



Your way to people success

Lancement de la version 2023 R2 de Workday
Absences et Suivi du temps

2023

Cette présentation peut contenir des déclarations prospectives pour lesquelles il existe des risques, des incertitudes et des hypothèses. Si les risques se matérialisent ou si les hypothèses se révèlent incorrectes, les résultats commerciaux de Workday pourraient différer des résultats sous-entendus dans cette présentation.

Tous les services, fonctionnalités ou améliorations non publiés qui ne sont pas actuellement disponibles sont susceptibles d'être modifiés à la discrétion de Workday.

Absence

1. Demandes d'intervention du personnel fédéral des US
2. Détection des modifications rétroactives des soldes de temps libre
3. Absence – Améliorations diverses
4. Nouvelle expérience du calendrier des absences sur ordinateur et mobile
5. Table d'absences basées sur les postes
6. Vente de temps libre

Suivi du temps

1. Empêcher l'enregistrement avant l'heure prévue
2. Accumulateur de temps
3. Accueil de l'administrateur du temps
4. Planification prédictive
5. Modifier et approuver le temps par période
6. Gestion des périodes

NOUVELLE VERSION WORKDAY 2023 R2

Absence et Suivi du temps



1. Demandes d'intervention du personnel fédéral des US

Description de la fonctionnalité

Workday permet aux agences fédérales américaines de mettre en place des Personnel Action Requests (PAR) et de préparer la notification d'action de personnel SF 50. Vous pouvez configurer les PAR pour gérer vos besoins spécifiques en fonction des directives de l'Office of Personnel Management (OPM). Vous pouvez également configurer les rôles qui doivent approuver et certifier le PAR, et permettre aux utilisateurs de remplir un PAR dans le cadre de certains processus de gestion. Lorsque vous traitez un PAR, Workday intègre par défaut les données relatives aux travailleurs et aux postes. Vous augmentez ainsi votre productivité en supprimant les tâches manuelles et en consolidant votre processus PAR dans un seul système numérique.

Informations Supplémentaires

Vous pouvez également configurer des variables pour les étapes du PAR en ajoutant des parenthèses autour du texte. Une fois configuré, lorsqu'un utilisateur sélectionne un élément dont les paramètres sont configurés dans le processus de gestion, il peut ajouter une variable à la valeur entre crochets.



To Do :

Configurer les demandes de mesures administratives à l'aide du rapport Personnel Action Request Setup ainsi que les tâches de maintenance. Configurez le processus de gestion Personnel Action Request. Ajoutez le processus de gestion Personnel Action Request en tant que sous-processus dans les processus de gestion concernés.



Zoom sur - 1.2 Demandes d'intervention du personnel fédéral des US

En tant que manager:

The screenshot displays the HR Path interface for a manager. The profile of Angelina Little, Management and Program Analyst, is shown. The 'Start Job Change' section is highlighted, with the 'Promotion' button circled in red and marked with a notification badge. Other options include Transfer, Manager Change, and Location Change. The left sidebar contains navigation options: Summary, Overview, Job, Contact, Personal, Compensation, Performance, Career, and Time Off. The top navigation includes a search bar, a stop in timer (9:06), and user profile information for Peter Shepley.

Angelina Little
Management and Program Analyst

Start Job Change

- Transfer
- Manager Change
- Location Change
- Promotion** (1 notification)

Job History

Skills

Job Details

Employee ID	27283
Supervisory Organization	Department of Education >> Acquisitions Directorate
Position	11000 Management and Program Analyst



Zoom sur - 1.3 Demandes d'intervention du personnel fédéral des US

Start

Start Details

When do you want this change to take effect? *

07/01/2023  2

Why are you making this change? *

Promotion

Who will be the manager after this change?

Which team will this person be on after this change?

Start

Start Details

When do you want this change to take effect? *

07/01/2023 added 

Why are you making this change? *

Promotion added

Who will be the manager after this change?

Peter Shepley

Which team will this person be on after this change?

Acquisitions Directorate

Job

Position

Position  

P-12091 Management and Program Analyst-4 3

Do you want to create a new position?



Zoom sur - 1.4 Demandes d'intervention du personnel fédéral des US

Up Next to Angelina's Manager's Manager:

You have submitted 4

Up Next: Chuck Cobb | Approval by Manager's Manager

[View Details](#)

And then, the HR Specialist to review, edit or add any details required:

All Items 1 item

Search: All Items

[Advanced Search](#)

Promotion: Angelina Little 06/26/2023 ☆

Due: 07/03/2023

Effective: 07/01/2023

Not applicable

Job Classifications
A - Administrative (Position Occupational Category)

Management Level
11 Individual Contributor

Company Insider Types
(empty)

Employment System
Competitive Service

Appointment Type
CAREER-CONDITIONAL (COMPETITIVE SERVICE PERMANENT)

Employee Tenure
Conditional

Annuitant Indicator
1 - Reemployed CSRS annuitant

Workers' Compensation Code from Job Profile
(empty)

Workers' Compensation Code Override
(empty)

End Employment Date
(empty)

Assignment Type
(empty)

Expected Assignment End Date
(empty)

ApproveSend BackAdd Approvers⋮



Zoom sur - 1.5 Demandes d'intervention du personnel fédéral des US

Personnel Action Request Angelina Little

For processing Personnel Action Request, refer to the [Guide to Processing Personnel Actions](#) for further instructions on coding for Nature of Actions, Legal Authorities and Remarks.

Personnel Action Requested Promotion

Part B - For Preparation of Form SF 50

- 1. Name LITTLE, ANGELINA GRACE
- 2. Social Security Number 459-40-9029
- 3. Date of Birth 05/15/1983
- 4. Effective Date 07/01/2023

First Action

5-A and 5-B: Nature of Action *

5-C and 5-D: Legal Authority

5-E and 5-F: Legal Authority

Second Action

6-A and 6-B: Nature of Action

6-C and 6-D: Legal Authority

6-E and 6-F: Legal Authority

Agency Data

Agency Use

Agency Data 1

Agency Data 2

Agency Data 3

Agency Data 4

Agency Data 5

Agency Data

- 40. Agency Data 1 (empty)
- 41. Agency Data 2 (empty)
- 42. Agency Data 3 (empty)
- 43. Agency Data 4 (empty)
- 44. Agency Data 5 (empty)

Form SF 50 Approval Details

46. Employing Department or Agency	Federal Student Aid
47. Agency Code	FSA
48. Personnel Office Identifier	1307 - POI - Department of Education, Federal Student Aid
49. Approval Date	(empty)
50. Signature/Authentication and Title of Approving Official	Chuck Cobb, Director of Administration

enter your comment



Submit Save for Later Cancel



Zoom sur - 1.6 Demandes d'intervention du personnel fédéral des US

Related Events

3 items

Business Process	Status
Promotion: Angelina Little	In Progress
Assign Organizations: Angelina Little	In Progress
Compensation Change: Angelina Little - P-12091 Management and Program Analyst-4	In Progress

Correct	Cancel
<input type="button" value="Correct"/>	<input type="button" value="Cancel"/>
<input type="button" value="Correct"/>	

All Items 1 item

Q Search: All Items

[Advanced Search](#)

Personnel Action Request for Promotion: Angelina Little 06/26/2023 ☆

Effective: 07/09/2023

5-A and 5-B: Nature of Action Preview 703 - PROMOTION NOT-TO-EXCEED03/31/2024

6-C and 6-D: Legal Authority

6-E and 6-F: Legal Authority

5-C and 5-D: Legal Authority *

5-E and 5-F: Legal Authority

Agency Data

Agency Use

Agency Data 1

Agency Data 2

Agency Data 3

Agency Data 4

Agency Data 5

Part F - Remarks for Form SF 50

1 item

Remark	Remark Details
<input type="button" value="X"/> K12 - SELECTED FROM (CITE THE NUMBER OF THE AGENCY'S MERIT PROMOTION CERTIFICATE OR LIST OF ELIGIBLES), DATED (DATE)	K12 - SELECTED FROM 78906, DATED 06/26/2023 <input type="button" value="Enter Values"/>

> Related Events



Personnel Action Request Setup



- Nature of Actions
- Legal Authorities
- Remarks
- Mass Actions

Maintain Nature of Actions

Configure the Nature of Actions for Standard Form 50 based on the Office of Personnel Management (OPM) guidelines. You can't edit a Nature of Action once you use it. To modify an active Nature of Action, inactivate it and create a replacement.

Viewing:

Click here to sort

Nature of Action Codes								
		10 items						
	Nature of Action	*Code	*Explanation	Configure Parameters	Don't Require Legal Authority and Remark	Inactive	In Use	
+	Returns to Duty From Nonpay Status							
100 series								
	200 series							
-	108	138 - TERM APPOINTMENT			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	101	CAREER APPOINTMENT			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	107	EMERGENCY APPOINTMENT			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	115	APPOINTMENT NOT TO EXCEED (DATE)		Configure Parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	120	OVERSEAS LIMITED APPOINTMENT			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	122	DIVERSEAS LIMITED APPOINTMENT NOT-TO-EXCEED(DATE)		Configure Parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	124	APPOINTMENT STATUS QUD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	130	TRANSFER			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	132	MASS TRANSFER			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	140	RENSTATEMENT-CAREER			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
300 series								
Separations								
300 series								
Placements in Nonpay and/or Nonduty Status								
400 series								
Conversions to Appointment								
500 series								
(Reserved for Office of Personnel Management Use)								
600 series								
Position Changes, Extensions, and Miscellaneous Changes								
700 series								
Pay Changes and Miscellaneous Changes								
800 series								
(Reserved for Use by Agencies)								
900 series								



Description de la fonctionnalité

Workday détecte automatiquement toute modification retroactive ayant un impact sur le solde de congés d'un employé. Cela vous permet de maintenir des soldes précis et à jour et de réduire les interventions manuelles.

Informations supplémentaires

Nous supprimons également la case à cocher "Enable Persisted Accruals", car Workday utilise désormais automatiquement les régularisations persistantes dans le moteur de calcul.



