

Hexcel's Workday User Manual

Chapter 5-06

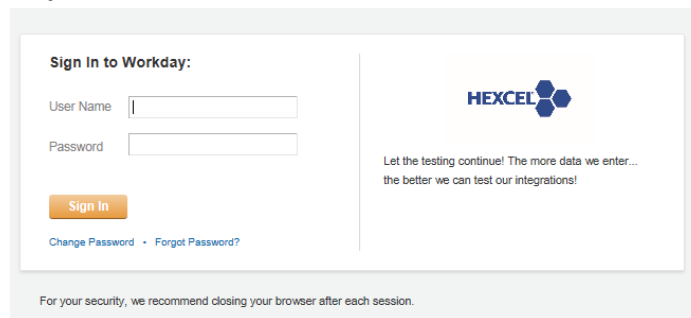
TIME TRACKING SALARIED NON-EXEMPT

Time Tracking will be used by Salaried Non-Exempt (except Casa Grande and Kent) and first line Supervisors, where applicable, to record exception time to their normal work schedule. For Salaried Non-Exempt Employees this may be overtime, double time, or call-in pay. For First Line Supervisors this will be additional straight time hours.

Please note that timesheets must be submitted by **9AM Central Time** on the weeks Payroll is processed. If a timesheet is submitted after 9AM it will not be processed in the current pay period. Timesheets submitted after Monday, 9AM, or on Tuesday or Wednesday of a pay week will be routed through HR and will not be released for processing until after the current Payroll is complete.

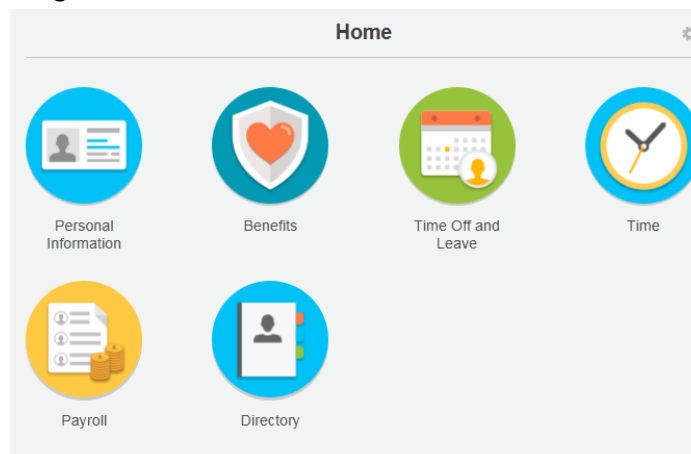
Salaried Non-Exempt

1. Log on to **Workday**



The screenshot shows the 'Sign In to Workday' interface. On the left, there are input fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Change Password' and 'Forgot Password?'. On the right, the 'HEXCEL' logo is displayed above a message: 'Let the testing continue! The more data we enter... the better we can test our integrations!'. At the bottom, a security note reads: 'For your security, we recommend closing your browser after each session.'

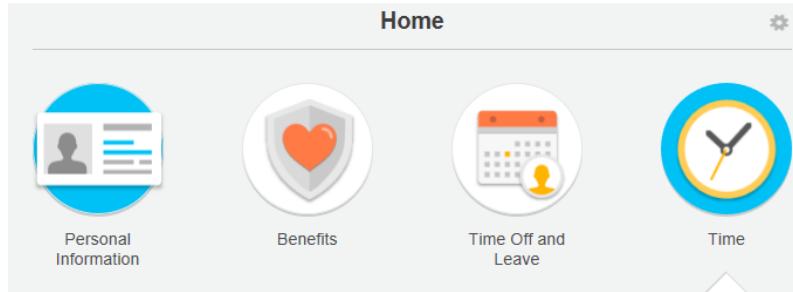
2. From the Home Page select **Time**



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3. Select the week to enter the exception time



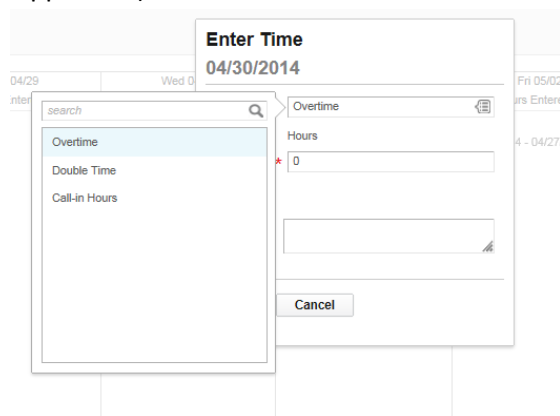
Enter Time
This Week (0 Hours)
Last Week (0 Hours)
Select Week
Request Time Off
Correct Time Off

