How is it applied to the projects I'm working on?
- If an absence request is entered after the timesheet closes and you also had overtime on the reporting period, will the timesheet be adjusted to pay the overtime as regular time?

FLEXIBLE WORK SCHEDULES

- Does Workday accommodate flexible work schedules (e.g. 9/80, 4/10, etc.)?
- How do I enter time or request time off on a 9/80 Friday?
- How do I know if I am on a 9/80 schedule?
- What if my 9/80 schedule is incorrect in Workday (e.g. I have the wrong Friday off)?

PER DIEM

- Do I need to enter per diem in Workday?

VOLUNTEER TIME

- We have been asked to track volunteer hours – should I do this in Workday?

VEHICLE ALLOWANCE CREDIT

- How do I claim credit if I do not use my company-assigned vehicle to commute?

SYSTEM OVERVIEW

Why Workday?

During the lengthy and comprehensive selection process, we realized that Workday supports our strategic direction, improves our regulatory compliance, decreases risk and enhances service delivery options.

When did the switch to Workday happen?

- **Oct. 1, 2018:** Workday deployed to the organization, including payroll, recruiting, onboarding, absence and time management.
- **Nov. 12, 2018:** Workday's Talent and Performance Management modules go live, allowing you to enter 2019 goals in the new system following the release of Williams' enterprise wide goals. You will receive a Workday inbox action item prompting you to begin setting 2019 goals as along with reference materials to assist you with this process. At this time you will also be provided information on how to complete or update the rest of your career profile information.
- **Jan. 1, 2019:** Workday's Learning module goes live, allowing us to complete our 2018 training goals and compliance requirements in My Career Manager and begin 2019 training goals and compliance requirements in one system.

Does Workday have mobile functionality?

The Workday mobile app and browser is available on Apple and Android devices including iPad and is not restricted to company-owned devices. You can enter your time and absence, update your personal and career information and view your pay. And if you have to-do steps in your inbox, you can act on those directly from your mobile device.

You do not have to register your personal device with MobileIron to access Workday. You can find information about downloading the Workday mobile app [here](#).

CAREER MANAGEMENT & LEARNING

What was brought over to Workday from Success Factors/My Career Manager?

As of Oct. 1, the following has been migrated from Success Factors/My Career Manager:

- Job-related information for your current position. The Workday Employee Profile includes your current position, time in that individual position, manager, work location, email address, phone number, etc.
- Most of the information in your My Career Manager professional profile, including education, language, job history and internal projects (includes role-based development and experiences, as well as special projects).
Note: Some data fields formerly in My Career Manager will not be visible in Workday until the Talent and Performance Management module is available in November.
- You can update both your personal and career information in the system. You can update or change this information in Workday by following the step by step guide titled **Career Information** posted [here](#).

What was not brought over to Workday from Success Factors/My Career Manager?

The following will not be migrated:

- Some professional information, including certifications, achievements, non-Williams training history, professional affiliations, job interests and career interests
 - You will be able to enter this information when Talent and Performance goes live.
- Your 2018 goals
 - We will complete 2018 goals and performance cycle in Success Factors. Look for more information about 2019 goal-setting to come.
- Current development plans and associated goals

- Leaders and employees should continue to work these plans and expect to enter them into Workday following go-live of the Talent and Performance Management modules.
- Historical performance forms/goals and development plans

Success Factors/My Career Manager will be available for employees to reference, view and download historical information as necessary through Dec. 31, 2018.

Where do I complete my compliance training?

Learning in Workday will begin on Jan. 1, 2019. All employees should complete required 2018 compliance training in My Career Manager as per usual. Other items in your learning plan must be completed by Dec. 31 for credit to be reflected in Workday. Otherwise, if there is anything else in your learning plan that you are unable to complete by Dec. 31 you will have to re-enroll in Workday. 2019 required training will be assigned in Workday Learning after the New Year.

