

WHAT'S CHANGING: ADD TIME TO WORK ORDERS

What do I need to know?

Planon Time Entry: Staff will **enter time against work orders** (labour hours) in Planon using either the time start/stop clock on the Planon Mobile Field Services (PMFS) app or at the end of the shift using Planon's web client via a tablet to adjust time entries.

Workday Absences: Staff will **enter time away from work** including absences such as vacation, medical, dental and sick leave in Workday and/or follow existing call-in procedures.



What do the changes mean?



Today...	With Planon
Technicians record Work Order time on paper time cards	Technician self-service options: <ul style="list-style-type: none"> ➤ Use Planon Mobile Field Services (PMFS) App to track time ➤ Add Work Order time at the end of shift (mobile or back-office) ➤ Complete electronic timecard (back-office)
Head and Sub-head review and approve time on a paper timesheet	<ul style="list-style-type: none"> ➤ Head or Sub-Head review and approve time electronically



Today...	With Planon
Head make changes on paper timesheet	➤ Head sends change requests back to technicians
Head approves timesheet with signature	➤ Electronic approvals
Technicians record time and shift differentials on paper time card	➤ Automated calculations of shift differentials



Today...	With Workday
Staff complete paper time cards for time and absence	➤ Staff use Workday self-service to record absence reason and/or absence request entered by Head or Sub-head
Custodial staff sign-in sheets to record time and attendance for custodial	➤ Maintain sign-in sheets to record time and attendance for custodial
Manager or Head approve time with signature	➤ Manager or Head approve absences electronically
Staff request vacation annually, ask managers about balances, and report sick time verbally	➤ Staff use Workday self-service to request vacation, view balances and report sick days and/or follow existing call-in procedures
Absences entered and approved on paper timesheet	➤ Absence Request entered by employee or heads/subheads on behalf of employee in Workday on mobile or desktop and approved
Head or subhead reviews paper timesheet	➤ Head or subhead reviews electronic timecard (Planon) with information transferred to Workday



Today...	With Workday
Changes made on the paper timesheet	➤ Timecards will be sent back to employee for changes if required (Planon)
Approvals made by signing paper timesheet	➤ Approvals by approving electronic timecard in Planon
Paper timesheets entered in by Building Operations timekeeping	➤ Electronic timecards are self-service
Shift differentials entered on timesheet using time reporting codes and entered by BOps timekeeping team	➤ Shift differentials automatically calculated in Workday using time and labour rules