

Engineering Payroll

Entering Time for an Additional Job When Primary Job Uses Kronos

Add Time Entry Template

The time entry template (time sheet type) auto-assigned to employees is driven by eligibility rules and based on their primary position. If the employee's primary position is with Transportation Services, a time entry template in Workday has not been auto-assigned. Therefore, an employee will need a time entry template to be manually assigned when working in an additional job.

How to Manually Assign A Time Entry Template

The Timekeeper or Payroll Partner roles in WorkDay can assign a time entry template:

1. Go to **“Edit Other IDs”** in the employee profile
 - a. The **“Other ID Type”** will be **“Time Tracking Eligibility”**
 - b. The **“Organization”** will be **“Texas A&M Engineering”**, **“TEEX”**, or **“TTI”** based on the additional job that the time entry template is being added.
 - c. The Identification Number will be the Time Entry Template needed. Please see the list below for Time Entry Template Options. Typically, this Identification Number will be **“Hours Only Temp/Casual and Student”**. *The Identification Number must be entered exactly as listed in order to properly generate the time entry template.*

This process will manually assign the employee the time entry template (time sheet). Once it is complete, the employee, manager, or timekeeper should be able to enter time.

Time Entry Template Options

The template must be typed exactly as listed below:

- Hours Only Hourly Staff and Faculty (used by Engineering)
- Hours Only Temp/Casual and Student (used by Engineering)
- In/Out Time Hourly Staff and Faculty
- In/Out Time Temp/Casual and Student
- Project Hours Only Hourly Staff and Faculty
- Project Hours Only Salaried Staff and Faculty
- Project Hours Only Temp/Casual and Student
- Project In/Out Time Hourly Staff and Faculty
- Project In/Out Time Temp/Casual and Student