2. Zoom sur - Détection rétroactive des modifications des soldes de repos compensateur

To Do :

1. Changements d'emploi
2. Changements organisationnels
3. Modifications de la configuration du plan de repos, de l'accumulation, du repos et des calculs qui en découlent
4. Tout changement prédéterminé ayant un impact sur le calcul du solde de temps libre d'un travailleur

Time Off

Edit Time Off Type

Disable Absence Calendar Balance Totals

Disable Absence Worklet Balances

Maximum Days Allowed for Time Off Requests

Number of Months

Remove Absence Setup Component 12-Month Effective Date Limit

Enable Quantity per Occurrence on Absence Table Tiers

Months to Process

Opt Out of Performance Optimization

Task :

"Opt Out of Performance Optimization" (case à cocher dans la section Time Off de la tâche "Edit Tenant Setup – HCM")



3 . Absence Administrator Home

Description de la fonctionnalité

Avec cette version, nous ajoutons le worklet Absence Administrator Home (sécurisé dans le domain Set up: Time Off) pour permettre aux administrateurs des absences d'accéder aux objets principaux et fréquemment utilisés de la gestion des absences. Vous pouvez créer de nouveaux objets de gestion des absences et visualiser les objets existants et leurs associations. Les clients disposant d'un accès communautaire peuvent accéder directement à la feuille de route de la gestion des absences, à la section Absence du guide de l'administrateur et à la page Absence Management.

Informations Supplémentaires

La sécurité de votre profil régit l'accès aux différentes cartes et aux tâches qu'elles contiennent. Vous ne pouvez consulter que les fiches dont les tâches sont accessibles. Si vous ne voyez pas une carte spécifique, vous devez activer l'accès pour voir ou modifier les tâches de cette carte. De même, si une carte contient plusieurs tâches et que votre sécurité ne vous permet d'en afficher ou d'en modifier qu'une seule, vous n'avez accès qu'à cette tâche; les autres tâches de cette carte restent inaccessibles.

La carte Ressources comprend un lien vers le portail communautaire. L'accès au portail est distinct de l'accès à votre système Workday.



Zoom sur - 3.1 Absence Administrator Home

To Do :

Connectez-vous à Workday en tant qu'administrateur (ou en tant qu'utilisateur ayant accès au domaine Set Up: Time Off) pour ajouter l'application Absence Admin

Que se passe-t-il si je ne fais rien ? :

Si vous n'activez pas ce worklet, vous devrez continuer à taper et à chercher pour accéder aux tâches et fonctions fréquentes liées à l'absence



Zoom sur - 3.2 Absence Administrator Home

Rechercher l'application Absence Admin et l'ajouter au menu, afin de pouvoir y accéder à partir de l'écran de menu.

The screenshot shows the HR Path interface. On the left, a modal window titled "Add Apps" is open. It has a search bar containing "absence admin" and a list of results. The first result is "Time and Absence Admin" and the second is "Abse..." (Absence Admin), which is highlighted with a red box and has a blue checkmark and "Added to Menu" text next to it. The main dashboard in the background is dimmed and shows a search bar with "edit tenant setup hcm", a date "It's Friday, August 11, 2023", and a "Quick Tasks" section with buttons for "View Printable Employee Review", "Find Jobs", and "Total Rewards".



Zoom sur - 3.3 Absence Administrator Home

← Absence Administrator Home

-
-
-
-
-
-

Time Off Plan Core

REQUIRED
Time Off Plan
 Defines rules for entering and tracking one or more related Time Offs and optionally accruing balances if

REQUIRED
Period Schedule
 Period Schedules define accrual frequency for plans that track balances and worker eligibility for Time Off

Eligibility Calculations
 Eligibility rules specify the conditions that workers must meet for a period to take Time Off

Time Off Setup Components

Accruals
 Defines the quantity and timing of accruals that add to the Time Off Plan Balance.

Time Off
 Defines the rules and validations for how much time workers can request and when they can request it.

Leave of Absence Core

Leave Type
 Defines the rules that apply to specific types of Leave.

Leave of Absence Rule
 Sets condition rules that define eligibility and validations for Leave Types.

Schedules and Calendars

Calendar Rules
 The Holiday and Work Schedule Calendar Rules define how Holiday and Work Schedule Calendars apply to

Work Schedule Calendars
 Work Schedule Calendars define the weekly schedule, including the start and end of each week and day for the

Holiday Calendars
 Holiday Calendars identify holidays for different workforce groups.

Analysis

Evaluate Absence Eligibility
 Use the Evaluate Absence Eligibility tool to test an Absence Calculation and determine why a worker is

Evaluate Absence Calculation
 Use the Evaluate Absence Calculation tool to test an Accrual Calculation and determine why the calculation

Resources

Help Documents
 View the Absence section of the Admin Guide.

Community
 View the Absence Management page on Workday Community.

Roadmap
 View the Absence Roadmap page on Workday Community.





Zoom sur - 3.4 Absence Administrator Home

← Absence Administrator Home

Time Off Plan Core

REQUIRED
Time Off Plan
Defines rules for entering and tracking one or more related Time Offs and optionally accruing balances if

REQUIRED
Period Schedule
Period Schedules define accrual frequency for plans that track balances and worker eligibility for Time Off

Eligibility Calculations
Eligibility rules specify the conditions that workers must meet for a period to take Time Off

Time Off Plan Summary

As Of: 08/11/2023

OK Cancel



Zoom sur - 3.5 Absence Administrator Home

Time Off Plan Summary



Create

Defines rules for entering and tracking one or more related Time Offs and optionally accruing balances if the plan tracks a balance.

3

156 items



Time Off Plan	Current Snapshot	Period Schedule	Balance Period	Accruals	Time Offs	Eligibility Calculations
Absence Table Tier 1 Plan (Days)	Initial Snapshot	Monthly	YTD - Current Calendar Year (based on Period Start Date)	Absence Table Tier 1 Plan (Days)	Tier 1 (Days) Time Off	
Absence Table Tier 1 Plan (Hours)	Initial Snapshot	Monthly	YTD - Current Calendar Year (based on Period Start Date)	Absence Table Tier 1 Plan (Hours) Accrual	Tier 1 (Hours) Time Off	
Absence Table Tier 2 Plan (Days)	Initial Snapshot	Monthly	YTD - Current Calendar Year (based on Period Start Date)	Absence Table Tier 2 Plan (Days) Accrual	Tier 2 (Days) Time Off	
Absence Table Tier 2 Plan (Hours)	Initial Snapshot	Monthly	YTD - Current Calendar Year (based on Period Start Date)	Absence Table Tier 2 Plan (Hours) Accrual	Tier 2 (Hours) Time Off	
Accrual Variations - Time Off Plan	01/01/2018	Semi-monthly	YTD - Current Calendar Year (based on Period End Date)	Custom Frequency Accrual Hire date and Annually Accrual Lookup Table Accrual Scheduling Accrual	Accrual Variations - Time Off	
Accrue as You Go Plan - With Limit	01/01/2020	Absence Semi-Monthly	YTD - Current Calendar Year (based on Period End Date)	Accrue as You Go	Accrue as You Go Accrual - Time Off	
Accrue from Payroll Hours - Time Off Plan	01/01/2018	Monthly	YTD - Current Calendar Year (based on Period End Date)	Accrue from Payroll Hours - Accrual	Accrue from Payroll Hours - Time Off	



Zoom sur - 3.6 Absence Administrator Home

The screenshot shows the 'Absence Administrator Home' interface. A modal dialog titled 'Absence Eligibility Calculation Administrator View' is open in the center. The dialog has a close button (X) in the top right corner. Below the title, there is an 'As Of' field containing the date '08/11/2023' and a calendar icon. At the bottom of the dialog are two buttons: 'OK' (highlighted in orange) and 'Cancel'. A red circle with the number '2' is placed over the 'OK' button. In the background, the 'Absence Administrator Home' page is visible. The 'Eligibility Calculations' section is highlighted with a red box, and a red circle with the number '1' is placed next to it. The 'Eligibility Calculations' section contains the text: 'Eligibility rules specify the conditions that workers must meet for a period to take Time Off'. Other sections visible include 'Time Off Plan Core' and 'Accrual'.



Zoom sur - 3.7 Absence Administrator Home

Absence Eligibility Calculation Administrator View



Eligibility rules specify the conditions that workers must meet for a period to take Time Off

3

65 items



Calculation	Time Off Plans for Eligibility Calculation	Absence Accruals for Eligibility Calculation	Time Offs for Eligibility Calculation
Continuous Service >= 1 month		FRA Annual Paid Leave Accrual	
Continuous Service >= 6 months	NZL Sick Leave		
Country = United States	USA Intermittent FMLA		
Country Location is Australia	AUS Annual Leave (Hours) AUS Family and Domestic Violence (Paid) AUS Jury Duty (Hours) AUS Paid Personal Leave (Hours) AUS Unpaid Annual Leave		
Full-Time Employees	CAN Sick Time		
In Salaried Compensation Plan	SWE Vacation Plan		
Instance Set Comparison Calculation TT-Employee-WATS Unique Name - 89260 - 2023 07 05 13 55 07 782 -0700	Time Off Plan-919736156		
NLD Business Site Country (As of Period End Date OR Terminated Mid Period)	NLD Statutory Holiday		



4 . Absence – Améliorations diverses

Description de la fonctionnalité

Un nouveau calcul de la Valeur de l'instance Nombre moyen de jours de travail hebdomadaire pour les travailleurs permet de calculer le nombre moyen de jours de travail pour les travailleurs.



