

Sample Communication for Managers: (PDF Attachment #2)

Good afternoon,

We are sharing some information with you regarding a change to how employees that report to you will enter time for prior pay periods in Workday. Beginning with the October mid-month payroll run, employees will be locked out of time entry for prior pay period correcting entries. Due to this change employees are instructed to work directly with their supervisor to make any time entry corrections in prior pay periods.

Below are the 2024 Time Entry Lock dates for employees:

2024 Time Entry will be locked for employees as follows:

- After October mid-month payroll (Nov. 8, 2024) employee time entry locked prior to July 1, 2024
- After November mid-month payroll (Dec. 9, 2024) employee time entry locked prior to Dec. 1, 2024.
- After December mid-month payroll (Jan. 9, 2025) employee time entry locked prior to Jan. 1, 2025.

Please coordinate with your employees prior to the mid-month payroll cutoff dates to enter any prior pay period time entry corrections. On the dates stated above for 2024 and going forward, after each mid-month payroll run, Managers are responsible for entering and approving any prior pay period time entry corrections.

The following Workday Help Article can assist you with time entry on behalf of workers and is updated with a notice regarding the new time entry lock.

- [How to Enter Time for Worker](#)
- **Note:** *Time entry is locked for employees after each mid-month payroll processing. Time entry corrections for prior pay periods will need to be entered, submitted and approved by managers. Please work with your agency Payroll Partner if you need additional assistance with any prior pay period time entry corrections.*

For questions related to this communication please reach out to your payroll office for assistance.

Sincerely,

(Insert Agency Name) Payroll Office