I think the Time in Position on my Workday profile is incorrect. Why?

Note that your time in position is not the same as total tenure with the company. Changes such as promotions or job title changes impact time in position. This does not impact your length of service or continuous service date.

PAY & PAYSLEIPS

Can I see my payslips in Workday?

You are able to View Pay/Payslips in Workday beginning with the Oct. 12, 2018 payslip. With Workday, your payslips are viewable and you can download in .pdf format easily from your computer and mobile device. Once you download the .pdf format of your payslip you can print, save or email it to yourself for your personal records.

How do I access payslips for pay periods prior to Workday?

You can access and download payslips in PeopleLink through Feb. 1, 2019. If you are unable to access PeopleLink or your prior payslips, contact WilliamsWay2Answers@williams.com.

Do I need to set up my direct deposit again, or will it transfer from the prior system?

Direct deposit information you had in PeopleTime has been transferred to Workday. You can update or change this information as necessary in Workday by following the step by step guide titled **Payment Elections** posted [here](#).

Note: In Workday, you can also designate separate deposit information for bonus pay vs. regular pay, but bonus cannot be distributed across multiple accounts.

How do I adjust my direct deposit information?

Follow the step by step guide titled **Payment Elections** posted [here](#). Note that this is a two-step process: updating bank account information and then designating it accordingly.

- In the upper section (the table titled **Accounts**) is where you add, edit or remove bank accounts.
- The lower section (the table titled **Payment Elections**) is where you then designate how you want your regular pay and bonus pay split across those accounts. Note that there is just one edit button for the regular pay category and one edit button for bonus pay category. Clicking each edit button lets you adjust for all associated accounts.

TIME & PROJECTS

What's the difference between Time and Absence?

In Workday:

- Time = hours worked each week, including exception time (overtime, callout, etc.) and overrides such as project, non-project, and labor.
- Absence = any time away from work, or time off and leave. This includes paid time off (PTO), Floating Holiday, United Way Day, Bereavement, Military and other leave types.

Do I have to enter my time in Workday?

Non-exempt employees (those eligible for overtime) must enter and submit time worked. Exempt employees must enter project and/or labor overrides and per diem (for employees on temporary assignment) and supplemental pay (for offshore workers). Managers must approve exception time such as overtime, callout, per diem, supplemental pay, etc.

How do I enter my time in Workday?

Work groups – referred to in Workday as *time code groups* – determine time entry options, process and requirements for approvals. You can find more information about time entry in Workday [here](#).

This Time Code Group:	Will Enter:	Details
Non-Exempt-Shift	<ul style="list-style-type: none"> • Clock (In/Out) Hours • Project hours • Exception time (overtime, call-out, etc.) • Upgrade pay* • Field Activities*** 	<ul style="list-style-type: none"> • All Non-exempt <u>shift</u> employees are required to enter time to be paid • Shift workers will enter their weekly time using the clock in/out functionality through Workday • All time off requests and/or corrections should be submitted via the Absence module which will flow to the timesheet and to the manager for approval
Non-Exempt, Non-Shift	<ul style="list-style-type: none"> • Hours Worked • Project hours • Exception time (overtime, call-out, etc.) • Per Diem* • Upgrade pay * • Field Activities*** 	<ul style="list-style-type: none"> • Non-exempt, <u>non-shift</u> employees are required to enter time to be paid • Exception time, per diem and Upgrade pay require manager approval • All time off requests and/or corrections should be submitted via the Absence module which will flow to the timesheet and to the manager for approval
Exempt	<ul style="list-style-type: none"> • Overrides, including Labor or Project hours • Per diem* • Supplemental pay** • Non-project overrides of OPU and FERC*** 	<ul style="list-style-type: none"> • Exempt employees are only required to enter Project time, per diem or supplemental pay on their timesheet as applicable • All time off requests and/or corrections should be submitted via the Absence module which will flow to the timesheet and to the manager for approval
Workday automatically calculates hours not worked, shift and overtime based on your entries and eligibility.		
Timesheets should always be reviewed to ensure accuracy of total number of hours submitted for our non-exempt employees.		
<p>*Employees on temporary assignment</p> <p>**Offshore employees</p> <p>***Regulated employees only</p>		

What if I receive an error that my code “is not valid” for certain entries in Workday?

