



*From time to time really exciting things happen at UCAR and we will be sending you news splashes to keep you up to date!*

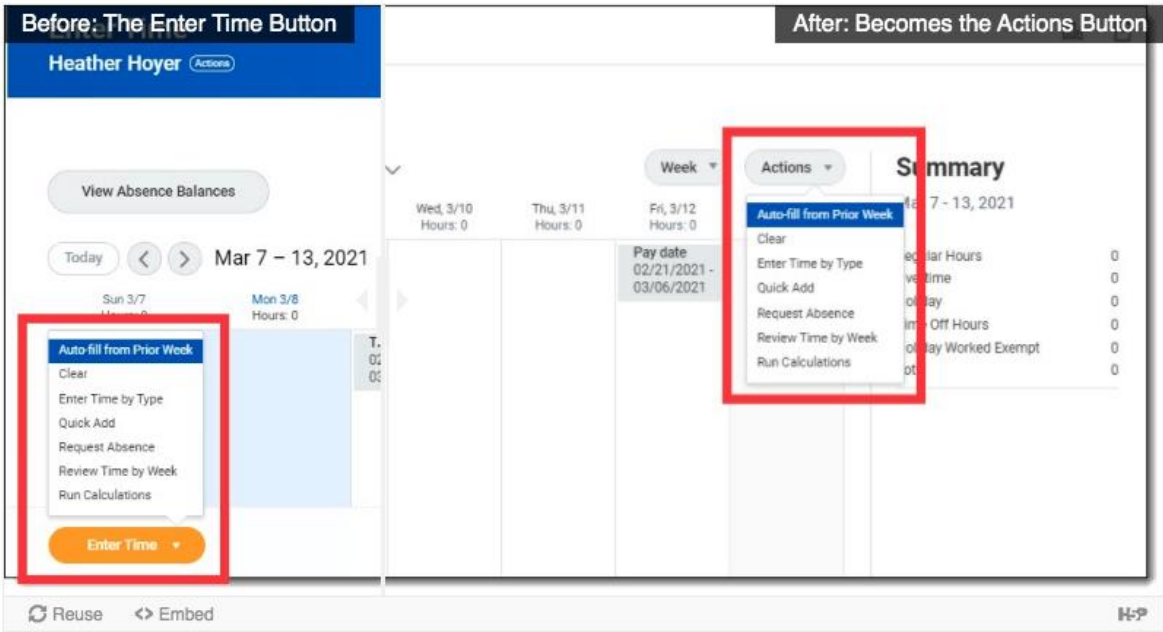
Hello Staff,

UCAR is implementing some small changes to Workday, your timecard portal. The following are more details regarding these changes. Remember in order to utilize these links the site will require you to login with your CIT login and password. It is the same as your Workday login and password.

Workday is making some minor user interface changes to time entry next week. Starting Sunday, March 14, you will see:

- The Enter Time button in the lower left of your screen -- which is where you can find [different time entry methods](#) such as auto-fill, Time by Type, and Quick Add -- **has been moved to the upper right of your screen and been renamed to Actions**. (All of the options under the button remain the same.)
- The weekly hours summary in the upper right of your screen has been moved to along the right.
- The orange **Submit** button in the lower left of your screen **has been moved to the lower right of your screen, changed color to blue, and been renamed to Review**.
- You will review and submit your time card using a pop-up window instead of a separate page. (All of the info that appears when reviewing your time remains the same.)
- The addition of a date picker near the week navigation in the upper left of your screen.

Take a look at [Time Entry: Before & After](#) for a sneak peak of the upcoming changes. Here is an example of the changes.



Please note that these changes are part of the regular semi-annual Workday release and are not due to the time entry experience effort we began earlier this year. Thank you to all who have provided feedback about their time entry experience (especially the 256 of you who responded to the survey and 11 who participated in live sessions)! We are in the process of analyzing all of the data we have received -- please stay tuned for additional updates as this effort progresses.

If you have questions about Workday please contact your supervisor, or visit the [Workday User Support site](#) or [submit a Jira ticket to our Workday service desk](#).

Thanks,