

Welcome to WORKDAY



What is **WORKDAY**?

Workday is a cloud-based software vendor that specializes in human capital management and financial management applications.

Headquartered in Pleasanton, Calif., Workday was founded in 2005 by Dave Duffield and Aneel Bhusri, former executives at PeopleSoft, an enterprise resource planning (ERP) software vendor later acquired by Oracle. Workday is a pioneer in software-as-a-service business applications, and Workday software has often been recognized for its ease of use and quick implementation, compared with on-premises HCM and finance applications. The company does not officially consider itself Workday ERP, but it is widely considered to be in direct competition with ERP vendors, including Oracle and SAP.

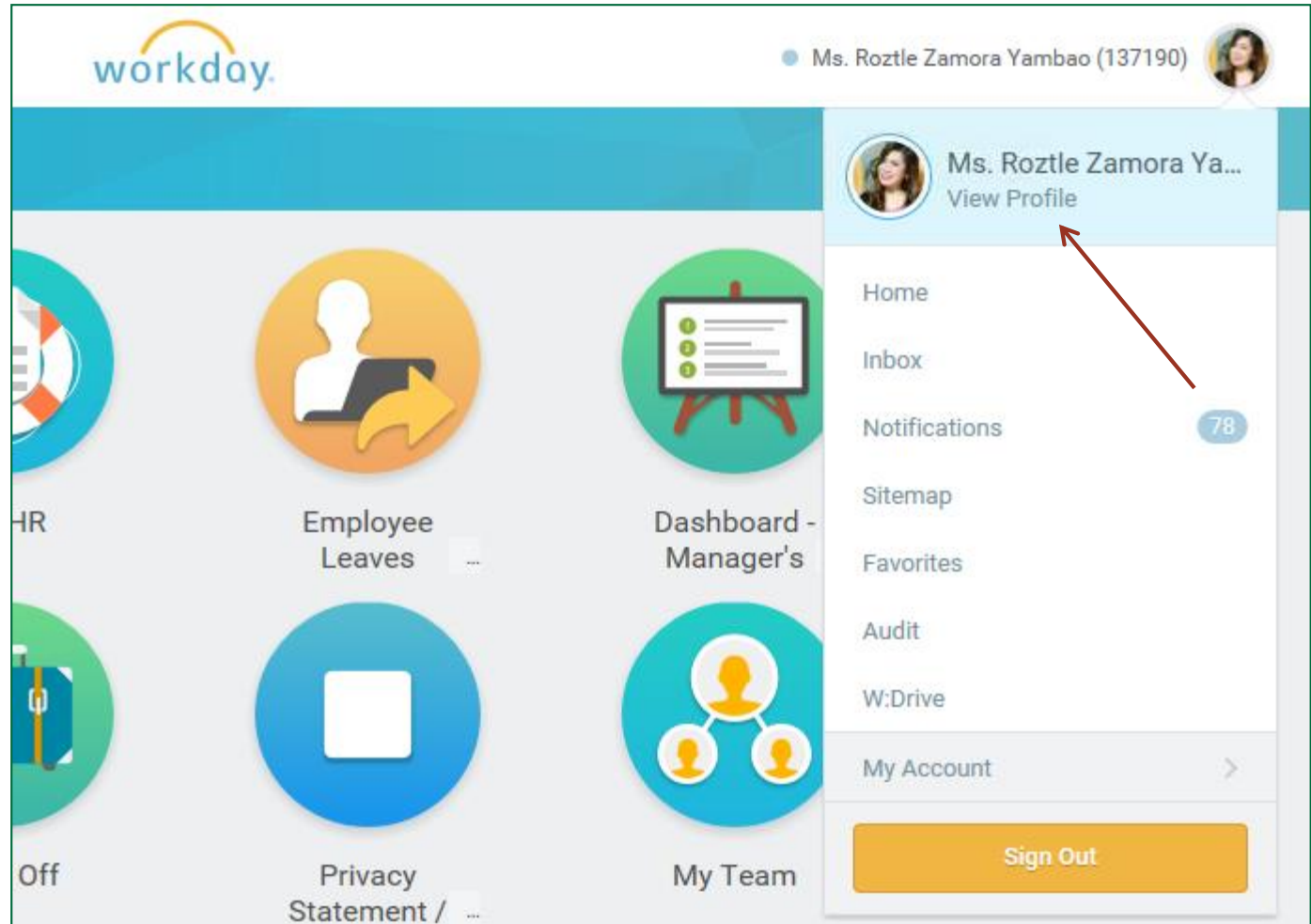
Your WORKDAY Profile

Here's your profile.