Zoom sur - 4.1 Absence – Améliorations diverses

Champs de rapport:

- Days Between Child's Birth Date
- Days Between Child's Adoption Placement Date

Autre :

Nouveau IVC :

- Average Number of Weekly Working Days



5 . Tables d'absences basées sur les postes

Description de la fonctionnalité

Workday vous permet de configurer des tables d'absences basées sur les postes qui peuvent inclure des plans de congés basés sur les postes et des plans de congés basés sur les postes et des plans de congés basés sur les travailleurs qui requièrent un poste dans la demande. Lorsqu'ils demandent des congés dans le cadre de tableaux d'absences basés sur les postes, les travailleurs doivent indiquer le poste dont ils seront absents. Tout comme pour les tables d'absence basées sur les travailleurs, pour les tables basées sur les postes, Workday sélectionne automatiquement le temps libre approprié pour chaque unité d'absence, mais prend également en compte le poste lors de l'évaluation du solde disponible à chaque niveau de la demande. Ainsi, les administrateurs n'ont plus à modifier manuellement les taux de rémunération et les responsables peuvent plus facilement approuver les demandes de tableaux d'absences des travailleurs, puisqu'ils savent de quel poste ces derniers seront absents.



Zoom sur - 5.1 Tables d'absences basées sur les postes

All Absence Tables ☰

28 items



Absence Table	Re-Evaluation	Require Position on Time Off Request	Comment	Entry Option	Data Entry Validation Details								Reasons
					Data Entry Validation	Time Off Entries to Include	Time Off Validation Set	Validation Value	Entry Not Allowed	Allow Override for Entry On Behalf Of Worker	Custom Text	Displays Custom Text First	
FRA Commuting Accident Absence	Yes	↑ Sort Ascending ↓ Sort Descending Filter Condition * is Value * <input type="text" value="Yes"/>		through Time Off Only									
FRA Occupational Sickness	Yes			through Time Off Only									
FRA Sickness Absence	Yes	No		Enter through Time Off Only									
FRA Work Accident Absence	Yes	No		Enter through Time Off Only									

Zoom sur - 5.2 Tables d'absences basées sur les postes

All Absence Tables ☰

3 of 28 items

Absence Table	Re-Evaluation	Require Position on Time Off Request	Comment
Sickness ☰			

Actions

- Absence Table ☰
- Audits >
- Favorite >
- Integration IDs >
- Reporting >
- Translation >

Absence Table

Edit **kness** ☰

Name

Enable Reevaluation ☰

Require Position on Time Off Request ☰

Comment

Edit Absence Table Sickness ☰

Name *

Enable Reevaluation ☰

Require Position on Time Off Request ☰

Comment

Absence Table Tiers Details Validations Reasons

Absence Table Tiers 3 items

	*Priority	*Absence Tier Plan	*Time Off	Quantity per Occurrence ☰
+	1	× Full Pay Sickness Time Off Plan ☰	× Full Pay Sickness Time Off ☰	<input type="text"/>
-	2	× Half Pay Sickness Time Off Plan ☰	× Half Pay Sickness Time Off ☰	<input type="text"/>
-	3	× Unpaid Sickness Time Off Plan ☰	× Unpaid Sickness Time Off ☰	<input type="text"/>





6 . Vendre du temps libre

Description de la fonctionnalité

Avec cette version, Workday nous offre la possibilité de configurer les congés pour la vente afin que les employés puissent vendre leurs congés dans le cadre de la configuration définie. Cela permet aux travailleurs de gérer leur solde de congés et d'être payés lorsqu'ils vendent leurs congés. Workday ajuste automatiquement le solde des congés des travailleurs lorsqu'ils sont vendus, ce qui vous permet d'économiser du temps et des efforts.



Zoom sur - 6.1 Vendre du temps libre

To Do :

1. Configurer les congés pour la vente de congés.
2. Affecter les groupes de sécurité appropriés à l'action initiatrice de la politique de sécurité du Processus de Gestion Sell Time Off afin que les employés puissent accéder à la tâche Sell Time Off.
3. Créer une définition par défaut pour le processus de gestion Sell Time Off.
4. Configurer le worklet Time Off ou Absence pour inclure la tâche Sell Time Off (si vous souhaitez que la tâche apparaisse dans le worklet pour le travailleur).
5. Configurer le profil du travailleurs – temps de travail pour inclure l'onglet Time Off Sold (si vous souhaitez que cet onglet soit affiché aux travailleurs).

Que se passe-t-il si je ne fais rien :

1. Les employés ne peuvent pas accéder à la tâche Sell Time Off si les groupes de sécurité appropriés ne sont pas affectés à l'action initiatrice de la politique de sécurité du processus de gestion Sell Time Off.
2. L'événement Sell Time Off ne s'achèvera pas si une définition par défaut du processus de gestion Sell Time Off n'est pas créée.
3. Les employés ne peuvent pas sélectionner les heures chômées à vendre dans la tâche Sell Time Off si une ou plusieurs heures chômées ne sont pas configurées pour la vente.
4. Si la tâche Sell Time Off n'est pas ajoutée au Worklet Time Off ou Absence, les employés peuvent toujours accéder à la tâche par le biais de la recherche, des actions connexes sur le profil de l'employé, du bouton Sell Time Off sur l'onglet Balances (ou Soldes) du profil de l'employé – Section Time Off, et du menu déroulant Actions dans la nouvelle expérience du calendrier des absences.



Zoom sur - 6.2 Vendre du temps libre

Edit Time Off

Personal Time Off - Sell

Name

Code

Require Position on Time Off Request

Category

Time Off Type

Allow to Sell Time Off

Hide From Time Tracking

Picked up by Payroll Interface one Period in Arrears

Visible for Team Absence

Comments

Details | Validations | Time Off Plan Overrides | Reasons | Worktags | Sell Options | Usage

Priority

Adjustments Allowed

Time Calculation Tag

Entry Options



Zoom sur - 6.3 Vendre du temps libre

Edit Time Off Personal Time Off - Sell

Name * Personal Time Off - Sell

Code * PTOS

Require Position on Time Off Request

Category
Absence
Payroll

Time Off Type * Personal Time Off

Allow to Sell Time Off

Hide From Time Tracking

Picked up by Payroll interface one Period in Arrears

Visible for Team Absence

Comments

Details Validations Time Off Plan Overrides Reasons Worktags **Sell Options** Usage

Available to Sell During * Fixed Period
 Anytime

Sell Schedule * Sell Schedule 1

Maximum Limit to Sell 40

Maximum Limit Applies to * Period in which balance is updated
 Balance Period

Sell Increments 4

Edit Schedule for Selling Time Off Sell Schedule 1

Schedule Name * Sell Schedule 1

Selling Schedule 2 items

	*Start Date	*End Date	*Update Balance On
+	06/26/2023	06/30/2023	07/03/2023
-	12/15/2023	12/31/2023	01/01/2024

Usage 1 item

Linked Time Offs
Personal Time Off - Sell



Zoom sur - 6.4 Vendre du temps libre

Name * Personal Time Off - Sell

Code * PTOS

Require Position on Time Off Request

Category Absence
Payroll

Time Off Type * X Personal Time Off ...

Allow to Sell Time Off

Hide From Time Tracking

Picked up by Payroll Interface one Period in Arrears

Visible for Team Absence

Comments

Details Validations **Time Off Plan Overrides** Reasons Worktags Sell Options Usage

Instructions entered on this tab override instructions defined for the time off plan.

Worker Eligibility Override

0 items

Order	*Worker Eligibility

Lower Limit Override

Value X 24 ...

Based On X Personal Time Off ...

Time Off Plan Balance Period YTD - Current Calendar Year (based on Period End Date)



Zoom sur - 6.5 Vendre du temps libre



Gina Brown
Facilities Administrator

Actions

Phone Email Team

- Summary
- Job
- Contact
- Personal
- Compensation
- Benefits
- Pay
- Performance
- Career
- Feedback
- Time Off
- Company Property

Time Off Balance
Time Off and Leave Requests
Leave Balance

Sell Time Off
1

Balances Tracked in Hours 4 items 🔍 ⚙️ 📄 📱 🗨️

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	06/16/2023 - 06/30/2023 (Semi-monthly)
Personal Time Off	Hours	24	72	40	50	6	0	0	56	56	06/16/2023 - 06/30/2023 (Semi-monthly)
Sick Time	Hours	0	80	0	80	0	0	0	80	80	06/26/2023 - 07/09/2023 (Bi-weekly (Mon-Sun))
Vacation	Hours	80	51.2	0	131.2	0	0	0	131.2	131.2	06/26/2023 - 07/09/2023 (Bi-weekly (Mon-Sun))
									Total:	283.2	283.2



Zoom sur - 6.6 Vendre du temps libre

Sell Time Off

Type of Time Off *

Hours * 2

Note You're eligible to sell time off up to 36 hours in increments of 4.





Gina Brown
Facilities Administrator

Time Off Balance Time Off and Leave Requests Leave Balance **Time Off Sold** 3

Time Off Sold 1 item

Type	Quantity	Unit of Time	Sold on	Balance Updated on	Status
Personal Time Off	36	Hours	06/28/2023	07/03/2023	Successfully Completed



Zoom sur - 6.7 Vendre du temps libre

En tant qu'administrateur

Maintain Accrual and Time Off Adjustments/Overrides

Worker Gina Brown

Adjustments Overrides Automated Adjustments Sell Time Off Adjustments

Adjustments 1 item

	*Select Accrual/Time Off	Units	Unit of Time	*Period	*Reference Date	Position	Worktags	Batch ID
	<input type="text"/>	0		<input type="text"/>				<input type="text"/>

Maintain Custom Labels

User Language English (United States)

Term Context Absence Management

6 of 16 items

Default Value	Description	English Custom Label Family	Override Value	Preserve Case	Disabled
sell	Singular	sell time off	<input type="text" value="encash"/>	<input type="checkbox"/>	<input type="checkbox"/>
selling	Singular	sell time off	<input type="text" value="cashing out"/>	<input type="checkbox"/>	<input type="checkbox"/>
sell time off	Singular	sell time off	<input type="text" value="encash vacation"/>	<input type="checkbox"/>	<input type="checkbox"/>
sold	Singular	sell time off	<input type="text" value="encashed"/>	<input type="checkbox"/>	<input type="checkbox"/>
time off	Singular	sell time off	<input type="text" value="vacation"/>	<input type="checkbox"/>	<input type="checkbox"/>
time off sold	Singular	sell time off	<input type="text" value="vacation cashed out"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE WORKDAY 2023 R2

Suivi du Temps



1. Empêcher l'enregistrement avant l'heure prévue

Description de la fonctionnalité

Workday vous offre désormais la possibilité d'empêcher les travailleurs de se présenter avant l'heure prévue pour le début de leur poste. La prévention de l'enregistrement fonctionne sur les plateformes Web et mobiles. Vous réduisez ainsi vos coûts de main-d'œuvre et vos risques de responsabilité.



