



Good afternoon! As you are aware, GVSU will implement Workday in January 2024 for payroll, human resources, and finance processes. I want to share information about updates to time clocks for employees to clock in and out of their shifts.

What's Changing?

New Workday time tracking kiosks (iPad or PC) will replace existing time clocks for employees. Many of the existing time clock locations will remain, however, certain locations will no longer be available. For updates on locations, please refer to the [What's Changing with Hourly Time Entry webpage](#).

Please Note the Following Transition Dates

Employees will be notified of changes by email and posters near time clocks. Kindly assist in informing your team.

Last Day for Time Clocks

- **December 17:** This is the final day for employees to enter time using the existing time clocks. Employees working the third shift who clock in on December 17 can use the existing devices to clock out on December 18 before 7 a.m.

Use UltraTime

- **December 18 - January 2:** You or your employees will enter all hours worked in UltraTime.
- **December 26:** For the pay period ending on December 23, supervisors will need to have ALL hours submitted and approved in UltraTime by December 26 at the latest for payroll processing.
- **December 24 - January 2:** Supervisors will need to have ALL these hours submitted and approved in UltraTime by 12 p.m. on January 8 at the latest for payroll processing.

Workday Ready

- **January 3:** New Workday time-tracking kiosks will become active.
 - Instructions will be posted by kiosks before January 3.
 - Staff members (not including student employees) will be able to enter time via the Workday mobile app.
- **January 8:** The first time approval in Workday, for time worked between January 3-6, is due by January 8 for payroll processing.

Training Materials

To support your employees during this time, please review the [Workday Time Tracking training resources](#) prior to December 17, specifically:

- [Time Tracking \(Self-paced course\)](#)
- [Approve Time \(Job aid\)](#)

Questions

If you have questions, submit the [Workday Contact Form](#) or contact your [HR Business Partner](#).

Thank you for your continued support and patience through the Workday transition process.

Sincerely,

Tara Bivens
Director of Total Rewards