You can see your personal information here which are confidential and should not be seen by other employees (e.g. compensation)

Click the image after your name to see the menu.

Click **“View Profile”**



Manage your PROFILE

Overview Tab on the lower left shows your Employee Information
Click **“ACTIONS”** after your name

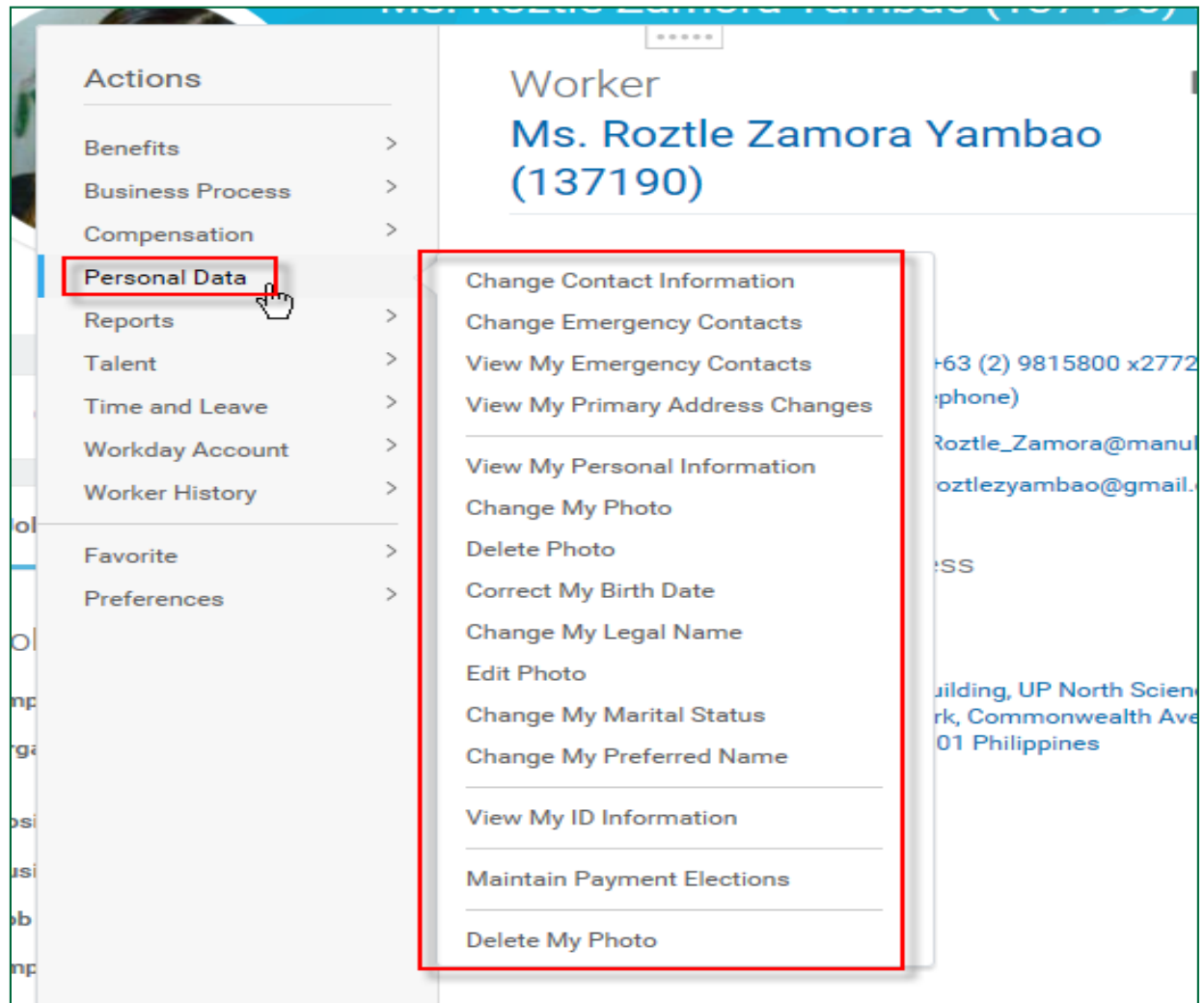
The screenshot displays the Workday interface for an employee profile. At the top, there is a navigation bar with a home icon, a search bar, the Workday logo, and the user's name and ID. The main content area features a profile card for Ms. Roztle Zamora Yambao (137190), IT Team Leader. The card includes a circular profile picture, contact details (phone and email), and a list of actions (View Team, Location). A red arrow points to the 'Actions' button. Below the profile card, there are tabs for Overview, Career, and Performance. At the bottom, a navigation bar contains links for Job Details, Compensation, Worker History, Organizations, Manager History, Contact, Personal Information, IDs, and More.