Zoom sur – 1.1 Empêcher l'enregistrement avant l'heure prévue

To Do :

Dans le modèle de saisie des temps, activez la restriction d'enregistrement et définissez le seuil à partir duquel les travailleurs peuvent s'enregistrer avant le début de leur service.

View Time Entry Template USA-CA - In/Out - Shift

Name USA-CA - In/Out - Shift

Default Time Entry Code **Worked Time** Overtime Request Code **Overtime**

Enable Workday Scheduling **No** Inactive No

Comment For CALIFORNIA In/Out time reporters with a "Shift": special Worktag used for "Waived Meal/Break". Uses Meal Length Rule 60 min Attestation. End of Shift Attestation with Meal Break Rule Set 60 min for 1-10 hour shift. Warn Worker on Consecutive Check-Ins. Enabled Time Off in Time Calculations for Evening Shift Premium workers. Excuse Tardy 15 minutes or Less Time Calculation Condition.

Time Entry Calendar Business Process Totals Time Shift Projects Attestations Location Settings Eligibility



Time Entry Restrictions

Require Comments on Time Entry Changes

Require Comments for Changes Older Than (Up To 3 Days) 0

Restrict Check-In Before Scheduled Start Time **Yes**

Threshold Before Restricting Check-In (Minutes) **15**



Zoom sur – 1.2 Empêcher l'enregistrement avant l'heure prévue

Message d'erreur pour un travailleur à poste unique

The screenshot displays the HR Path application interface. At the top, there is a navigation bar with a 'MENU' icon, a search bar containing 'check i', and notification icons for a bell (1) and an envelope (2). The main content area features a dark blue background with a grid pattern. A white error message box is centered on the screen, titled 'Check In'. The message text reads: 'Check in during your scheduled shift. You can't check in more than 15 minutes before your shift or after it's over.' The error box includes a 'Download PDF' button and icons for PDF, XLS, and a close button (X). In the top right corner of the application, a red box highlights a notification that says '1 Error'. The date 'August 3, 2023' is visible in the bottom right corner of the interface.



Zoom sur – 1.3 Empêcher l'enregistrement avant l'heure prévue

Message d'erreur pour les travailleurs occupant plusieurs postes :

Check In [Close]

You are checking in. Please enter your work details.

Worker * Emp1-Jack Son 335005678

Date * 08/03/2023

Time * 03:15 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type * [X] Worked Time

Position P-12694 Food Server (+)

Details

Cost Center

OK Cancel



Check In [More Actions] [Close]

You have successfully checked in at 08/03/2023 3:15 AM.

Done



Zoom sur – 1.4 Empêcher l'enregistrement avant l'heure prévue

En testant le deuxième poste :

Check In Close

You are checking in. Please enter your work details.

Worker * Emp1-Jack Son 335005678

Date * 08/03/2023

Time * 03:15 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type *

Position

Details

Cost Center

OK



Check In Close

Errors and Alerts Found

Error -
Check in during your scheduled shift. For position P-12690 Programmer Analyst, you can't check in more than 15 minutes before your shift or after it's over. You also can't check in if you're not scheduled for this position.

You are checking in. Please enter your work details.

Worker * Emp1-Jack Son 335005678

Date * 08/03/2023

Time * 03:15 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type *

Position

OK



2. Accumulator de Temps

Description de la fonctionnalité

Avec cette version, nous continuons à améliorer le cadre de l'accumulateur de temps et les capacités de reporting, vous aidant à minimiser le risque que les travailleurs dépassent vos limites d'heures de travail. Nous avons la possibilité de configurer des paramètres d'opt-out et d'opt-in pour les règles de seuil de l'accumulateur de temps. Nous avons également ajouté la possibilité de permettre aux travailleurs de se retirer des règles de seuil de l'accumulateur de temps pour les restrictions de temps de travail ou d'heures supplémentaires (tels que les directives sur le temps de travail), et de s'y réinscrire si nécessaire.



Zoom sur – 2.1 Accumulator de Temps

To Do :

- Configurez vos règles de seuil d'accumulation de temps pour permettre aux travailleurs de ne pas y participer.
- Mettez en place ces processus de gestion:
 - Time Accumulator Threshold Rule Opt In
 - Time Accumulator Threshold Rule Opt Out



Zoom sur – 2.2 Accumulator de Temps

Edit Time Accumulator Threshold Rules

UK Working Time Directive  

Threshold Rules specify the hours a group of workers should not exceed in a reference period.

Rule Group Name * UK Working Time Directive

Threshold Level 1 Warning Percent 80

Threshold Level 2 Warning Percent 90

Description
This rule tracks a UK or EU worker's average hourly working time over a rolling period of 17 weeks to ensure they do not go above 48 hours per week on average

1 item

Reference Period	Threshold		Standard Week Excludes	Calculated Results		Opt-In/Opt-Out Configuration
	Length	*Calculation		*Amount	Calculation Tags	
	17	× Average Quantity per Week 	48	Add Calculation Tags <input type="text"/>  Remove Calculation Tags <input type="text"/> 	<input checked="" type="checkbox"/> Allow Opt Out Opt Out Notice Period (Days) <input type="text" value="3"/> Opt In Notice Period (Days) <input type="text" value="3"/> <input type="button" value="Configure Display Text"/>	



Zoom sur – 2.3 Accumulator de Temps

Edit Time Accumulator Threshold Rules UK Working Time Directive

Threshold Rules specify the hours a group of workers should not exceed in a reference period.

Rule Group Name: * UK Working Time Directive

Threshold Level 1 Warning Percent: 80

Threshold Level 2 Warning Percent: 90

Description: This rule tracks a UK or EU Working Time Directive to ensure they do not go above the statutory maximum average working time of 48 hours a week.

Reference Period	Length	*Calculation	Threshold
	17	Average Quantity per Week	

Configure Display Text

Configure the policy text to display to workers when opting out and into time accumulator threshold rules.

Display Text for Opt Out: I agree that the statutory maximum average working time of 48 hours a week shall not apply to my employment and that my average working time may therefore exceed 48 hours a week.

Display Text for Opt In: I hereby give notice that I wish to cancel my Opt Out from the Working Time Directive.

Done Cancel

Opt-In/Opt-Out Configuration

Calculation Priority

Allow Opt Out:

Opt Out Notice Period (Days): 3

Opt In Notice Period (Days): 3

Configure Display Text



Zoom sur – 2.4 Accumulator de Temps

View Business Process Definition Time Accumulator Threshold Rule Opt Out for Global Modern Services



Effective Date 07/19/2023

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Business Object [Global Modern Services](#)

Most Recent Used Date 07/17/2023

> Security Group Restrictions

View Diagram

Business Process Steps Notifications Allowed Actions by Role Allowed Services Related Links Available Rules & Fields

Business Process Steps 2 items



Step	Order	Type	Specify	Optional	Group	All	Run As User	Due Date	Due Date Is Based On Effective Date	Complete
Q	a	Initiation		No						
Q	b	Approval		No	Manager					



Zoom sur – 2.5 Accumulator de Temps

As user :

MENU     

Time Accumulation Rules

Worker Ben Adams

Active Time Accumulation Rules Inactive Time Accumulator Threshold Rules Opt-Out and Opt-In Activity

Active Time Accumulation Rules 1 item

Rule Name	Reference Period	Threshold	Opt Out
Working Time Directive	17 Rolling Weeks	Average Quantity per Week: 48 Hours	<button>Opt Out</button>



Zoom sur – 2.6 Accumulator de Temps

En cliquant sur "Opt out" (voir page précédente) :

MENU  Time Accumulation Rules 

Time Accumulation Rules 

Worker: Ben Adams

Active Time Accumulation Rules Inactive Time Accumulator Threshold Rules Opt-Out and Opt-In Activity

Active Time Accumulation Rules: 1 item

Rule Name	Reference Period	Threshold
Working Time Directive	17 Rolling Weeks	Average Quantity per Week: 48 Hours

Opt Out of Time Accumulation Threshold Rules

Time Accumulator Threshold Rule *

Working Time Directive

Minimum Notice Period (Days): 0

Opt Out Period

Start Date *

07/19/2023 

End Date

MM/DD/YYYY 

I agree that the statutory maximum average working time of 48 hours a week shall not apply to my employment and that my average working time may therefore exceed 48 hours a week.

I Agree

enter your comment



Cancel Submit



Zoom sur – 2.7 Accumulator de Temps

Time Accumulation Rules

Worker Ben Adams

Active Time Accumulation Rules Inactive Time Accumulator

Active Time Accumulation Rules 1 item

Rule Name
Working Time Directive

Opt Into Time Accumulation Threshold Rules

Time Accumulator Threshold Rule * × Working Time Directive ⋮

Minimum Notice Period (Days): 0

Opt-Out Start Date * × 07/20/2023 ⋮

Current Opt-Out End Date (empty)

New Opt-Out End Date * 09/30/2023 📅

I hereby give notice that I wish to cancel my Opt Out from the Working Time Directive.