If an error pops up while trying to code to a project there may be a restriction based on your default cost center. Please send details to WilliamsWay2Answers@Williams.com to review.

Do I need to ‘submit’ each time I make entries to my timesheet? Do I submit my timesheet every week?

When you add or edit entries on the time sheet and click OK, your entries are automatically **saved**. You only need to click Submit once ready to send to your manager for approval/to payroll for processing for that pay period. The first time you click Submit, you will see a review screen before clicking submit again to complete the process. *Note: If you make any updates to your time or add or change an absence request, you will need to re-submit for approval.*

When is my time due?

Timesheets are due by 11:59 p.m. CT the Wednesday after each payday. You should enter and submit your timesheets in enough time for your manager to approve by the deadline. During payroll processing (from the Thursday following pay day to the next Tuesday), submitted timesheets are locked for any edits such as absence requests, corrections or other changes.

Can I make corrections once a timesheet has been submitted?

There is a 90-day rolling cycle from the timesheet end date for any correction to absence or time entries, including project overrides. Remember, timesheets should *always* be reviewed to ensure accuracy of total number of hours submitted after any corrections are made.

How do I clock out for lunch?

If you are a non-exempt shift employee, you may need to clock out for lunch. If that is the case, you will have two entries for that day: in and out prior to lunch, and in and out after lunch. If you are a non-exempt, non-shift employee, simply enter your total hours worked.

How do I enter Call Out time?

For Hours, enter your *actual Call Out hours worked* so time can be accurately tracked. The system will display both your actual hours worked and your Call Out minimum time block of 3 hours; paid at time and a half.

- Non-regulated employee: To enter Call Out charged to your default cost center, simply select ‘Call Out’ as the Time Type. Enter your actual hours.
- Regulated employee: To associate Call Out time with a field activity, first select ‘Field Activity’ as the Time Type and then in the Details section select Call Out as the Time Type and add the Activity or Operating Unit as necessary. Enter your actual hours.

How do I enter Upgrade Pay?

Note that upgrade pay in Workday does not require duplicate entries.

- If you are a non-exempt non-shift employee, enter upgrade pay using the upgrade pay time type instead of hours worked.
- If you are a non-exempt shift employee, enter upgrade pay using the upgrade pay-clock hours time type instead of regular clock hours.
- If you are a variable shift employee, select the upgrade time type depending on whether you are working straight time or shift time.

How do I enter time if I'm on a variable shift schedule?

If working 'straight' 8-hr days – use the **Hours Worked** time type. If you are working a shift, be sure to enter the **Clock Hours** time type.

I am an exempt employee. Why do I see zero hours on my timesheet?

In Workday, there are no time default blocks on the timesheet for any employee time code group. That means an exempt employee does not need to enter any default or general time worked, only overrides (project time). If an exempt employee only has absence requests (no project overrides, per diem or any other time code entries) there is no need to make any direct entry on the timesheet via the Time application. Days with no entries will show a total of zero hours – an 8-hour work day is still assumed. Exempt employees who enter project/labor overrides do not need to account for time to equal 40 hours on their timesheet.

Do managers need to approve hours worked for exempt employees?

Exempt employees do not need to enter hours worked. They may need to enter project or labor overrides. However, this does not require manager approval. Corrections to previously processed time including changes/modifications to: absence requests, project or labor overrides, any exception time (overtime, callout), per diem, supplemental pay, etc. may require approval.

What if my manager doesn't approve my time by the due date?

