

Frequently Asked Questions

Production Employees

Q: How can I access Workday?

A: Employees can access Workday by downloading the mobile app on their cell phone or via shared computers or kiosks. Additional resources on how to download the Workday mobile app have been provided to your local HR Partner.

Q: How do I request Time Off?

A: All time off and leave of absence requests should now be requested and submitted within Workday Absence. Once approved you will receive an alert within your 'Notifications'.

For further instructions on how to request an absence in Workday, please refer to your local HR Partner.

Q: Where can I find my time balances?

A: For time off balances, log into Workday and navigate to your Absence App. From there, you can view your time balance as of today or select absence balance to review by a specific date range.

Q: How do I view on my Workday timecard?

A: Once you are logged into Workday, navigate to the Time App. From there, you can view your work schedule by selecting 'My Schedule', or select 'this week', 'last week' or 'select a week' to view your total hours worked, time off and time balances.

Q: Can I edit my hours worked in Workday?

A: No, only leaders can edit time for hourly workers whose time was submitted via Dormakaba time clocks. Comments will be required whenever an edit is made to the time block.

Salaried workers who are reporting total hours worked or only exception time will be able to edit their time entries.

Q: I forgot my badge and I am unable to use the time clocks. What should I do?

A: The Dormakaba time clocks do not recognize temporary badges so, you will need to speak to your supervisor. Your supervisor can enter the time in Workday for the start and end of your shift.

Password & Multi-Factor Authentication Support

- Contact your supervisor to receive a password reset or multi-factor authentication instructions for first-time setup.
- Collaborate with your supervisor to contact [IT Support](#) for additional password or MFA support.

Q: What should I do if I missed clocking in or out on a specific day?

A: Speak to your supervisor to ensure the correct start or end time is captured and approved in Workday accordingly.

Q: What should I do if my time entries appear to be incorrect on my timecard?

A: For questions regarding your timecard or absence balances, please reach out to your supervisor or local HR for support.

Q: Am I able to request time off or leave of absence through the Dormakaba time clocks?

A: No, all time off and leave requests must be submitted using the Workday Absence application.