

# Hexcel's Workday User Manual

## Chapter 5-07

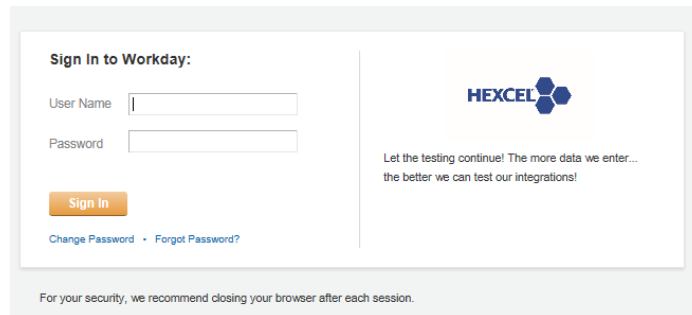
### TIME TRACKING SALARIED EXEMPT

Time Tracking will be used by first line, Salaried-Exempt, Supervisors, where applicable, to record exception time to their normal work schedule. 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 CT 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.

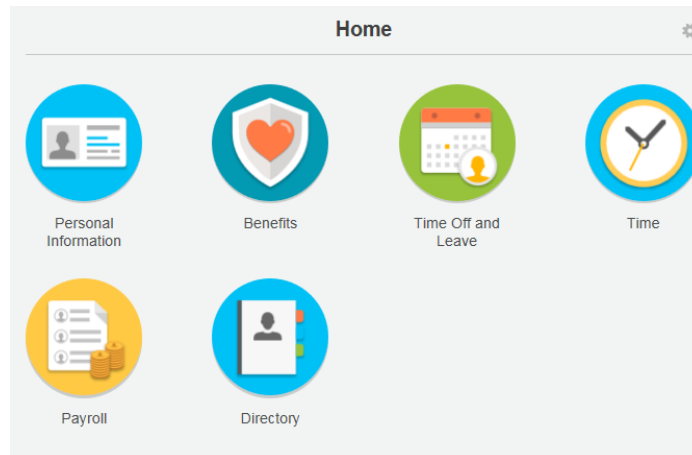
#### Salaried Exempt

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.'

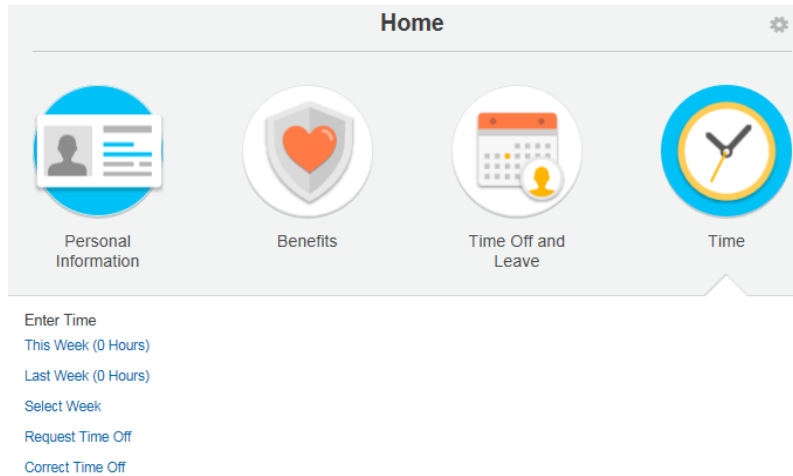
2. From the Home Page select **Time**



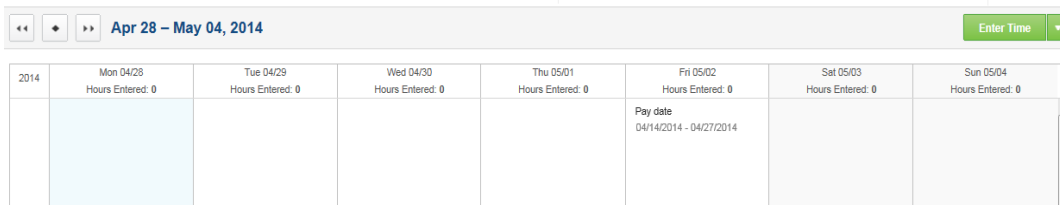
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3. Select the week to enter the exception time



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



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.



**Note:** Comments may be added as appropriate.

The screenshot shows the 'Enter Time' dialog box for the date 05/03/2014. The dialog box contains the following fields and options:

- Time Type \***: Additional Straight Hours
- Unit**: Hours
- Quantity \***: 8
- Details**: Comment field containing "Worked for Joe who is on vacation"
- Buttons**: OK and Cancel

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

8  
Total Straight Hours

Enter Time Submit this Week

Sat 05/03 Hours Entered: 8	Sun 05/04 Hours Entered: 0
Additional Straight Hours 8 Hours	

7. Once all exception time hours are entered, click **Submit this Week**
8. This message attesting to the validity of the entry will appear once the exception time is submitted for payment.

By clicking Submit, you are indicating that all hours being reported are true and complete, and conform to company time reporting policy and you are authorizing payroll to use these hours for payment.

enter your comment Submit Cancel View Proc Rel

9. Click **Submit** and the next step in the approval process will appear.

Up Next

Garcia, Edward (5500)  
Approval by Manager ← Exception hours will route to the Employee's Manager for approval

Details and Process

Done

10. Click **Done** to complete

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

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
14 April 2015	Modified Payroll submission cutoff time to 9AM Central per Payroll Manager...DLB