I Agree

enter your comment



Submit Cancel

Opt Out

Opt Out



Zoom sur – 2.8 Accumulator de Temps

Ecran du manager ensuite :

The screenshot displays the HR Path interface. On the left, a sidebar menu includes 'All Items' (1 item), 'Advanced Search', and a highlighted item: 'Time Accumulator Threshold Rule Opt Out: Ben Adams - Shipping & Receiving Associate on 10/04/2023' with an effective date of 10/04/2023. The main content area is titled 'Review' and shows details for 'Time Accumulator Threshold Rule Opt Out: Ben Adams - Shipping & Receiving Associate on 10/04/2023'. It includes a search bar, a star icon, a settings gear, and a refresh icon. The review details are as follows:

- For:** Ben Adams
- Overall Process:** Time Accumulator Threshold Rule Opt Out: Ben Adams - Shipping & Receiving Associate on 10/04/2023
- Overall Status:** In Progress
- Details to Review:**
 - Time Accumulator Threshold Rule:** Working Time Directive
 - Start Date:** 10/04/2023
 - End Date:** 03/01/2024

Below the details, there is a consent statement: 'I agree that the statutory maximum average working time of 48 hours a week shall not apply to my employment and that my average working time may therefore exceed 48 hours a week.' This statement is followed by a checked 'I Agree' checkbox and a text input field labeled 'enter your comment' with a user profile picture icon. At the bottom, a 'Process History' section shows a partial entry for 'Ben Adams' with the date 'just now'. Three buttons are visible at the bottom: 'Approve' (orange), 'Send Back' (white), and 'Cancel' (white).



Zoom sur – 2.9 Accumulator de Temps

MENU



Time Accumulation Rules



Time Accumulation Rules



Worker Ben Adams

Active Time Accumulation Rules

Inactive Time Accumulator Threshold Rules

Opt-Out and Opt-In Activity

Active Time Accumulation Rules 1 item



Rule Name	Reference Period	Threshold	Opt Out
Working Time Directive	17 Rolling Weeks	Average Quantity per Week: 48 Hours	Opt Out

MENU



Time Accumulation Rules



Time Accumulation Rules



Worker Ben Adams

Active Time Accumulation Rules

Inactive Time Accumulator Threshold Rules

Opt-Out and Opt-In Activity

Opt-Out and Opt-In Activity 3 items



Time Accumulator Threshold Rule	Opt-Out Start Date	Current Opt-Out End Date	Opt-Out End Date Changes		
			Effective Date	Previous Opt-Out End Date	Updated Opt-Out End Date
Working Time Directive	07/20/2023	09/30/2023	07/19/2023		09/30/2023
Working Time Directive	10/01/2023	10/03/2023	07/19/2023	12/31/2023	10/03/2023
Working Time Directive	10/04/2023	03/01/2024			



3. Time Administrator Home

Description de la fonctionnalité

Avec cette version, nous ajoutons le worklet Time Administrator Home (sécurisé dans le domaine Set Up: Time Tracking) pour permettre aux administrateurs du temps d'accéder aux objets principaux et fréquemment utilisé du Time Tracking. Vous pouvez créer de nouveaux objets de suivi du temps et visualiser les objets existants et leurs associations. Les clients disposant d'un accès Communautaire peuvent naviguer directement vers la feuille de route du Time Tracking, la section Time Tracking du guide administrateur et la page Gestion des effectifs.

Informations supplémentaires

La sécurité de votre progil régit l'accès aux différentes cartes et aux tâches qu'elles contiennent. Vous ne pouvez consulter les cartes comportant des tâches accessibles. Si vous ne voyez pas une carte spécifique, vous devez activer l'accès pour voir ou modifier les tâches de cette carte. De même, si une carte contient plusieurs tâches et que votre sécurité ne vous permet d'en afficher ou d'en modifier qu'une seule, vous n'avez accès qu'à cette tâche; les autres tâches de cette carte restent inaccessibles. La carte Ressources comprend un lien vers le portail communautaire. L'accès au portail est distinct de l'accès à votre système Workday.



Zoom sur – 3.1 Time Administrator Home

← [Back to Menu](#)



Add Apps

Personalize your menu with useful Apps.

Q time admin



All Time Off Plans - Admin



Audit - Workers with Mul...



Audit - Workers with Mul...



All Time Code Groups - ...



All Time Calculation Gro...



Time and Absence Admin



Time Admin



Q Search

It's Friday, July 7, 2023

Your Top Apps

- Dashboards
- System Health Dashboard



Zoom sur – 3.2 Time Administrator Home

← Time Administrator Home  

Time Entry Core

REQUIRED
Time Tracking Eligibility
Time Tracking Eligibility rules define conditions for assigning other high level configurations to workforce groups.

REQUIRED
Time Entry Templates
Time Entry Templates are required, and assigned using Time Entry Eligibility rules. Use the templates to manage the Time

REQUIRED
Period Schedules
Period Schedules are required, and assigned using Time Entry Eligibility rules. Use Period Schedules to define and set

Time Code Groups
Time Code Groups are assigned using Time Entry Eligibility Rules. Use the groups to enable access to a set of Time

Time Entry Detail

Time Calculation Tags
Time Entry Codes and Time Calculations use Time Calculation Tags to direct how Payroll pays different blocks

Time Entry Codes
Time Entry Codes define the units for a block of time, such as Days, Hours, or Miles, and additional relevant information.

Schedules and Calendars

Calendar Rules
Calendar Rules define how Holiday and Work Schedule Calendars associate with workforce groups.

Work Schedule Calendars
Work Schedule Calendars define the weekly schedule, including the start and end of each week and day for

Holiday Calendars
Holiday Calendars define holiday time for different workforce groups.

Calculations and Validations

Time Calculation Groups
Time Calculation Groups are assigned using Time Entry Eligibility rules. Use the groups to manage Time Calculations

Analytics

Run Configuration Analyzer
Run or schedule this job to create a snapshot of time configuration options in your tenant.

Resources

You must be a registered customer to view the Workday Community portal. Please contact your...

Help Documents
View the Time Tracking section of the Admin Guide.

Community

C1 - INTERNAL

© 2023 HR Path



Zoom sur – 3.3 Time Administrator Home

← Time Administrator Home

Time Entry Core

REQUIRED

Time Tracking Eligibility

Time Tracking Eligibility rules define conditions for assigning other high level configurations to workforce groups.

REQUIRED

Time Entry Templates

Time Entry Templates are required, and assigned using Time Entry Eligibility rules. Use the templates to manage the Time

REQUIRED

Period Schedules

Period Schedules are required, and assigned using Time Entry Eligibility rules. Use Period Schedules to define and set

Time Code Groups

Time Code Groups are assigned using Time Entry Eligibility Rules. Use the groups to enable access to a set of Time

Time Entry Detail

Time Calculation Tags

Time Entry Codes and Time Calculation Tags to direct how P

Time Entry Codes

Time Entry Codes define the unit as Days, Hours, or Miles, and ad

List Time Tracking Eligibility Rules

Create

Time Tracking Eligibility rules define conditions for assigning other high level configurations to workforce groups.

161 items

Eligibility Rule	Time Entry Templates	Time Code Groups	What It Controls			Comment
			Time Calculation Groups	Period Schedules	Time Attendance Rules	
AUS/NZL - Time Template - Salaried/Exception Hourly	AUS/NZL - Exception Hourly					
AUS - Time Calculation Group - Regular/Fixed Term			AUS - Overtime Calculations - Regular/Fixed Term			
AUS - Time Calculation Group - Seasonal/Casual			AUS - Overtime Calculations - Seasonal/Casual			AUS - Time Calculation Group - Seasonal/Casual
AUS - Time Code Group - Hourly (In/Out)		AUS - In/Out				
AUS - Time Code Group - Salaried/Exception Hourly		AUS - Exception Hours				
AUS - Time Template - In/Out - No Shift	AUS - In/Out - No Shift					





Zoom sur – 3.4 Time Administrator Home

Time Administrator Home

Time Entry Core

REQUIRED

Time Tracking Eligibility

Time Tracking Eligibility rules define conditions for assigning other high level configurations to workforce groups.

REQUIRED

Time Entry Templates

Time Entry Templates are required, and assigned using Time Entry Eligibility rules. Use the templates to manage the Time

REQUIRED

Period Schedules

Period Schedules are required, and assigned using Time Entry Eligibility rules. Use Period Schedules to define and set

Time Code Groups

Time Code Groups are assigned using Time Entry Eligibility Rules. Use the groups to enable access to a set of Time



Time Entry Detail

Time Calculation Tags

Time Entry Codes and Time Calculation Tags to direct how P

Time Entry Codes

Time Entry Codes define the unit as Days, Hours, or Miles, and ad

List Time Entry Templates

Create

Time Entry Templates are required, and assigned using Time Entry Eligibility rules. Use the templates to manage the Time Entry experience for workforce groups.

55 items

Time Entry Template	Eligibility Rules	Default Time Entry Code	Key Attributes			Comment
			Enable Workday Scheduling	Submit by Time Period	Enable Time Entry by Project	
AUS/NZL - Exception Hourly	AUS/NZL - Time Template - Salaried/Exception Hourly	Exception Hours (OT x 1.5)				
AUS - In/Out - No Shift	AUS - Time Template - In/Out - No Shift	Worked Time (no rounding)				Applies to Australian In/Out workers (= those with the user-based security group "Time Clock Reporter"), whether full time or part time, who are not on project and have no shift assigned.
AUT - In/Out Workers	AUT - Time Template - All Workers (except Sales-Operations)	AUT Worked Time				Applies to all Austrian workers who do not belong to the Sales-Direct Sales or Sales-Operations job family.
CHE - In/Out Workers	CHE - Time Template - All Workers	Worked Time				Applies to all Swiss workers regardless of any other characteristics.
DEU - Hours Only FT Workers	DEU - Time Template - FT Workers Reporting Hours	Hours Worked				Applies to German workers who are full time and have a work shift = Reported Hours.





4. Programme prédictive

Description de la fonctionnalité

Workday 2023R2 continue d'améliorer le Predictive Scheduling en vous permettant de calculer la pénalité pour le changement d'horaire d'un travailleur sans préavis, comme l'exigent certaines lois locales et nationales. La planification predictive facilite la gestion des changements d'horaires pour les travailleurs postés dans des secteurs tels que la restauration, l'hôtellerie et le commerce de détail, qui sont les plus concernés par la législation sur la planification predictive des horaires.

Informations Supplémentaires

Workday propose une solution complète de planification predictive englobant à la fois Time Tracking et Workday Scheduling afin de couvrir les aspects de la législation qui s'appliquent aux deux produits.



