



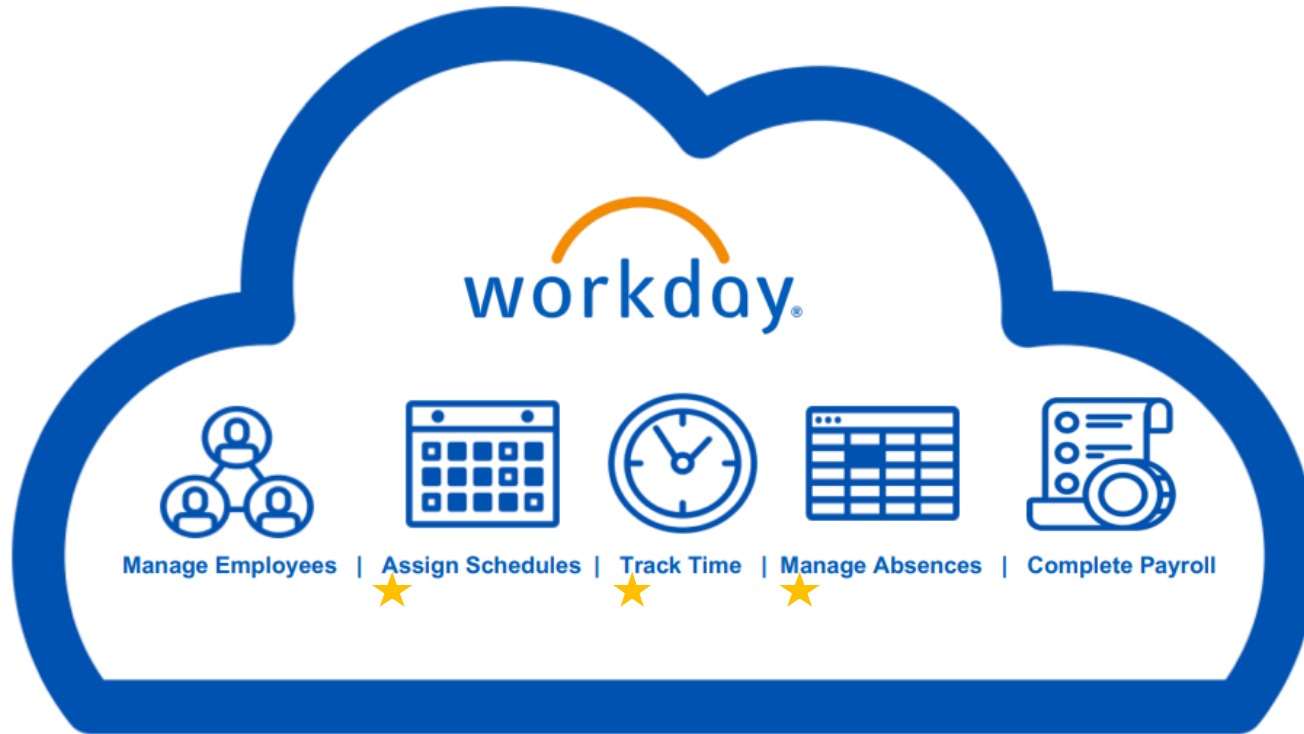
Workday Time Tracking & Absence

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**



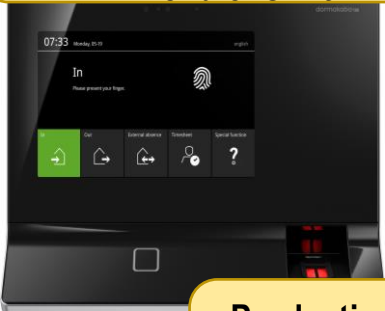
CATERPILLAR

WORKDAY TIME TRACKING & ABSENCE

Enter & view time using...

Request time off & leave using...

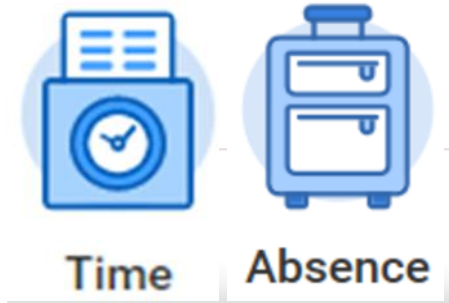
Production workers use badge at Time Clocks to check in close to start of shift & check out at the end of shift.



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.



Payroll

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

Request

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

Click and drag to select a date range or select a range

Select Date Range View Teams

Balances

Balance as of 05/22/2023

Per Plan

- Annual Leave 13.5 Days
- Personal Business 3 Days
- Sick Leave 30 Days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30	1 National Labour Day	2	3	4	5
	7	8	9	10	11	12
			15	16 Annual Leave	17	18
	22 Personal Business	23	24	25	26	27
			30	31 Sick Leave	1	2



Workday Time Tracking Fundamentals

A **Work Schedule** must be assigned to enable you to record your time worked in Workday. A work schedule captures your standard working pattern, start and finish times.

A **Badge ID** must be present on production workers record in Workday to enable clocking in and out. (ProWatch to Workday Integration)

Core HCM worker data must be accurate and updated timely to avoid incorrect assignment of work schedules, time & absence calculations.

Missed Time entries MUST be entered into Workday Time Tracking. No silo processes to avoid overpayment.

Managers can **Delegate** Time Tracking responsibilities to a peer or their manager when out of office.

Alerts will inform managers when action is required and or when limits are exceeded.

Time Entry Edits can be made by the manager & will require comments to be inserted for auditing purposes.

Only Manager approved time prior to payroll cut off will be passed to Payroll. No further layers of approvals.

Mass Schedule Changes
Managers can mass assign work schedules for their direct reports using the Scheduling Dashboard application.

Production workers will enter time by badging at the clocks. **Support and Management workers** per local policy records time worked or premium hours only in Workday.

Key Changes and Impact



What's Changing...

Intro to Personas



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.
- Core 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 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 vacation and accrual balances in Workday (no longer at the clock).

* Excludes Alpharetta hourly remote workers

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.

