**Overview**

The Texas A&M Forest Service requires professional (salaried) employees to record time in Workday to meet federal grant (including FEMA reimbursements), Texas A&M System and agency requirements. The agency is required to document comp time, emergency response time and other project hours for professional staff. Workday has been setup to capture hours worked by Professional (Salaried) employees to meet the grant time and effort certification and to code hours worked to correct projects, i.e. emergency response incidents or special projects. Workday is setup on a weekly schedule. The work week is Sunday through Saturday. The normal work schedule is 8:00 to 5:00, Monday through Friday.

**Procedures and Responsibilities**

1. Professional staff must certify the base 40 hours/week, regardless of whether it is a standard five 8-hour days, or a temporary alternative work schedule approved by the agency.
2. The only time that professional staff will report hours in excess of 40 hours per week is when they work emergency response or holiday hours that cause them to exceed 40 hours.
3. Professional staff will enter their hours by project into Workday. All hours entered will be coded to a project. If an employee works on normal projects, consistent with how they are budgeted, they simply enter 8 hours regular time (Sal – Reg Hrs) for each regular workday (Monday – Friday) and Workday calculates the hours by budgeted project/account.
4. Supervisors (Manager) of professional staff will approve employee time in Workday, certifying that they worked the reported hours for the identified time entry code (project). If an employee is unavailable to enter, certify and submit time:
	1. The manager may, on behalf of the employee, enter the employee’s time.
	2. The timekeeper may, on behalf of the employee, enter the employee’s time, but Workday will not route the time recorded to the manager for approval. Timekeepers must retain documentation from the employee and manager certifying the time. This may be an email, a signed printed copy of the timesheet detail, or a manual timesheet.
5. Payroll staff will review the time reports on a monthly basis and do the following:
	1. Provide Timekeepers with comp time hours to be accrued in Workday.
	2. Process overtime pay for hours eligible for payment.
	3. Process payroll corrections for any differences between the budgeted and certified base 40 hours.
6. Responsible persons for grant and contract accounts will also be required to sign the monthly payroll certifications.

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