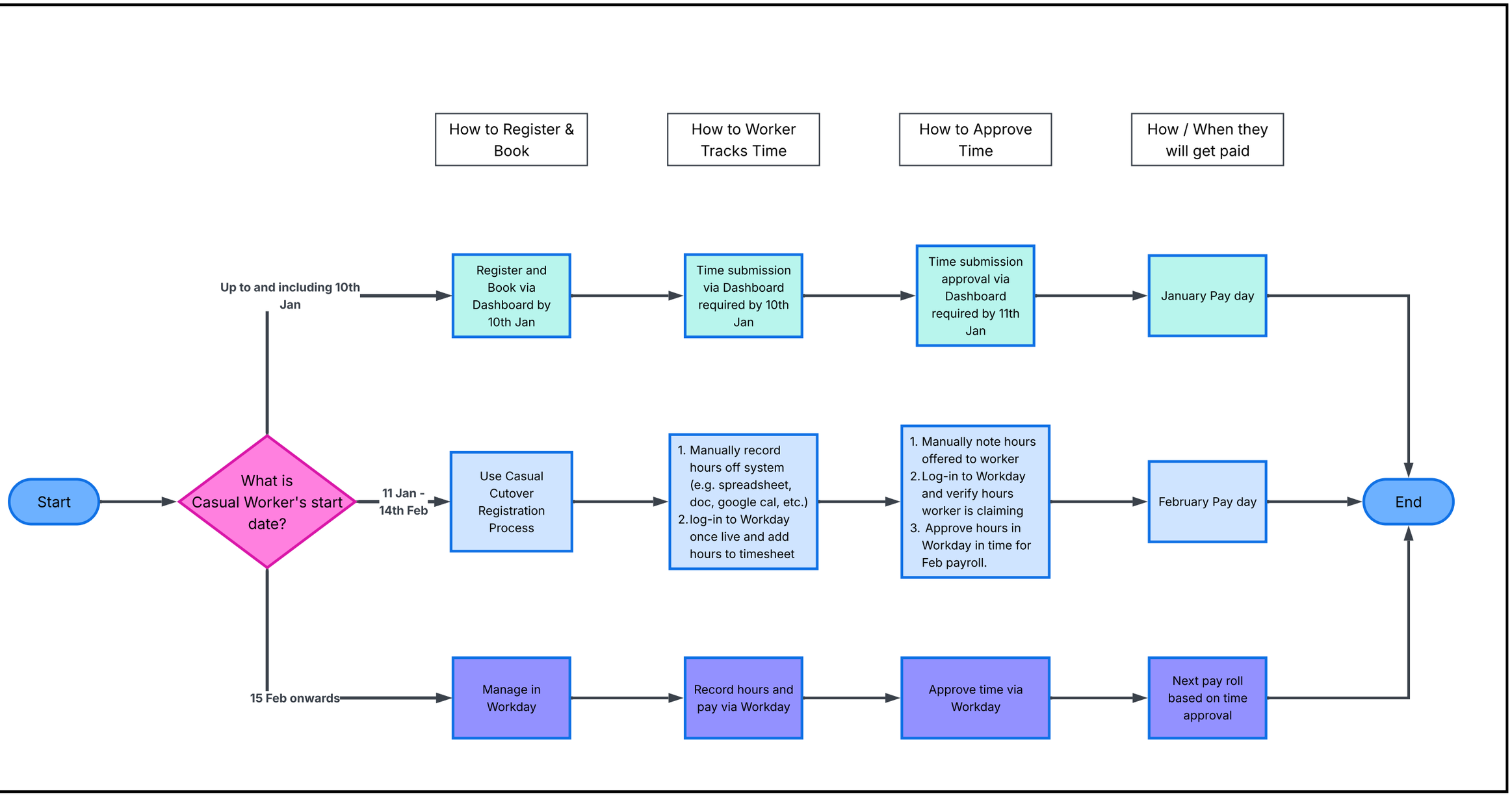

How to Register & Book
How to Worker Tracks Time
How to Approve Time
How / When they will get paid
Up to and including 10th Jan
Register and Book via Dashboard by 10th Jan
Time submission via Dashboard required by 10th Jan
Time submission approval via Dashboard required by 11th Jan
January Pay day
Start
What is Casual Worker's start date?
11 Jan - 14th Feb
Use Casual Cutover Registration Process
1. Manually record hours off system (e.g. spreadsheet, doc, google cal, etc.)
2. log-in to Workday once live and add hours to timesheet
1. Manually note hours offered to worker
2. Log-in to Workday and verify hours worker is claiming
3. Approve hours in Workday in time for Feb payroll.
February Pay day
End
15 Feb onwards
Manage in Workday
Record hours and pay via Workday
Approve time via Workday
Next pay roll based on time approval