



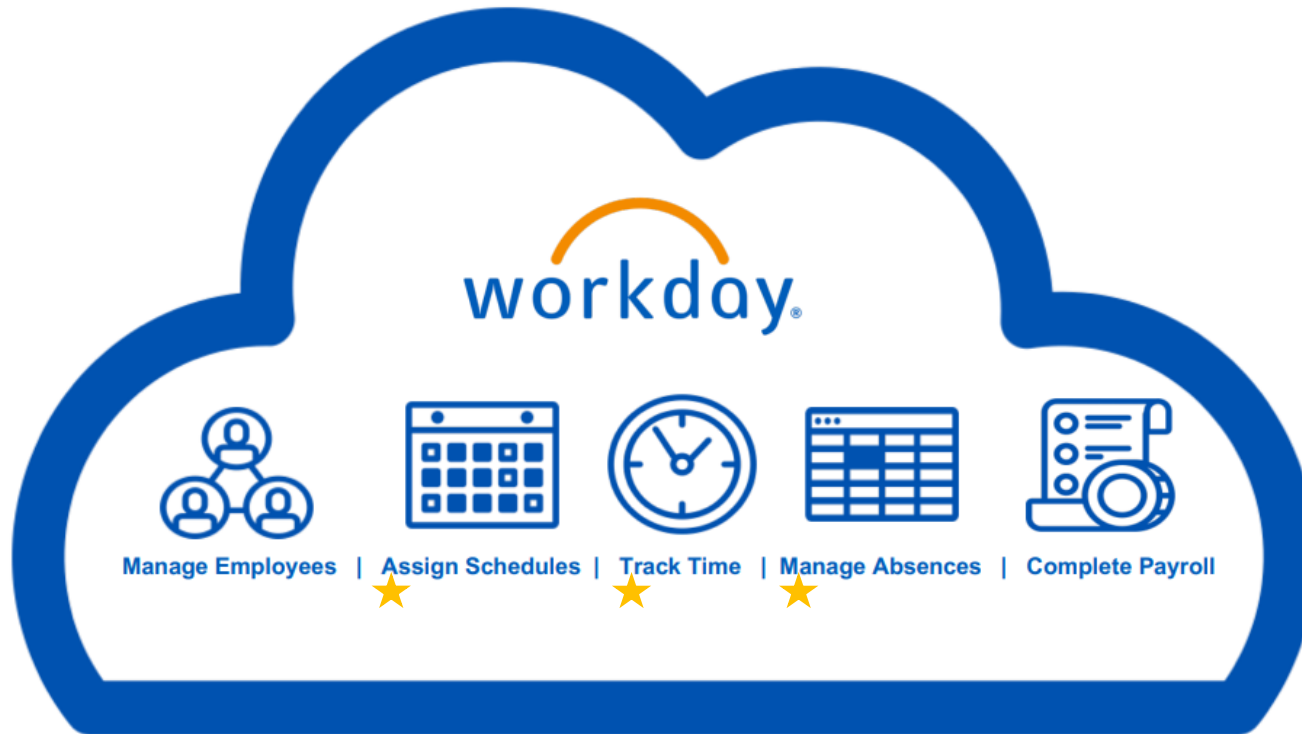
Workday Time Tracking & Absence

Overview Material

Future State – Powered by Technology

Tomorrow's Transaction Processing – High Level View

Time Tracking - One Unified Solution



★ Project impacting areas



dormakaba



**Production Workers only
will use Time Clocks**



WORKDAY TIME TRACKING & ABSENCE

Enter & view time using...

Production workers use Time Clocks to check in close to start of shift & check out at the end of shift.

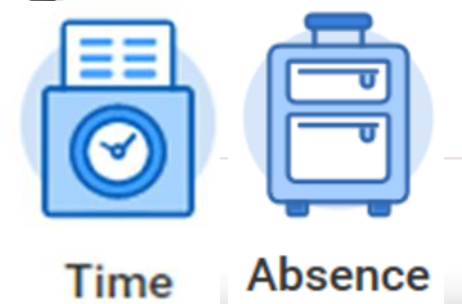
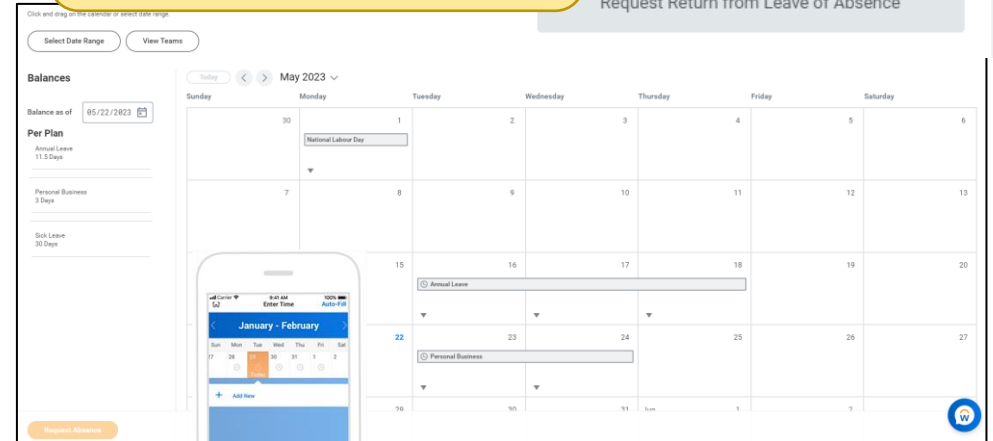
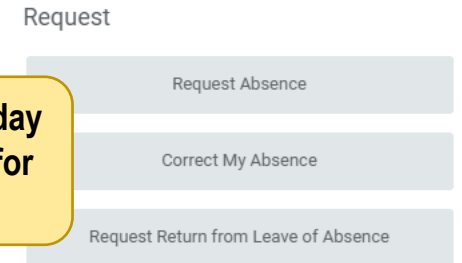


Production employees log into Workday via Shared Computers/Kiosks or personal mobile to view work schedule & time balances.

Support & Management log into Workday via laptop or personal mobile to enter their time where applicable per local policy.

Request time off & leave using...

All employees Log into Workday absence to submit requests for manager approval.



Payroll



Key Changes and Impact





What's Changing...

Production Worker



Role Profile:

- **Production Role, Hourly Worker**

Interaction With Workday Time & Absence

- Access Workday via shared computers or download the Mobile App on Cell Phone.
- Caterpillar employees will use Workday Time Tracking & Absence to:
 - View Workday Timecard to see Work Schedule and Time balances
 - Request Time Off / Leave of Absences for manager approval & checks back to ensure request is approved prior to taking leave

Key Changes

- New Dormakaba Time clocks requiring a badge or key fob for clocking in and out for all production workers.*
- Can now self-service and request time off / leave of absence by using the Workday mobile app on cell phone, via shared computers or kiosks.
- Can view work schedule & time worked and time balances in Workday via the Time App (desktop/kiosks).
- Can view accrual balances in Workday (no longer at the clock).

Note: the above is not inclusive of any additional location specific changes.

Request Time Off Process

CAT EMPLOYEE

LEADER



Access Workday and search for Absence in your menu bar or type "Request Time Off" in the Workday Search bar



Follow the prompts>view team absence calendar to check availability>select the day(s) on your calendar you wish to request off and the type of absence. Confirm or edit the quantity for the time off and click submit



Receives and reviews current available calendar spots



Approve if spots are available



APPROVED!

Once approved you will receive a notification & your absence balance will be updated.