Zoom sur – 4.1 Programme prédictive

To Do :

1. Créer un ensemble de règles d'ordonnancement prédictif et un calcul de temps d'ordonnancement prédictif.
2. Attachez le jeu de règles de planification prédictive à une organisation de planification de haut niveau.
3. Configurer les processus de gestion "Published Schedule" et "Bulk Change Published Schedule"



Zoom sur – 4.2 Programme prédictive

MENU  time and sched 0   

Organization 15 Labor Demand Schedule

All Division selected

Today < > **Jul 9 – 15, 2023** PUBLISHED 858 Hours Day **Week** Month Actions 🔍 Publish

	Sun 9 142 Hours	Mon 10 142 Hours	Tue 11 132 Hours	Wed 12 117 Hours	Thu 13 129 Hours	Fri 14 139 Hours	Sat 15 57 Hours
Financial Services - Cashier							
Schedule versus Demand	+8 Hours	0 Hours	0 Hours	0 Hours	+8 Hours	0 Hours	0 Hours
Gaps in Coverage	8 Hours				<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">1 overstaffed 9:00 AM – 3:00 PM SF Store</div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">1 overstaffed 3:00 – 5:00 PM SF Store</div>		
Unassigned Shifts	0 Hours						
Alec Regan 18 Hours	Available any time	8:00 AM – 5:00 PM 8:00 AM – 1:00 PM 5 Hours SF Store	8:00 AM – 5:00 PM 9:00 AM – 2:00 PM 5 Hours SF Store	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM 9:00 AM – 5:00 PM 8 Hours SF Store	8:00 AM – 5:00 PM	Available any time
Ashley Klein 10 Hours	Available any time 5:00 – 10:00 PM 5 Hours SF Store	5:00 PM – 12:00 AM 5:00 – 10:00 PM 5 Hours SF Store	5:00 PM – 12:00 AM	5:00 PM – 12:00 AM	5:00 PM – 12:00 AM	5:00 PM – 12:00 AM	5:00 PM – 12:00 AM
Denise Reeves 11 Hours	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM 9:00 AM – 1:00 PM 4 Hours SF Store	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM 10:00 AM – 5:00 PM 7 Hours SF Store
Dwayne Osborne	8:00 AM – 5:00 PM	Available any time	1:00 PM – 12:00 AM 2:00 – 8:00 PM 6 Hours	1:00 PM – 12:00 AM 6:00 – 10:00 PM 4 Hours	1:00 PM – 12:00 AM 4:00 – 8:00 PM 4 Hours	1:00 PM – 12:00 AM	1:00 PM – 12:00 AM



Zoom sur – 4.3 Programme prédictive

Edit Scheduling Settings 01/01/2016

Organization Organization 10

Effective Date 01/01/2016

Comment

Settings Validations Tags Scheduling Engine Settings Manager Experience Worker Experience

These fields aren't editable when a schedule and/or labor demand exist on or after the effective date: Start Day of Week, Location, Demand Period Length, Subgroup Organizations.

Start Day of Week * Sunday

Location * San Francisco

Demand Period Length * 60 Minutes

Meal Break Rule Set
x SeaOtter Break Rule Set- 2023-07-11T23:05:09.820

Predictive Scheduling Rule Set
x Org 15 ...

Include Leader as part of the Schedule

Include Members of Subordinate Organizations

Subgroup Organizations

Enable Subgroup Organizations

Subgroup Organization Type Division

Subgroup Organizations
Financial Services
Other Services
Technology

Use Subgroup Organization Time Zone

OK

Cancel



Zoom sur – 4.4 Programme prédictive

View Predictive Scheduling Rule Set Org 15

Name Org 15

Viewing: [Grid Icon] [List Icon]

07/12/2023

Effective Date 07/12/2023

Notice Period Comparison Value Start of Shift

3 items



Penalty Range						Penalty Criteria		Calculated Results	
Range Start Operator	Start	Units	Range End Operator	End	Units	Standard Condition	Advanced Condition	Time Calculation Tags	Quantity
less than	7	Days	greater than or equal to	24	Hours	Shift Added Shift Deleted Start Time Changed		Regular	2
less than	24	Hours	greater than or equal to	0	Hours		CA Rule 1	Predictive Scheduling Penalty	2
less than	24	Hours	greater than or equal to	0	Hours		CA Rule 2	Predictive Scheduling Penalty	4

Copy Snapshot



Zoom sur – 4.5 Programme prédictive

Edit Predictive Scheduling Rule Set Org 15

Name *

+ Add

Viewing: [grid icon]

07/12/2023

Effective Date * [calendar icon]

Notice Period Comparison Value *
Start of Shift
select one
Start of Shift
Start of Week

3 items

Order	Penalty Range				Penalty Criteria		
	*Range Start Op		*Range End Operator	End	*Units	Standard Condition	Advanced Condition
						Change Types	Penalty Condition
+ ▼▼	less than	7 Days	greater than or equal to	24	Hours	× Shift Added × Shift Deleted × Start Time Changed	
+ ▲▼	less than	24 Hours	greater than or equal to	0	Hours		× CA Rule 1 ...
+ ▲▲	less than	24 Hours	greater than or equal to	0	Hours		× CA Rule 2 ...

Copy Snapshot



Zoom sur – 4.6 Programme prédictive

Edit Predictive Scheduling Rule Set Org 15

Name * Org 15

+ Add

Viewing: [grid icon]

07/12/2023

Effective Date * 07/12/2023 [calendar icon]

Notice Period Comparison Value * Start of Shift

3 items

Penalty Range				by Criteria	Advanced Condition	Time Calculation Tags	Calculated Results	
Units	*Range End Operator	End	*Units	Penalty Condition			Quantity	Calcu
Days	greater than or equal to	24	Hours			x Regular	2	
Hours	greater than or equal to	0	Hours	x CA Rule 1		x Predictive Scheduling Penalty	2	
Hours	greater than or equal to	0	Hours	x CA Rule 2		x Predictive Scheduling Penalty	4	

- Shift Added
 - Shift Deleted
 - Shift Hours Increased
 - Shift Hours Reduced
 - Start Time Changed
- Search
- x Shift Added
 - x Shift Deleted
 - x Start Time Changed

Copy Snapshot



Zoom sur – 4.7 Programme prédictive

View Predictive Scheduling Calculation [Predictive Scheduling](#) ⋮

Name Predictive Scheduling

Priority 010

Inactive

Comment (empty)

General Options **Groups**

Predictive Scheduling Calculation Criteria is configured on the Predictive Scheduling Rule Set.
Workday Scheduling needs to be enabled to use the calculation.

View Predictive Scheduling Calculation [Predictive Scheduling](#) ⋮

Name Predictive Scheduling

Priority 010

Inactive

Comment (empty)

General Options **Groups**

Time Calculation Groups [9000 Time Calc Group](#)
[California Calculations \(Non-Exempt\)](#)
[U.S. Calculations \(Non-Exempt\)](#)



Zoom sur – 4.8 Programme prédictive

View Business Process Definition [Change Published Schedule \(Default Definition\)](#) ⋮



1 Alert

Effective Date 07/12/2023

> Security Group Restrictions

Most Recent Used Date 07/12/2023

View Diagram

- Business Process Steps**
- Notifications
- Allowed Actions by Role
- Allowed Services
- Related Links
- Available Rules & Fields

Business Process Steps 4 items



Step	Order	If	Type	Specify	Optional	Group	All	Run As User	Due Date	Due Date Is Based On Effective Date	Complete
	a		Initiation		No						
	b		Service	Evaluate Predictive Scheduling Penalty	No						
	c		Action	Acknowledge Change Published Schedule	Yes	Employee As Self					Yes
	d	Run Time Calculations must occur after the Evaluate Predictive Scheduling Penalty step? (Workday Owned)	Service	Run Time Calculations for Predictive Scheduling Evaluation Date	No						



Zoom sur – 4.9 Programme prédictive

Labor Demand Schedule

Jul 9 – 15, 2023
PUBLISHED 858 Hours

Day Week Month Action

Sun 9 142 Hours Mon 10 142 Hours Tue 11 132 Hours Wed 12 117 Hours Thu 13 129 Hours Fri 14 139 Hours

s - Cashier

0 Hours 0 Hours

Deleting this shift will result in a predictive scheduling penalty. You can delete the shift or select the worker to override their penalty.

Override penalty for workers:

Alec Regan

Insert comment*

Alec no longer needed

Delete Cancel

Thu 13
129 Hours

0 Hours

8:00 AM – 5:00 PM
DELETE PENDING
9:00 AM – 5:00 PM
8 Hours
SF Store

5:00 PM – 12:00 AM



Zoom sur – 4.10 Programme prédictive

MENU

Q Search

(0)

1
 1

My Tasks |←

- All Items
- Saved Searches
- Filters
- Archive
- Bulk Approve
- Manage Delegations

All Items 1 item

Q Search: All Items

0/0 [Advanced Search](#)

Deleted shift for the week of Jul 9, 2023 to Jul 15, 2023 07/11/2023 ☆

Acknowledge Change Published Schedule

07/11/2023

Deleted Shift

Date	07/13/2023
Start Time	09:00 AM
End Time	05:00 PM
Duration	8 Hours
Worker	Alec Regan
Position	P-12743 Associate - Alec Regan
Scheduling Organization	Organization 15
Division	Financial Services
Role	Cashier
Location	SF Store
Shift Notes	(empty)

Predictive Scheduling Penalty 1 item

Shift Changed On	Shift Change Type	Comment	Time Calculation Tag(s)
07/13/2023	CA Rule 2	Alec no longer needed	Predictive Scheduling Penalty

enter your comment

Process History

- wd-implementer / Workday Implementer 1 minute ago
Change Published Schedule- Step Completed
- Workday Service 1 minute ago

Approve

Deny

Cancel



Zoom sur – 4.11 Programme prédictive

Enter My Time Alec Regan ...



