

Absence & Time Tracking FAQ



- 1- Will access to Workday come through a link in an email?
 - a. An email will be sent Monday to all employees with the link.
 - b. Instructions to log in will also be available.
- 2- Will our username and password log in information be the same as API?
 - a. Yes, it will be your MFB username and password.
- 3- Will we be able to access Workday on a personal computer? Or on a personal Wi-Fi?
 - a. The URL or mobile app will work on personal devices as well.
- 4- When will we have access to edit timecards and request time off in Workday?
 - a. Monday December 12/23
- 5- Where can I go for the Guides/How To's?
 - a. [Workday - Mary Free Bed Rehabilitation Hospital](#)
- 6- Who can I contact for additional assistance?
 - a. Hrworkday@maryfreebed.com
 - b. 616-840-8010 option 7
- 7- When should timecard be submitted to ensure we are paid correctly?
 - a. Payroll periods run from Sunday through Saturday on a 2 week period
 - b. Employees have until midnight Saturday at the end of a payroll period
 - c. Leaders and Timecard editors will approve by 12pm the Monday following the close of a payroll period to ensure all time has been entered correctly and approved for payroll
- 8- Will timecards be available to approve sooner than Saturday?
 - a. You should always view your time each week to be sure all punches and time entries are allocated correctly
 - b. You will be able to approve/submit the hours day by day if you wish until you reach the final approval times noted above.
- 9- How does time off requests impact ShiftWizard?
 - a. All time off must be entered in Workday. Workday will then feed the request to ShiftWizard for schedulers to ensure patient care is appropriate.
- 10- Do salaried employees have to clock in, clock out, and submit timecards?
 - a. Salaried employees will have auto-generated hours on their timecard in Workday.
 - b. Salaried employees who work the weekend will need to will need to clock in/out to receive shift differentials if applicable.
 - c. All employees, including salaried, will need to submit their timecards.
- 11- Do Salary staff just need to manage absences and sign off at end of pay period?
 - a. Yes, all employees need to enter time off in Workday and review their timecards. Ultimately the approval falls on the leader or timecard editor. However, employees should ALWAYS review time to ensure it is correct before leaders view and approve.
- 12- Is it case sensitive for no lunch?
 - a. No
- 13- Is the "no lunch" text field entry automated or reviewed by leaders or both?
 - a. Timeclock users will have an attestation on lunch and will be auto filled.
 - b. If you are not using a timeclock, you will need to enter "no lunch" in the comments section OR use the out punch for "meal"