Manage your PROFILE

Under the ACTIONS tab, you may modify your Workday Profile.

Choose “PERSONAL DATA” and select from the list.

(e.g. Change My Photo or Change my Preferred Name)

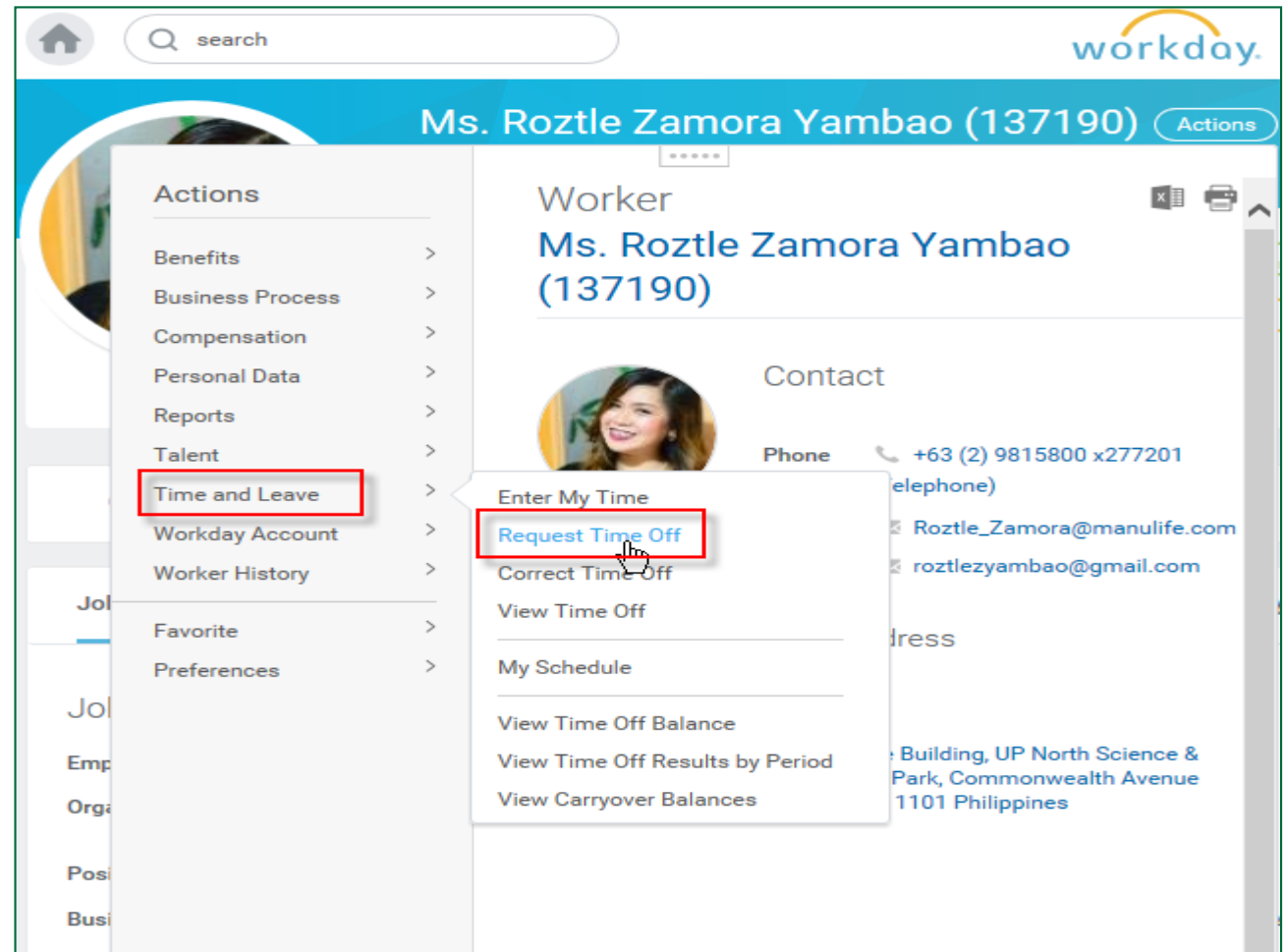


Request for LEAVES (VL, SL, EL)

Under the
ACTIONS tab, you
may Request for
your time off.

Choose “Time and
Leave”

Vacation
Sick
Emergency
Etc.



Request for LEAVES (VL, SL, EL)

Click on the box (desired off date)

Then click the box on the lower left “1 Day- Request Time Off” and fill-out the necessary details in the pop-up window (see image on the next slide.)

Request Time Off Ms. Roztle Zamora Yambao (137190) Actions

Today

<

>

July 2017

Balance as of

05 / 24 / 2017

26 Days

Balance Per Plan

Philippines (MBPS)-Vacation Leave

4 Days

(Emergency Leave, Study Leave, Vacation (MBPS), Business Unit Holiday, Compassionate Leave)

Sunday	Monday	Tuesday	Wednesday
25	26	27	28
2	3	4	5
9	10	11	12

1 Day - Request Time Off

Request for LEAVES (VL, SL, EL)

Request Time Off

Ms. Roztle Zamora Yambao (137190) Actions

Total: 1 Day

Guided help is available! Click the question mark (upper right corner) and we'll walk you through each step!

- Click on the question mark
- Read the instructions and complete each field when prompted
- Click on the arrow to move to the next step

When

Wednesday, 5 July 2017

Type

✕

Vacation (MBPS)

Daily Quantity

★


1

Unit of Time

Day

Comment

Personal Matters

Family Vacation

Submit

Cancel

Request for LEAVES (VL, SL, EL)

Request Time Off Ms. Roztle Zamora Yambao (137190) Actions

Today < > July 2017

Balance as of
05 / 24 / 2017 
26 Days

Balance Per Plan
Philippines (MBPS)-Vacation Leave
4 Days
(Emergency Leave, Study Leave)

Sunday	Monday	Tuesday	Wednesday	Thursday
25	26	27	28	29
2	3	4	5 Vacation (MBPS)	6

	10	11
	✓ Vacation (MBPS)	
17		18

Once your request time off has been submitted, you will see the chosen date with gray line (see image above) which means your manager needs to approve it. Once approved, it will be changed to a green check mark (see image on the left)

Request for LEAVES (VL, SL, EL)

Under the
ACTIONS tab, you
may View your
requested time off.

