

## March 20 – How to Record Time in Workday/AiM - Updated

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**Subject:** COVID-19: How to Record Time in Workday/AiM - Updated

All – I've update the below chart for the correct names of time and added the Workday screenshot.

Workday Time Entry	AiM Time Entry	Description of Use
Hours Worked	Billable Work-Order	<ul style="list-style-type: none"><li>Hours worked in the office or at home by a non-exempt or exempt employee that can be directly attributed to a work-order</li></ul>
Emergency Administrative (unable to work remotely)	Admin-COVID-19 Time Type	<ul style="list-style-type: none"><li>Non-exempt employee that cannot telecommute and has supervisory permission to stay home in order to support FM continuity of operations</li><li>Employee may be recalled to work</li><li>Not eligible for standby pay</li><li>Limited to 40 hours a week</li><li>Exempt billable employee may use Admin-COVID-19 time in AiM for any COVID-19 lost time</li></ul>
State Public Health Emergency (diagnosed with COVID-19 or directed to self-quarantine)	Leave Time Type	<ul style="list-style-type: none"><li>Non-exempt or exempt employee has been diagnosed with COVID-19, caring for an immediate family member with COVID-19, or asked to quarantine by a qualified health care professional</li><li>Requires a qualified health care professional note attached in Workday</li><li>Limited to 80 hours</li></ul>

Please see below for a screenshot of these new Workday time entry points.

The screenshot shows a mobile application interface for selecting a time off type. At the top, a header bar contains a back arrow and the text "Occasional Time Off (Agency Closing, Emergency, etc)". Below this is a list of radio button options. The first option, "Emergency / Disaster (Not COVID-19, use if called away from regular job to provide emergency services during a disaster or for use by victims of a disaster)", is highlighted in blue. The second option, "Emergency Administrative (unable to work remotely)", is selected with a blue dot. Other options include "Interview - Other State Agency", "Jury, Civil or Work Related", "Military Active Duty", "Military Physical", "School, Volunteer Assistance, Public Service", "State Public Health Emergency (diagnosed with COVID-19 or directed to self-quarantine)", and "Unpaid Time Off". Below the list is a search bar with the text "Search" and a magnifying glass icon. A dropdown menu is open below the search bar, showing the selected option "Emergency Administrative (unable to work remotely)" with a close button (x). At the bottom of the screen are two buttons: "Next" (orange) and "Cancel" (grey).

Occasional Time Off (Agency Closing, Emergency, etc)

☐ Emergency / Disaster (Not COVID-19, use if called away from regular job to provide emergency services during a disaster or for use by victims of a disaster)

☒ Emergency Administrative (unable to work remotely)

☐ Interview - Other State Agency

☐ Jury, Civil or Work Related

☐ Military Active Duty

☐ Military Physical

☐ School, Volunteer Assistance, Public Service

☐ State Public Health Emergency (diagnosed with COVID-19 or directed to self-quarantine)

☐ Unpaid Time Off

Search

× Emergency Administrative (unable to work remotely)

Next Cancel

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