Managers are expected to approve time entries prior to the time entry cutoff. However, if for some reason this does not occur, you will still receive payment as scheduled if you *submit* your time by the time entry cut off. *Note: Workday automatically sends reminders to managers to alert of employees who have time that may need to be entered, submitted or approved.*

I am an exempt employee. Why am I being notified to submit my time if it doesn't require approval?

As an exempt employee, you are not required to enter regular "hours worked." However, you are responsible for entering overrides (including Labor or Project hours), per diem (in the case of a temporary assignment), supplemental pay (in the case of off shore workers) and non-project overrides of OPU and FERC accounts. The notification you are receiving is a reminder to enter this type of time, if applicable.

ABSENCE

Do I have to enter my time off in Workday?

All employees are responsible for entering their absence requests and corrections using the Absence application in Workday. For step-by-step instructions on requesting time off, see the **Time Off Request** quick reference guide [here](#).

Do I have to request time off in advance?

Our continued expectation is that you submit time off requests in advance of taking the time. This allows your supervisor enough time for review and approval pending any staffing considerations. All absence requests should be made in the Absence module which will flow to the timesheet.

When you submit an absence request in Workday, your in-calendar leave balance immediately reflects this request and an action item to review/approve is immediately sent to your supervisor. The Workday system allows you to enter comments for your supervisor or simply for your own records when you submit your time off request or any corrections. Be sure to enter comments in the **Update Daily Quantity** comment box.

Why can't I enter an absence request for last week after time has been submitted?

During payroll processing (from the Thursday following pay day to the next Tuesday), submitted timesheets are locked for any edits such as absence requests, corrections or other changes.

Why can't I request a Saturday or Sunday off?

Weekend absence requests auto-populate to zero hours per day. To request PTO on weekend days, you will need to adjust the hours using the Edit Quantity Per Day step of the process. Once you have selected the day(s), click Request Absence, enter your absence Type (e.g. PTO), and hit Next, then Edit Quantity Per Day to change from 0 to as many hours as are in your typical day. Note that not all absence types may be taken in partial increments.

Can I enter time off for the full year in advance?

Workday allows you to enter time off requests for the year. You may also view your balance 'as of' any date. You can also view your teammates' upcoming approved time off, so you can adjust your request if necessary to support appropriate staffing levels.

How do I take a half day off?

You can adjust your absence request using the Edit Quantity Per Day step. Once you have selected the day(s), click Request Absence, enter your absence Type (e.g. PTO), and hit Next, then Edit Quantity Per Day to change from 8 to 4 (or half as many hours as are in your typical day).

For step by step instructions on requesting time off, see the **Time Off Request** quick reference guide [here](#).

Do I have to request Absence/PTO for sick time?

Our current practice is, and continued expectations are, that you submit any time off from work for approval. We do not differentiate 'sick time' separately from your PTO bank.

What if I must be out of the office unexpectedly and am not able to submit an absence request in advance?

Please inform your supervisor of the need to be out. You should then submit your request as soon as practical within Workday so that your leave balances are adjusted appropriately. You can also access the Absence application from the Workday Mobile application to submit such absence requests.

Note: Be aware of timesheet freeze periods due to payroll processing mentioned above.

Is there a timeframe for a manager to approve my absence request?

You should submit your Absence (time off) requests in a timely manner, typically no later than the deadline for timesheet approval which is the Wednesday following the current pay period. Managers will receive notifications to approve the request immediately upon submission and will receive reminders as the cutoff approaches.

If verbal approval for time off is given can I just enter the time in the timesheet or does the system require that the request and approval still be done in the system?

Absence requests should be submitted using the Absence application in Workday.

Will PTO approvals transfer to my Outlook calendar?

Workday currently does not integrate with Outlook calendar to reflect your absence approvals.

Can I make corrections or cancel my absence/time off?

Corrections or adjustments to time off should be made via the Absence module, not directly on the timesheet. Remember a 90-day rolling cycle from the timesheet close date applies. Follow the steps outlined in the **Correct or Cancel Absence** QRG posted [here](#).