Choose
>Time and Leave
> View Time Off

The screenshot displays the Manulife portal interface for a worker named Ms. Roztle Zamora Yambao (ID: 137190). On the left, a sidebar lists various 'Actions' such as Benefits, Business Process, Compensation, Personal Data, Reports, Talent, Time and Leave, Workday Account, and Worker History. The 'Time and Leave' section is expanded, showing a dropdown menu with options: Enter My Time, Request Time Off, Correct Time Off, View Time Off (highlighted with a red box and a mouse cursor), My Schedule, View Time Off Balance, View Time Off Results by Period, and View Carryover Balances. The main content area on the right shows the worker's profile, contact information (phone: +63 (2) 9815800 x277201, email: Roztle_Zamora@manulife.com, roztlezyambao@gmail.com), and address (Building, UP North Science & Park, Commonwealth Avenue, 1101 Philippines).

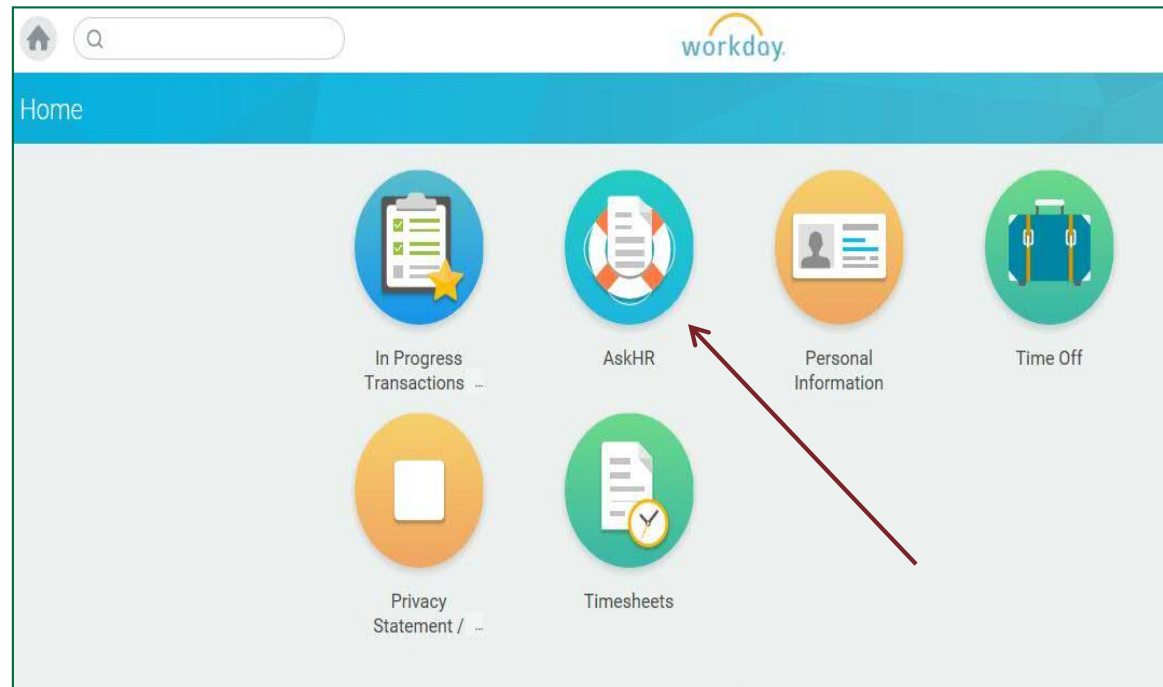
Request for LEAVES (VL, SL, EL)

The image below shows all your time off and their status (approved, submitted, cancelled, etc.)

Time Off Ms. Roztle Zamora Yambao (137190) Actions							
Organization CORP, Corporate Mgmt (Donald Guloien (33643)) >> CORP, Bpo - Mts (Ana Loren Calanasan (136810))							
Manager(s) Ana Loren Calanasan (136810)							
Time Off Requests Time Off Balances as of Current Date							
Time Off Requests 195 items							
Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	
06/15/2017	Thursday	Vacation (MBPS)	1	Days	Birthday Leave	Submitted	
05/19/2017	Friday	Vacation (MBPS)	1	Days	Personal Matters	Approved	
05/10/2017	Wednesday	Vacation (MBPS)	1	Days	Personal Matters	Approved	
05/05/2017	Friday	Vacation (MBPS)	1	Days	Personal Matters	Approved	
04/21/2017	Friday	Sick Day	1	Days	Dysmenorrhea and Dizziness	Approved	

AskHR Guide

For other inquiries, questions and guide for WORKDAY, you may go back to your Workday Homepage and click the AskHR icon.