Today < > Jul 9 – 15, 2023 v

Week v Actions v

Sun, 7/9
Hours: 0

Mon, 7/10
Hours: 0

Tue, 7/11
Hours: 0

Wed, 7/12
Hours: 0

Thu, 7/13
Hours: 0

Fri, 7/14
Hours: 0

Sat, 7/15
Hours: 0

Predictive Scheduling Penalty
4
⌚ Not Submitted

Summary

Jul 9 – 15, 2023

Regular	0
Overtime	0
Paid Time Off	0
Grand Total	0

Review



Zoom sur – 4.12 Programme prédictive

manage predictive sched

Manage Predictive Scheduling Penalties

Enter start and end dates of one or more schedules with penalties. Penalty time block dates may be outside the selected date range.

Scheduling Organization * Organization 15

Start Date * 07/10/2023

End Date * 07/12/2023

OK Cancel

Manage Predictive Scheduling Penalties

You can change the penalty status and add a comment. If a penalty has a status of Overridden or Removed, Workday doesn't create a penalty time block. If you change a penalty status from Applied to Overridden or Removed, you must run Time Calculations again to delete the time block.

2 items

Schedule	Worker	Created Moment	Created by	Last Updated Moment	Last Updated By	Rule Set	Rules	Penalty Conditions	Time Blocks	*Status	Comment
Schedule for Organization 15: (Jul 9 – 15, 2023)	Alec Regan	07/12/2023 04:49:09.762 PM		07/12/2023 04:51:39.342 PM	Alec Regan	Org 15	Org 15: 24 Hours to 0 Hours - CA Rule 2	CA Rule 2	4 on 07/12/2023	Applied	Alec no longer needed
Schedule for Organization 15: (Jul 9 – 15, 2023)	Alec Regan	07/12/2023 02:36:59.076 PM	Super User	07/12/2023 04:51:39.342 PM	Alec Regan	Org 15	Org 15: 24 Hours to 0 Hours - CA Rule 2	CA Rule 2		Removed	ok



5. Modifier et Approuver les Temps par Période

Description de la fonctionnalité

Nous continuons à simplifier et à automatiser le processus d'approbation des heures en permettant aux responsables d'accéder au rapport "Edit and Approve Time" à partir du rapport "Yome and Scheduling Hub" et du worklet Team Time. Les responsables ont désormais la possibilité de modifier et d'approuver les résumés des heures des travailleurs, ce qui améliore l'efficacité.

Informations Supplémentaires

Workday propose une solution complète de planification prédictive englobant à la fois Time Tracking et Workday Scheduling afin de couvrir les aspects de la législation qui s'appliquent aux deux produits.



Zoom sur – 5.1 Modifier et Approuver les Temps par Période

To Do :

Pour permettre l'approbation des heures par période, configurez les modèles de saisie et d'approbation des heures.

The screenshot displays a mobile application interface. On the left, a 'Menu' drawer is open, showing two options under the 'Shortcuts' tab: 'Edit Time Entry Template' and 'Edit Time Approval Template'. A hand icon is pointing to the first option. The background of the app shows a search bar at the top, a banner image of a person walking a dog, and a date indicator 'It's Monday, July 17, 2023'. At the bottom, there are buttons for 'ng Your Action' and 'Important Dates'.



Zoom sur – 5.2 Modifier et Approuver les Temps par Période

Edit Time Entry Template

Hours Only - U.S. ⋮

Name *

Default Time Entry Code *

Overtime Request Code

Enable Workday Scheduling

Inactive

Comment

- Time Entry
- Calendar
- Business Process**
- Totals
- Time Shift
- ~Projects~
- Attestations
- Location Settings
- Eligibility

Submit by Time Period



Independent Events for Multiple Jobs



Route Time Approval by Worktags

Submit Text

High Volume Confirmation Text

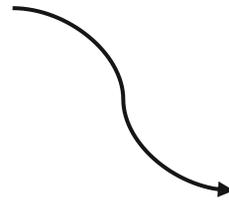
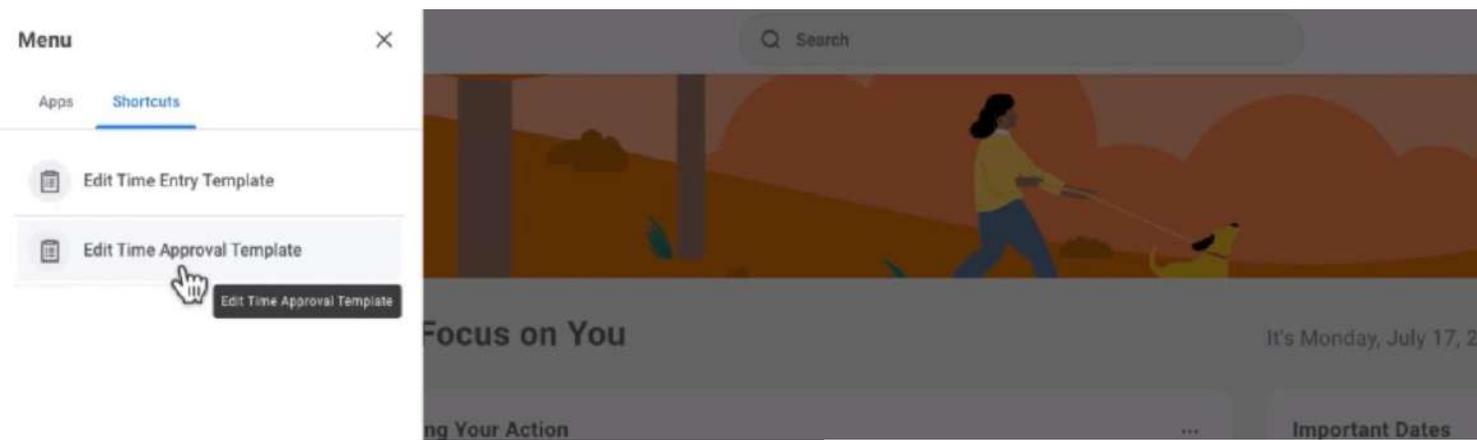
Effort Certifying Text

Allow Mass Auto-fill From Schedule





Zoom sur – 5.3 Modifier et Approuver les Temps par Période



Edit Time Approval Template

Global Time Approval Template

Name * Global Time Approval Template

Review Time by Period

Worked Hours Calculation Tags *

- Double Time
- InOut Regular
- Overtime
- Paid Holiday
- Paid Time Off

[MORE \(6\)](#)

Default ~Worker~ Filters Time Summary Eligibility

Show ~Employee~ Type

Default ~Employee~ Type

Show ~Worker~ Type

Default ~Worker~ Type

Show Pay Rate Type

Default Pay Rate Type

Show Job Exempt Status

Default Job Exempt Status * All ~Workers~
 Exempt
 Non-Exempt



Zoom sur – 5.4 Modifier et Approuver les Temps par Période

En tant que manager:

The image illustrates the navigation steps for a manager to edit and approve time by period schedule in HR Path:

- Step 1:** The 'Menu' is open, showing 'Apps' and 'Shortcuts'. Under 'Your Saved Order', the 'Time and Scheduling Hub' is highlighted with a mouse cursor.
- Step 2:** The 'Edit and Approve Time' page is displayed. The 'Review' section has 'Direct Reports only' selected. The 'View' section has 'By Week' selected. The 'Start Day of Week' is set to 'select one'.
- Step 3:** The 'Edit and Approve Time' page is shown with 'Direct Reports only' selected in the 'Review' section and 'By Period Schedule' selected in the 'View' section. The 'Period Schedule' is set to 'Monthly', and a red box highlights the text '7 workers have this period schedule.'



Zoom sur – 5.5 Modifier et Approuver les Temps par Période

Edit and Approve Time 0/0 1/1

[Hide Summary](#) ^

Time Approval Summary 9 Total Workers

5 Workers with Alerts 4 Workers without Alerts 0 Workers with Approved Time Entries

Hours Summary

	Jul 1 – 31, 2023	Jul 16 – 22	
Total Reported Hours	290	Total Reported Hours	82.5
Time Off Hours	4	Time Off Hours	0

[Jun 25 – Jul 1](#)
 [Jul 2 – 8](#)
 [Jul 9 – 15](#)
 [Jul 16 – 22](#)
 [Jul 23 – 29](#)
 [Jul 30 – Aug 5](#)

Sun, 7/16	Mon, 7/17	Tue, 7/18	Wed, 7/19	Thu, 7/20	Fri, 7/21	Sat, 7/22
0 Hours	23 Hours	16 Hours	7 Hours	15 Hours	15 Hours	6.5 Hours

<input type="checkbox"/> Workers with Alerts (5)							
<input type="checkbox"/>	Leah Sam P-01148 Administrative Assist... 82 Hours 5 Warnings SUBMITTED	Hours Worked 3 Hours	Hours Worked 3 Hours	Hours Worked 5 Hours	Hours Worked 4 Hours	Hours Worked 4 Hours	
<input type="checkbox"/>	Leah Sam P-01149 Travel Coordinator (+) 76 Hours 5 Warnings SUBMITTED	Hours Worked 10 Hours	Hours Worked 4 Hours		Hours Worked 4 Hours	Hours Worked 4 Hours	
<input type="checkbox"/>	Philipose Sam P-00908 Staff Safety Officer 85.5 Hours 6 Warnings SUBMITTED	Worked Time 8:00am-1:00pm	Worked Time 8:00am-1:00pm		Worked Time 8:00am-1:00pm	Worked Time 8:00am-1:00pm	Worked Time 8:00am-2:30pm
<input type="checkbox"/>	Philipose Sam						



