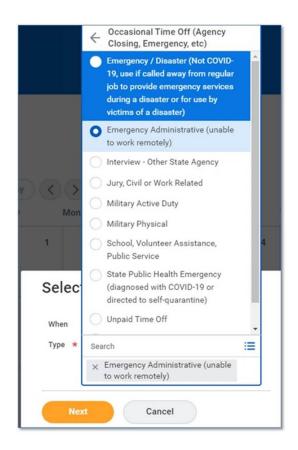
## March 20 – How to Record Time in Workday/AiM - Updated

From: Watson, Blake (jbw7d) <jbw7d@virginia.edu Sent: Friday, March 20, 2020 11:45 AM To: fm-directors@virginia.edu <fm-directors@virginia.edu 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> <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> <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> <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.



## **Blake Watson**

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