Getting Started

AskHR is a tool in guiding you for all your concerns with regard to Workday. Click the “AskHR online resource” to walk you through what you needed to know.

The screenshot shows the Workday AskHR interface. At the top, there is a search bar and the Workday logo. Below the search bar, the text 'AskHR' is displayed. A table with two columns, 'Topic' and 'Resource', is shown. The first row is highlighted in blue and contains the text 'AskHR' in the 'Topic' column and 'AskHR online resource' in the 'Resource' column. A red arrow points to this row. The other rows in the table are: 'AskHR' / 'Contact AskHR', 'Security and Privacy' / 'How secure is Workday?', 'Security and Privacy' / 'Privacy Statement', and 'Security and Privacy' / 'Request a change in Workday Security'.

Topic	Resource
AskHR	AskHR online resource
AskHR	Contact AskHR
Security and Privacy	How secure is Workday?
Security and Privacy	Privacy Statement
Security and Privacy	Request a change in Workday Security

AskHR Guide

Here's a sample of some How to's.

Type your keywords in the search field.




On the next slide we are giving you an example on How to submit your overtime in Workday.

Simply follow the steps 😊

The screenshot displays the AskHR portal interface. At the top, there are logos for Manulife, John Hancock, and AskHR. Below the logos, there are tabs for 'Knowledge' and 'Inquiries'. A search bar is present with a 'Need Help ?' button. Below the search bar, there are three dropdown menus for 'English', 'Topic', and 'Geography'. The main content area lists several 'How to' articles:

- [\(Global\) How do I make changes to an employee's job in Workday?](#)
Learn how to make changes to an employee's job in Workday, including promotions, transfers, and changes from part-time to full-time.
000001071 • Standard Tab Layout • Last Published 19/05/2017
- [\(Global\) How do I submit overtime in Workday?](#)
This article will walk you through submitting overtime in Workday, and if you are a manager, reviewing and approving overtime.
000001935 • Standard Tab Layout • Last Published 26/04/2017
- [\(Global\) How do I complete the year-end review in Workday?](#)
This article will cover how to complete a year-end review in Workday for both employees and managers.
000001572 • Standard Tab Layout • Last Published 17/11/2016
- [\(Global\) How do I enter or update my goals in Workday?](#)
This article helps you enter and update your goals and development items in Workday. Managers - learn how to add goals.
000001340 • Standard Tab Layout • Last Published 20/10/2016
- [\(Global\) How to Modify or Add Personal Information in Workday](#)
Workday How To's
000001081 • Standard Tab Layout • Last Published 08/11/2016

(Global) How do I submit overtime in Workday?



Quick Links

KnowledgeInquiries

(Global) How do I submit overtime in Workday?

Rate This Article☆☆☆☆☆(Average Rating: 2.97)Version 20Language

INFORMATIONQ & AMANAGER

Question

How do I submit overtime in Workday?

Answer

What you'll find in this article:

- [Important: When do I need to enter my time in Workday?](#)
- [Adding the Time worklet to your Workday Home page for easy access](#)
- [How to submit overtime in Workday \(using 'Enter My Time'\)](#)
- [Viewing historical timesheets in Workday](#)
- [You can review your local overtime policy here.](#)

?

You can also check out:

Q&A tab: Oops! I need to correct a time entry – what do I do?
I can't backdate my time – why?

Manager tab (only visible to managers – above): How do I review and approve my employees' overtime?

(Global) How do I submit overtime in Workday?



Important: When do I need to enter my time in Workday?

You should review your country's overtime policy for specific details about when you should submit overtime (see links at the bottom of this article).