When I remove or correct absence that I'm not taking, does it go to my manager for approval?

How you cancel or correct absence requests depends on whether your manager has approved the request yet. If already approved any cancellation or correction needs to be re-approved. For more information about canceling or correcting absences, follow the steps outlined in the **Correct or Cancel Absence** QRG posted [here](#).

What if a situation arises that requires a manager to change their approval of an employee's absence request – will they be able to reverse their previous approval?

If the absence request has already been approved, the employee should submit a correction as noted above.

What do I enter on my timesheet if I'm out on short-term disability (STD) or Family Medical Leave Act (FMLA)?

You should work with Cigna for approval for any medical-related leave. The Health & Group Benefits team will initiate leave as appropriate for you in Workday and make necessary adjustments to your absence entries, so no action is required on your part.

PROJECT OVERRIDES**In PeopleTime, I charged my time to multiple projects every week. Do I need to continue to do that in Workday?**

- Non-exempt shift employees will enter their clock hours first using the In/Out feature and then will enter project hours separately. Your time will be properly allocated each day to each project, while still calculating your shift hours accurately.
- Non-exempt, non-shift employees will enter hours worked and project hours which will also properly allocate hours to the various projects.
- Exempt employees will enter project hours directly to projects.

Do I have to enter/re-enter my project and non-project overrides in Workday?

Project override short lists did not automatically transfer to Workday. You need to search for each project (work order) the first time you want to enter time to that code. Search by entering a few characters of the code or name in the Time Type field.

After you enter a code once, you can use the Quick Add, Auto-fill from Prior Week or Set Defaults functionality in Workday. For tips on quicker time entry, see the **Time Entry Quick Tips** posted [here](#). For step by step instructions on how to enter time, see each of the [QRGs](#) by employee type.

On the Expense Project tab, is there a list of all the "activities" or numbers to choose from?

You should use the search feature to locate the appropriate activity. You can search by entering a few characters of the activity name or you can choose from the complete list of activities in the dropdown list. After you've entered this once in Workday, you can use features such as set project Defaults, Quick Add or Auto-fill from Prior Week to help you easily select these activities in the future.

What if I can't remember my project codes?

Your last timesheet in PeopleLink/PeopleTime is now available in a read-only format and includes the **Override Short List**. To access this, navigate to People Time, click Report Time and then view your Override Shortlist tab.

If I'm not working on project or field activity, how do I code time to my default cost center?

You do not need to specifically code time to your default accounting combination code. Exempt employees do not need to enter general hours worked. If you are non-exempt/non-shift you will simply enter hours worked. If you are a shift worker, you will enter clock hours. In both cases this time will automatically be charged to your default. Employees can view defaults from Worker Profile > Actions > Time and Leave > Default Accounting.

Will Transco and NWP Field Operation Technicians continue to record time to Field Activities?

You should continue to charge to field activities as a very important aspect of FERC compliance. The *activity* identifies whether you are performing an operating or maintenance task and your *OPU* identifies the asset you are working on. When charging to a Field Activity, operating unit is still required, but location and labor type is no longer required.

Will Transco and NWP O&M Exempt employees be able to override their default OPU and/or FERC Account?

This is considered a *non-project override*. The time entry code in Workday is Hours Worked (Override Default). You will select an Operating Unit (OPU) and/or activity on your timesheet which identifies the asset and drives the FERC account to which your time is charged. *Note: In PeopleTime, this was the 'GL' override type.*

OVERTIME

Do I need to add comments when working overtime?

There is a place for you to make comments when entering and submitting time should you wish to.

How do I enter overtime? How is it calculated in Workday? How is it applied to the projects I'm working on?

Workday automatically calculates overtime hours based on the time you enter – either hours worked for non-shift employees or clock hours for shift employees. Overtime is distributed across the projects you've worked on each week through an accounting process as it is today. You do not code overtime to specific projects in Workday.

