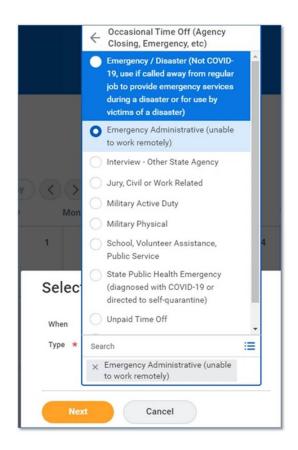
March 20 – How to Record Time in Workday/AiM - Updated

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 | Hours worked in the office or at home by a non-exempt or exempt employee that can be directly attributed to a work-order |
| Emergency Administrative (unable to work remotely) | Admin-COVID-19 Time Type | Non-exempt employee that cannot telecommute and has supervisory permission to stay home in order to support FM continuity of operations Employee may be recalled to work Not eligible for standby pay Limited to 40 hours a week Exempt billable employee may use Admin-COVID-19 time in AiM for any COVID- 19 lost time |
| State Public Health Emergency (diagnosed with COVID-19 or directed to self-quarantine) | Leave Time Type | 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 Requires a qualified health care professional note attached in Workday Limited to 80 hours |

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



Blake Watson

Director of Finance, Facilities Management University of Virginia Email: <u>jbw7d@virginia.edu</u> Phone: 434-982-5075