In addition to your local overtime policy, keep in mind that in order to ensure that you're paid for your overtime hours on time, you must submit your hours in Workday and have them approved by your manager prior to the lockout date for that pay period. After a lockout date, you can't enter or edit time for any previous period.

If your submitted time hasn't been approved by your manager before a period goes into lockout, your manager can still approve using their inbox task and it will be picked up by payroll in the next cycle.

Adding the Time worklet to your Workday Home page for easy access

1

Click on the gear symbol on your Workday Home page.

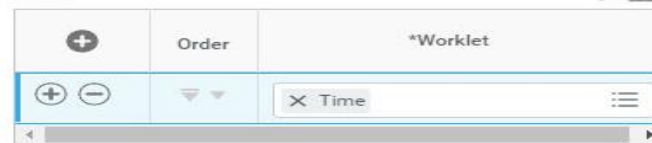


2

Click the (+) under Optional worklets, then search and select 'Time'.

Optional Worklets

1 item

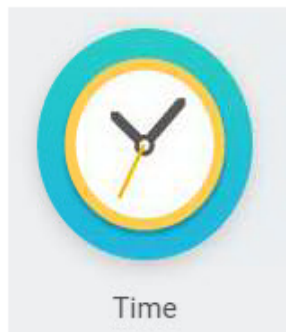


(Global) How do I submit overtime in Workday?

3

Click **OK** > Done.

And that's it! The Time worklet will now appear on your Workday Home page for easy access to submitting overtime in Workday.



How to submit overtime in Workday (using 'Enter My Time')

In order to enter and submit overtime in Workday, you can:


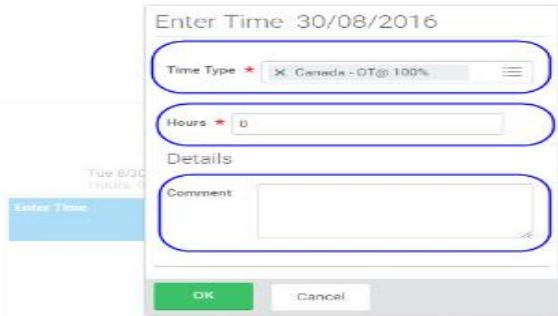
1. Search and select 'Enter My Time'

- Once you're there, you can use the arrows to move to another week if required.

2. Use the Time worklet (see above)

- You can choose to enter time for this week, last week, or other weeks from the Action column. Once you're there, you can use the arrows to move to another week if required.

(Global) How do I submit overtime in Workday?

1	Click on a day to enter your time.
	
2	<p>Enter the following:</p> <ul style="list-style-type: none">• Time Type: Select the correct time type from the drop down menu• Hours: Enter the number of hours you are claiming for that day.• Comment: If you'd like to include any additional information for your manager, enter it here.
	
3	<p>Then what? You can:</p> <ul style="list-style-type: none">• Enter time for additional days• Leave Workday – your changes will be saved and you can return to enter additional hours, or;• Submit

(Global) How do I submit overtime in Workday?

Viewing historical timesheets in Workday

If you would like to review previously submitted overtime in Workday, you can:

1. Search and select **'Enter My Time'**
 - Once you're there, you can use the arrows to move to the week you are looking for.
2. Use the Time worklet (see above)
 - Select other weeks from the Action column and enter the date you are looking for.

If you would like to review overtime previously submitted using Timesheets you can click on the optional Timesheets worklet and 'View Timesheets' or search and select 'My Timesheets'.

Links

Canada	View overtime policy - Canada
US	View overtime policy - US
Indonesia	View overtime policy - Indonesia
Japan	View overtime policy - Japan
Malaysia	View overtime policy - Malaysia
Philippines	View overtime policy - Philippines
Cambodia	View overtime policy - Cambodia
Singapore	View overtime policy - Singapore
China	View overtime policy - China
Taiwan	View overtime policy - Taiwan
Hong Kong	View overtime policy - Hong Kong

Thank you



We operate as John Hancock in the United States and Manulife in other parts of the world.