4. A time card for the week you selected will appear for exception entry

Apr 28 – May 04, 2014								Enter Time
2014	Mon 04/28 Hours Entered: 0	Tue 04/29 Hours Entered: 0	Wed 04/30 Hours Entered: 0	Thu 05/01 Hours Entered: 0	Fri 05/02 Hours Entered: 0	Sat 05/03 Hours Entered: 0	Sun 05/04 Hours Entered: 0	Pay date 04/14/2014 - 04/27/2014

5. Double click on the day you want to report exception time. The following box will pop up to allow you to report exception time.

- Choices for exception time are **Overtime**, **Double Time** (where applicable) and **Call-in Hours** (when applicable).



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6. Select the Reason for the exception time and input the number of hours worked.



Note: Comments may be added as appropriate.

Enter Time
04/30/2014

Time Type * Overtime
Unit Hours
Quantity * 3

Details
Comment Worked on the AX Project

OK Cancel

7. Click **OK** and the exception time hours will populate on the timesheet.

	Wed 04/30	Thu 05/01
	Hours Entered: 3	Hours Entered: 0
	Overtime 3 Hours	

8. Once all exception time hours are entered, click **Submit this Week**

3
Total Hours


Enter Time Submit this Week

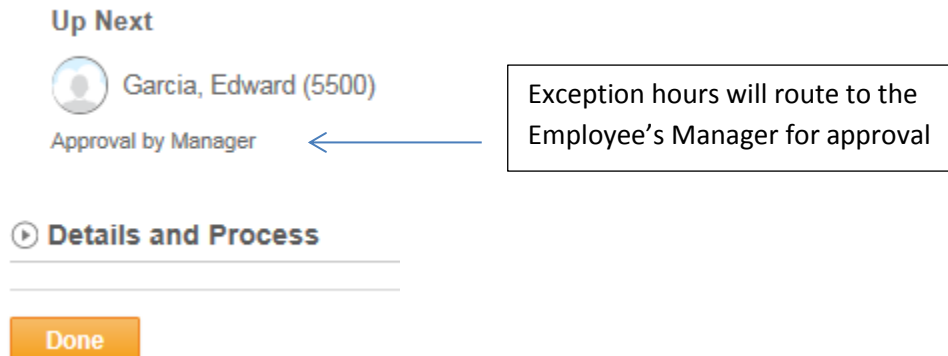
9. This message attesting to the validity of the entry will appear once the exception time is submitted for payment.

enter your comment Submit View Proc Rela

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10. Click  and the next step in the approval process will appear.

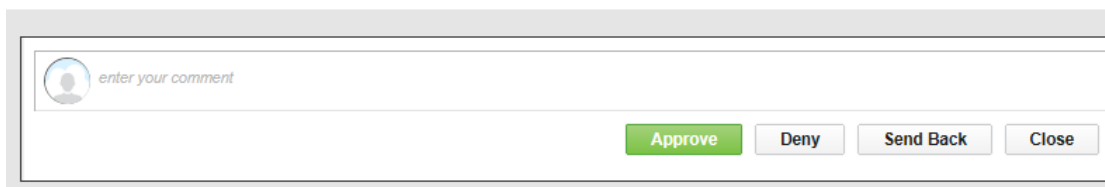


11. Click  to complete

The Employee's Manager will receive a notification in the **Workday** Inbox that a timecard for exception time needs to be approved.

2014	Mon 04/28 Hours Entered: 0	Tue 04/29 Hours Entered: 0	Wed 04/30 Hours Entered: 0	Thu 05/01 Hours Entered: 3	Fri 05/02 Hours Entered: 0	Sat 05/03 Hours Entered: 0
				Overtime 3 Hours	Pay date 04/14/2014 - 04/27/2014	

Once the Manager has approved the timecard, it will be sent to HR for final approval. If it is during the Payroll processing period it will stay with HR to suspend until Payroll completes processing for the current pay period.



Date	Chapter Modified
13 Apr 2015	Updated to reflect 9AM Central submission cutoff time per Payroll Manager...DLB