

Japan Workday Timecard and Time Off FAQs

Effective December 1, 2017

(FOR Internal Employee Experience)

Please direct all employee-related questions and Workday feedback to erc@adobe.com.

TIME CARDS

1. Who needs to fill out timecards?

Regular employees, Adobe Paid Temps and Interns are required to submit timecards.

2. Can hours be submitted at the end of each week or do they need to be submitted daily?

You can enter your time daily or at the end of the week. The expectation is that time cards are submitted on a weekly basis.

3. Should I report lunch/meal time?

No, the default setting in the system will deduct 1 hour towards lunch/meal time from your total hours submitted for the day.

4. Is it possible to create a template if I regularly work the same hours?

Yes. Click the arrow next to the "Enter Time" button and select the option to "Auto-fill from Prior Week" or "Auto-fill from Schedule".

5. If I make a change to my entered time, when will that change be reflected on my paycheck?

This would depend on the payroll schedule. However, if the changes are made in time for the previous one month, it will be reflected in the paycheck.

6. What happens if a timecard is entered incorrectly?

If an employee submits an incorrect timecard, the manager can use the "Send Back" button to notify the employee and provide related comments/feedback. The employee can then make corrections and resubmit for approval.

7. Will the system approve my timecard automatically?

No, Workday will not automatically approve timecards. Approvals are done by managers or in certain circumstances delegated to someone who is authorized.

8. Can managers delegate timecard approvals to someone else if they are unavailable?

Yes, managers can delegate the task of approving timecards in Workday.

9. Will I still get paid if I don't fill out my timecard?

It is your responsibility to maintain accurate records of all your working time and Adobe will work with you to ensure you are paid accurately and on-time for each pay period. – If you are an hourly

worker paid based on the hours input, you should ensure that the time card is filled out before the cutoff time to ensure that the payment is processed accurately.

10. What do I do if I work on the weekend?

You should enter all hours worked for all days that you work, even if those hours fall on a weekend.

11. Does a graveyard/midnight shift require entering two blocks of time?

You can create a time block that crosses midnight. The only exception is if you have a graveyard shift that covers Sunday night to Monday morning, in which case you would need two separate entries.

12. Is there a way to export or save my timesheets as a PDF?

Once you have entered your time worked, you can print to PDF or export to Excel via the icons on the upper right corner of the screen.

TIME OFF

13. How do I request my planned PTO?

The easiest way to submit your planned PTO is to select the "Time Off and Leave" worklet /icon from your Workday homepage, then select the "Request Time Off" option and enter the dates.

14. Do I need to request Time Off in advance?

It is best practice to request PTO prior to taking Time Off.

15. What do I do if I need to cancel my planned PTO?

From the "Time Off and Leave" worklet/icon select the "Correct My Time Off" option and make the appropriate changes.

16. What do I do if I'm on PTO for 2 weeks and I'm not able to submit for Time Off?

It is best to submit your Time Off prior to leaving for PTO.

17. What do I record if I work on a holiday?

You should enter all hours worked for all days that you work, even if those hours fall on a holiday.

18. What do I enter for my time during company shutdown?

Company holidays will automatically be reflected in the system. If you work on any of those days, you can edit your timecard accordingly.

19. What do I enter if I my Sabbatical overlaps with the December shutdown?

The Sabbatical calculations include the Company holidays, so when requesting Sabbatical, the end date will be pushed further to accommodate the Company Holidays.

20. How far in advance do I need to request my Sabbatical?

Talk with your manager to plan your Sabbatical schedule at least 60 days to 90 days in advance. You can submit related Time Off in Workday as far in advance as you would like. It is best to submit Time Off before you depart for Sabbatical.

21. Is Time Off and/or Sabbatical automatically approved or do I need manager approval?

Time Off and/or Sabbatical is automatically approved in Workday. However, you should obtain approval from your manager at least 60 to 90 days before you leave for Sabbatical.

22. If I erase Time Off from my timecard because I worked, do I need to enter the time that I worked?

Yes. If you end up working during a time that you requested Time Off, you should go back and enter time worked.

23. How can I submit requests for Time Off/Leaves of Absence in Workday?

Select the "Time Off and Leave" worklet from your Workday homepage, then click the "Request Time Off" or "Request Leave of Absence" option and enter the appropriate dates.

24. How do I cancel a Leave of Absence?

You cannot cancel an approved Leave of Absence request, you will need to reach out to erc@adobe.com to modify or cancel the request.

25. Do Leave of Absence submissions require manager approval in Workday?

Yes, manager approval is required for Leaves of Absence.

26. Do leave types under Time Off require manager approval in Workday?

No, manager approval is not required for Time Off except for Special Leave.

27. Can I retroactively submit for a Leave of Absence/Time Off?

Yes. However, this will require approval from your manager in Workday.

TIME AND ATTENDANCE

28. How do I qualify for compensatory leave?

You can take a compensatory leave if you work for 7.5 hours or more on a holiday.

29. If I qualify for compensatory leave, when can I take it?

It should be taken by the end of the month following the holiday. If you are unable to take compensatory leave in the month after the holiday, you will be paid holiday work allowance.

30. If I were to take a business trip to San Jose next week and work on a Japanese holiday, how should I track it in my timecard?

You should submit a holiday work request to your manager and enter your actual working hours into your timecard. Japan employees are subject to the Japan calendar.

31. If I leave home early in the morning and go directly to a client location, what is my start time?

You should enter all hours worked for all days that you work. Your morning commute is not considered work time.

NOTIFICATIONS

32. Will my manager receive a notification when I submit my time?

Yes, your manager will receive a notification that you submitted your time for approval.

33. Will I receive a notification if I forget to submit my timecard?

Yes, you will receive a notification if you did not submit your timecard.

SYSTEMS

34. Is there a plan to add Windows Phone functionality?

We have not received information from Workday in that regard.

35. Can I pull leave reports for my team in Workday?

Yes, you can extract leave reports from Workday.

36. Will Hoya still be the system I check for payroll or will that now be in Workday?

You will be logging into ESS Portal to access your payslip once the migration is completed. ESS Portal can be accessed using the below link:

<https://essportal.excelityglobal.com/embrace/servlet/controller>

37. If I requested Time Off in the old system, did that carry over to Workday?

No, your requested Time Off in Hoya will not carry over. Please re-enter those time again in Work Day.