If an absence request is entered after the timesheet closes and you also had overtime on the reporting period, will the timesheet be adjusted to pay the overtime as regular time?

If you enter absence after the timesheet closes and you also had overtime, the time will be adjusted in the period the correction is made and will be reflected as retroactive, regular pay.

FLEXIBLE WORK SCHEDULES

Does Workday accommodate flexible work schedules (e.g. 9/80, 4/10, etc.)?

Our practice to offer flexible work arrangements, once approved, does not change with Workday. If you are not currently on a flexible work schedule or it is not formalized in the system, you will be required in Workday to submit a request for an alternate schedule to your manager for discussion, review and approval. This is done through the **Create Request** business process. Follow the steps outlined in the **Adoption, Education Reimbursement & Flexible Work Request** QRG posted [here](#).

If you are on a 9/80 schedule, your schedule will be reflected on your Workday timesheet, and will be visible when you enter clock hours for shift time or request time away from work, as your Absence request will default accordingly. You can, of course, adjust the number of hours for each day off should you need only a half day out of the office.

How do I enter time or request time off for a 9/80 Friday?

The time entry week transitions to the next week at noon on Fridays. As such, non-exempt employees on 9/80 schedules need to enter Friday time in two segments: *before noon and after noon*. To request time off on a “working Friday,” non-exempt 9/80 employees need to use the Time application – not the Absence application.

Note: if you need to also enter overrides or project time on that Friday, you will need to go into the top section of your timesheet (the section that doesn’t have AM/PM hours to the left-hand side) to enter your capital project override by searching for the project code. Your day will look as though it has 16 (or more than 9) hours entered, but the totals in the top right corner should add up accurately. Review the **Non-Exempt 9/80 Fridays** QRG posted [here](#) for step by step instructions on the process.

Exempt employees on a 9/80 schedule do not need to enter time worked on their timesheets. Absence requests should still be entered as usual via the Absence application.

How do I know if I am on a 9/80 schedule?

Non-Exempt 9/80 schedules are visible on the Time application timesheet – Fridays off display in darker gray.

What if my 9/80 schedule is incorrect in Workday?

If you believe your 9/80 is incorrect in the system, your manager will need to adjust it using the **Assign Work Schedule** process in Workday. For additional information on completing this process, follow the steps outlined in the **Assign Work Schedule** QRG posted [here](#). Note: 9/80 schedule 1 refers to the first Friday in the pay period off, 9/80 schedule 2 refers to the second Friday in a pay period off.

PER DIEM**Do I need to enter per diem in Workday?**

Per diem must be entered in Workday as a time entry code application as of Oct. 1, 2018. All per diem expenses incurred through Sept. 30, 2018, should be entered in Concur no later than Oct. 31, 2018. For instructions on how to enter Per Diem in Workday, follow the steps outlined in the **Per Diem** QRG posted [here](#). Note: This applies to employees on temporary assignment.

VOLUNTEER TIME**We have been asked to track volunteer hours – should I do this in Workday?**

The process for recording volunteer hours has not changed with Workday. You will still log those hours using the Volunteer Network CyberGrants application as the system of record. If you have been asked to account for your time away from work on your timesheet, you should select the Community Service time entry code. Community service is not a time type entered on the time sheet, rather it is an absence code which should be entered via the Absence application. It is used to account for time away from work for community service and it will flow to the time sheet.

VEHICLE ALLOWANCE CREDIT

How do I claim credit if I do not use my company-assigned vehicle to commute?

An employee with ***non-worked*** time is eligible for a company auto credit. Worked days, regardless of location or activity will be assumed 'commuting.' You will automatically receive credit for days you are on approved time off (e.g., PTO, STD, etc.). Workday does not allow for requesting credit for other days you do not use your company vehicle to commute to work. *Note: In Workday, 1 credit = 1 full day.*