Changes in Workday:
In June, 2017, time and attendance records will be maintained and updated in Workday, Penn State’s new Human Capital Management-Payroll system. In Workday, Employees will be responsible for submitting time worked & time off and Managers will be responsible for approving attendance records.

Time and attendance will be directly tied in the new system, so it’s critical to bring accurate attendance records and balances into Workday.

How Managers can Help Now:
• Remind your direct reports how important it is to submit accurate time & attendance records on a monthly basis.
• Practice the habit of approving time & absences on a monthly basis.
• Review your direct reports’ balances for any time tracking or absence issues.

We invite you to stay connected with Project WorkLion, the team implementing Workday at Penn State, for more information and the latest news on the project.

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Time and attendance will be directly tied in the new system, so it’s critical to bring accurate attendance records and balances into Workday.

**How Employees can Help Now:**

- Practice the habit of submitting accurate time & attendance reports on a monthly basis.
- Review your balances to see if the amounts are accurate and in the appropriate time banks.
- Ask your supervisor to approve your time and attendance records on a monthly basis.