

# Workday Bulletin No. 1

## Employee Edition

March 7, 2019

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### Workday Tip No. 1 for Employees: Auto-Filling Your Time Entry

Workday makes it easy to copy your hours worked from a previous week in to the current week, saving you effort when it's time to submit your hours. Select "Auto-fill from previous week" from the Enter Time button at the bottom left of the time entry page if you have a regular schedule and want to copy from a previous week. You can select the week you want to copy from the calendar displayed. For more information, refer to pages 6 and 7 in the [Enter Time User Guide](#).

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## Workday Tip No. 2 for Employees: Understanding Leave Balances

Workday displays sick leave and vacation balances in hours rather than days. To convert the number of hours displayed to days, use the information in the following table:

EMPLOYEE TYPE	HOURS PER DAY
Full-Time Academic Professors	8.8 hours per day
Full-Time Librarians and Counsellors	7 hours per day
Full-Time Support and I/O	7, 7.25, 7.5 or 8 hours per day as appropriate according to the employee's assigned hours
Full-Time and Fixed Term Admin	7.25 hours per day

For example, if you are a Full-Time Academic Professor and Workday displays 96.8 hours of vacation balance, divide the total hours by your daily hours:  $96.8 / 8.8 = 11$  days.

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## Learning to Speak Workday: A Look at New Terminology

Wondering what a Spend Authorization is? Trying to understand what Life Event means? Check out the [glossary](#) posted to the AC Workday website that explains Workday terms.

If you think there's a term that should be added, please email [workday@algonquincollege.com](mailto:workday@algonquincollege.com) to let us know.

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## Time Off Requests and Multiple Managers

If you have a temporary assignment or multiple positions, your time off requests will flow to all of your Managers. You can expect that only the Manager from whom you are asking for time off will act on your request.

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## Drop-In Kiosk Hours Extended

Employee Drop-in Kiosk hours have been extended. If you have a question about Workday, you can drop by room C120B in the Employee Learning Exchange in DARE District during the following hours:

- Monday, March 11, 10:00 a.m. -1:00 p.m.

- Wednesday, March 13, 10:00 a.m. -1:00 p.m.
- Monday, March 18, 10:00 a.m. -1:00 p.m.
- Wednesday, March 20, 10:00 a.m. -1:00 p.m.
- Monday, March 25, 10:00 a.m. -1:00 p.m.
- Wednesday, March 27, 10:00 a.m. -1:00 p.m.

The main room number for the Employee Learning Exchange is C123.

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## How to Get Help

Need help? Submitting a support case ticket is the best way to get support and will help us see if there are recurring issues that need to be addressed. Please use the form found [here](#) on the Workday website.