Zoom sur – 5.6 Modifier et Approuver les Temps par Période

Jun 25 - Jul 1 **Jul 2 - 8** Jul 9 - 15 Jul 16 - 22 Jul 23 - 29 Jul 30 - Aug 5

	Sun, 7/2 2 Hours	Mon, 7/3 13.5 Hours	Tue, 7/4 9 Hours	Wed, 7/5 11 Hours	Thu, 7/6 14 Hours
<input type="checkbox"/> Workers with Alerts (5)					
<input checked="" type="checkbox"/> Leah Sam P-01148 Administrative Assist... 78 Hours 4 Warnings SUBMITTED		Hours Worked 4 Hours	Paid Holiday 8	Hours Worked 5 Hours	Hours Worked 3 Hours
<input type="checkbox"/> Leah Sam P-01149 Travel Coordinator (r) 76 Hours 4 Warnings SUBMITTED				Hours Worked 4 Hours	Hours Worked 4 Hours
<input type="checkbox"/> Phillipose Sam P-00908 Staff Safety Officer 85.5 Hours 6 Warnings SUBMITTED	Worked Time 8:00am-10:00am	Worked Time 8:00am-1:00pm	Worked Time 8:00am-1:00pm		Worked Time 8:00am-1:00pm
<input type="checkbox"/> Phillipose Sam					



Jun 25 - Jul 1 Jul 2 - 8 Jul 9 - 15 Jul 16 - 22 Jul 23 - 29 Jul 30 - Aug 5

	Sun, 6/25	Mon, 6/26	Tue, 6/27	Wed, 6/28	Thu, 6/29
<input type="checkbox"/> Workers with Alerts (4)					
<input type="checkbox"/> Workers without Alerts (4)					
<input checked="" type="checkbox"/> Workers with Approved Time Entries (1)					
<input type="checkbox"/> Leah Sam P-01148 Administrative Assist... 78 Hours 4 Warnings APPROVED					



6. Gestion des présences

Description de la fonctionnalité

Avec cette version, nous vous offrons la possibilité de définir des alertes de présence pour votre organisation et d'utiliser un système de points pour encourager le respect de la politique de présence.



Zoom sur – 6.1 Gestion des présences

To Do :

Associer des événements de présence à des points et donner aux responsables la possibilité de justifier les infractions en matière de présence ou d'annuler des points si nécessaire.

View Time Attendance Rule Set Hourly Attendance Rule Set ⋮

Name Hourly Attendance Rule Set

Comment (empty)

Time Attendance Rule Eligibility Hourly Worker Attendance Eligibility

Viewing:

03/01/2023

Effective Date 03/01/2023 Point Configuration (empty) Justification Reasons (empty)

2 items



Attendance Status	Time Punch Type	Minutes	Relational Operator	Shift Event
Very Late	In	20	greater than	Schedule Shift Start
Late	In	10	greater than	Schedule Shift Start

Copy Snapshot



Zoom sur – 6.2 Gestion des présences

Create Time Attendance Point Configuration

Name * Hourly Point Configuration

Comment

+ Add

Viewing:

06/01/2023



Effective Date * 06/01/2023

2 items

	*Attendance Status	Point Value	Expires After (Days)
+			
-	<input type="text" value="x Very Late"/>	2	365
-	<input type="text" value="x Late"/>	1	365

Create Time Attendance Justification Reason

Name * Medical Reason

Comment



Zoom sur – 6.3 Gestion des présences

Edit Time Attendance Rule Set Hourly Attendance Rule Set

Name *

Comment

Time Attendance Rule Eligibility Hourly Worker Attendance Eligibility

Add

Viewing:

03/01/2023

Effective Date *

Point Configuration

Justification Reasons

2 items

	Order	*Attendance Status		Time Punch Type	*Minutes	*Relational Operator	*Shift Event
		<input type="text" value="Very Late"/>					
				In	<input type="text" value="20"/>	<input type="text" value="greater than"/>	<input type="text" value="Schedule Shift Start"/>
		<input type="text" value="Late"/>					
				In	<input type="text" value="10"/>	<input type="text" value="greater than"/>	<input type="text" value="Schedule Shift Start"/>



Zoom sur – 6.4 Gestion des présences

Enter Time Ben Adams

Today < > Jul 17 – 23, 2023

Mon, 7/17 Hours: 8 Tue, 7/18 Hours: 8 Wed, 7/19 Hours: 7.75

7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM

Mon, 7/17: Worked Time 3:00pm - 7:00pm, 4 Hours, Not Submitted
Tue, 7/18: Worked Time 3:00pm - 7:00pm, 4 Hours, Not Submitted
Wed, 7/19: Worked Time 3:15pm - 7:00pm, 3.75 Hours, Not Submitted

Enter Time 07/19/2023

Status: Not Submitted

Time Type: Worked Time

In: 03:15 PM

Out: 07:00 PM

Out Reason: Out

Hours: 3.75

Details

Override Rate: 0

Cost Center: [empty]

Division: [empty]

Comment: [empty]

View Details

OK Delete Cancel

Summary: Jul 17 – 23, 2023
Regular Hours: 39
Overtime Hours: 0
Double Time Hours: 0
Total Hours Worked: 39
Evening Shift Premium Hours: 20
Night Shift Premium Hours: 0



Zoom sur – 6.5 Gestion des présences

Download PDF

Time Block

3.75 Hours on 07/19/2023

Worker Ben Adams
Date 07/19/2023
Status Not Submitted

Reported Calculated History

Reported Quantity 3.75 Hours
Time Entry Code Worked Time
In 07/19/2023 03:15 PM GMT-08:00 Pacific Time (Los Angeles)
In Attendance Status Late
In Attendance Point 1 points (Expires: 07/18/2024)
Out 07/19/2023 07:00 PM GMT-08:00 Pacific Time (Los Angeles)
Out Reason Out
Source User Entered
Time Block Comment (empty)



Zoom sur – 6.6 Gestion des présences

Time Attendance Points for Workers

Instructions Select a date and one of the filter options to see results on the report

Workers

Job Profiles

Locations

Organizations

Date *

Filter Name

Manage Filters

1 Saved Filters

Time Attendance Points for Workers

Workers Ben Adams Date 07/24/2023

1 item

Name	Position(s)	Applied Points
Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift - Ben Adams	4



Zoom sur – 6.7 Gestion des présences

Pour plus de détails :

Time Attendance Entry Records for Workers 1

Instructions Select a date range and one of the filter options to see results on the report.

Start Date * 05/17/2023

End Date * 07/24/2023

Workers

Job Profiles

Locations

Organizations

Filter Name

Manage Filters

1 Saved Filters



Time Attendance Entry Records for Workers ⋮ 🔍



Start Date 05/17/2023 End Date 07/24/2023

5 items



Worker	Name	Position	Location	Worker Time	Event Type	Attendance Status	Attendance Justified	Justification Reason	Original Points	Applied Points	Date	Expiration Date
Ben Adams												
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.75 Hours (3:15 PM - 7:00 PM)	Check-in	Late			1	1	07/19/2023	07/18/2024
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.5 Hours (3:30 PM - 7:00 PM)	Check-in	Very Late			2	2	07/20/2023	07/19/2024
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.75 Hours (3:11 PM - 7:00 PM)	Check-in	Late			1	1	07/21/2023	07/20/2024
Ben Adams Total	Ben Adams								4	4		

2



Zoom sur – 6.8 Gestion des présences

Justify Time Attendance Status for Worker

Worker *

Start Date *

End Date *

Justify Time Attendance Status for Worker

Worker Ben Adams

Start Date 07/01/2023

End Date 07/24/2023

3 items

Time Attendance Status	Worker Time	Event Type	Date	Time Attendance Points	Time Attendance Justification Reason
Late	3.75 Hours (3:15 PM - 7:00 PM)	Check-in	07/19/2023	1	<input type="text"/>
Very Late	3.5 Hours (3:30 PM - 7:00 PM)	Check-in	07/20/2023	2	<input type="text" value="Medical Reason"/>
Late	3.75 Hours (3:11 PM - 7:00 PM)	Check-in	07/21/2023	1	<input type="text"/>



Zoom sur – 6.9 Gestion des présences

Time Attendance Entry Records for Workers ⋮



Start Date 05/17/2023 End Date 07/24/2023

5 items



Worker	Name	Position	Location	Worker Time	Event Type	Attendance Status	Attendance Justified	Justification Reason	Original Points	Applied Points	Date	Expiration Date
Ben Adams												
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.75 Hours (3:15 PM - 7:00 PM)	Check-in	Late			1	1	07/19/2023	07/18/2024
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.5 Hours (3:30 PM - 7:00 PM)	Check-in	Very Late	Yes	Medical Reason	2	0	07/20/2023	07/19/2024
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.75 Hours (3:11 PM - 7:00 PM)	Check-in	Late			1	1	07/21/2023	07/20/2024
Ben Adams Total	Ben Adams								4	2		



Zoom sur – 6.10 Gestion des présences

Mass Justify Time Attendance Status

Request Name *

Run Frequency

Selection Criteria

Workers to Process

* Workers

Organizations

Time Attendance Statuses

Late

Very Late

Time Attendance Justification Reason *

Medical Reason

Start Date

*

End Date

*



Zoom sur – 6.11 Gestion des présences

Time Attendance Entry Records for Workers



Start Date 05/17/2023 End Date 07/24/2023

5 items



Worker	Name	Position	Location	Worker Time	Event Type	Attendance Status	Attendance Justified	Justification Reason	Original Points	Applied Points	Date	Expiration Date
Ben Adams												
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.75 Hours (3:15 PM - 7:00 PM)	Check-in	Late	Yes	Medical Reason	1	0	07/19/2023	07/18/2024
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.5 Hours (3:30 PM - 7:00 PM)	Check-in	Very Late	Yes	Medical Reason	2	0	07/20/2023	07/19/2024
	Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift	San Francisco	3.75 Hours (3:11 PM - 7:00 PM)	Check-in	Late	Yes	Medical Reason	1	0	07/21/2023	07/20/2024
Ben Adams Total	Ben Adams								4	0		





Zoom sur – 6.13 Gestion des présences

Adjust Time Attendance Points for Workers

Workers *

Date *



Adjust Time Attendance Points for Workers



Workers Ben Adams

Date 07/24/2023

1 item

Worker	Position	Location	Applied Points	Adjusted Applied Points
Ben Adams	P-00141 Shipping & Receiving Associate, Day Shift - Ben Adams	San Francisco	0	1

Adjust Points *

Expiration Date *





Your way to people success

Thank you for your attention

Please do not hesitate to contact us

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