CAN'T ENTER TIME FOR ADDITIONAL JOB/PRIMARY JOB IS KRONOS
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.

The Timekeeper or Payroll Partner can Edit Other IDs to assign this. Other ID= Time Tracking Eligibility Identification # = Hours Only Hourly Staff and Faculty OR Hours Only Temp/Casual and Student (depending on what is appropriate for the employee). That will assign the employee the time entry template (time sheet). Then the employee, manager, timekeeper, payroll partner...etc. can enter time.

CHANGE 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. A Timekeeper or Payroll Partner can override the assigned time entry template using Edit Other IDs. Enter the Time Tracking Eligibility ID. Under the Identification # enter the appropriate time entry template name. Time Entry Template names should match one of the following exactly:

Hours Only Hourly Staff and Faculty
Hours Only Temp/Casual and Student

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