ENTERING TIME FOR ADDITIONAL JOB WHEN PRIMARY JOB USES KRONOS

Add Time Entry Template

The time entry template (time sheet type) employees are auto-assigned is driven by eligibility rules and based on their primary position. If the employee’s primary position is with Transportation Services they have not been auto-assigned a time entry template in Workday so will manually need one assigned when working in an additional job.

The Timekeeper or Payroll Partner can Edit Other IDs to assign a time entry template:

- Other ID Type = Time Tracking Eligibility
- Organization = Texas A&M Engineering, TEEX, or TTI
- Identification # = Hours Only Temp/Casual and Student (depending on what is appropriate for the employee). Must be typed exactly like this.

This will assign the employee the time entry template (time sheet) so the employee, manager, or timekeeper should then be able to enter time.

Time Entry Template Options (must be typed exactly as listed below):

- Hours Only Hourly Staff and Faculty (used by Engineering)
- Hours Only Temp/Casual and Student (used by Engineering)
- In/Out Time Hourly Staff and Faculty
- In/Out Time Temp/Casual and Student
- Project Hours Only Hourly Staff and Faculty
- Project Hours Only Salaried Staff and Faculty
- Project Hours Only Temp/Casual and Student
- Project In/Out Time Hourly Staff and Faculty
- Project In/Out Time Temp/Casual and Student