

VNDLY Training

Completing Timesheets

Clinical International Contingent Workers

This quick reference guide will provide the steps necessary to create timesheets in Workday VNDLY. This guide covers how to:

- Locate a timesheet.
- Complete a Summary timesheet.

- Complete a Clock and Assign timesheet.
- Complete a timesheet with shifts.

• Complete a Time In/Out timesheet.

Timesheets must be submitted by contractors to their leaders by 9:00 a.m. the Monday following a work week. Leaders are expected to review and approve timesheets by Tuesday at 5:00 p.m.

Locate Timesheet

- 1. Navigate to **Timesheets** > **Summary**.
- 2. Use the following filters to locate the timesheet:
 - a. Use the pull-down menu to select a Work Week Period.
 - b. Use the arrows to select a **Date Range**.
 - C. In the Search bar, enter a contractor's name, ID, or vendor name.
 - d. Use the pull-down menu to choose a **Status**.

Timesheets			Upload Download
Work Week Period	Date Range	Search	By Status
Monday – Sunda 🗸	◀ Jun 12, 2023 - Jun 18, 2023 ►	Q Search Contractor name, IDs, or vendor name	Select ~

3. Select the **Go to Timesheet** button on the appropriate Timesheet.



Time In/Out Timesheet

1. Under the first date worked, select the **Clock In** button.

Time In	Time In
Time In	Time In Dat
8:00 AM	B.00 AM Tu
n	n Dat

- 2. Add the start time.
- 3. Select Okay.
- 4. Select the **Clock Out** button.
- 5. Add the end time. **Note**: If the end time occurs on a different date, select the dropdown for **Date** and choose the following day.
- 6. Select Okay.
- 7. If applicable, select Add Break.
 - a. Enter a Start Time.
 - b. Enter a **Duration**.
- 8. Allocate hours
 - a. In the Allocation Hours section, select +Add New Row.
 - b. Use the amount of hours in this row to allocate to the appropriate charge code by entering the same number of hours from the Remaining row in the row above so that the Remaining row has 00:00 hours left each day. Note: If this pay is for approved Holiday time, change the Work Type from REG to HOL.



Allocated Hours										
Accounting Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
Cost Center Code	Jul 8	Jul 9	Jul 10	Jul 11	Jul 12	Jul 13	Jul 14	TOTAL		
WO00115 - Customer S	Service Repres	sentative								
Customer 5 ×	09:00	00:00	00:00	00:00	00:00	00:00	00:00	09h 00m	Ŧ	
Remaining	00:00	09:00	09:00	11:00	09:00	00:00	00:00			
+ Add New Row										

- 9. If the time is split between multiple cost centers, add new rows and select the appropriate cost center from the Add Allocation menu.
- 10. Enter time throughout the week and select **Save**.
- 11. When the timesheet is complete, select **Submit**.

Workday VNDLY	Jobs ~ C	Contractors ~	Invoices v Times	sheets ~ [Dashboards	Reports ~	More ∨				1
Timesh Detail	eet		Add Allocation	i ed				×		ID: TS	0000170
Apr 6 – 12	2, 2025	>	COREW000289-SF	T			_	Car	cel 🗸	Save	∕ Submit
Work Type	Cost Center	Projec					Sa	ve	Apr 11	Apr 12	TOTA
<u>COREW000286</u> -	RN ED Niles										
REG ~	CC17	AI ×	Expense ×	06:00	02:00	02:00	00:00	00:00	00:00	00:00	10h 00m
			Remaining	00:20	07:25	04:45	00:00	00:00	00:00	00:00	
+ Add New Row											

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Complete a Summary Timesheet with Overtime

1. After following the steps above to enter regular time, select **+Add New Row** and update the dropdown option from REG to **OT 1.5**.

Allocated Hours													
	Accounting Code				Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Work Type	Cost Center Project Capitalization			Shifts	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25	Apr 26	TOTAL	-
<u>COREW000299</u> - Ag	COREW000299 - Agency LPN												
REG ~	CC24229 - Nursing Unit - RNC Cedar	null - null X	Select v	Select v	15:00	12:00	13:00	00:00	-	-	-	40h 00m	
OT 1.5 ~	CC24229 - Nursing Unit - RNC Cedar	null - null X	Select v	Select v	00:00	00:00	01:00	15:00	-	-	-	16h 00m	
				Remaining	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
+ Add New Row													

- 2. Under each date, enter the total number of overtime hours worked.
- 3. Enter your time throughout the week and select Save.
- 4. When the timesheet is complete, select **Submit**.

Complete a Summary Timesheet with Shift Premiums or Differentials

1. After following the steps above to enter regular time, select **+Add New Row** and update the dropdown option to account for Charge, On-Call, Preceptor, Nights or Weekends.

Allocated Hours													
	Accounting Code				Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Work Type	Cost Center Project Capitalization		Shifts	Feb 16	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	TOTAL		
<u>COREW000284</u> - M	COREW000284 - Medical Technologist - International												
REG ~	CC40048 - Nursing Medical Surgical Ur	null - nı X	Select v	INT 3P-11P	01:00	00:00	00:00	00:00	00:00	00:00	00:00	01h 00m	•
	CC40048 - Nursing Medical Surgical Ur	null - nı X	Select v	INT 3P-11P	01:00	00:00	00:00	00:00	00:00	00:00	00:00	01h 00m	•
OT 1.5				Remaining	06:00	07:00	07:00	07:00	07:00	07:00	07:00		
HOL 1.5 + 5 UN CON ONCALL 1 CON ONCALL	ırs												

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- 2. Premiums and Differentials for Clinical International Contingent Workers include:
 - 1. Uncontrolled On-Call
 - 2. Night shift, 7p-7a
 - 3. Afternoon shift, 3p-11p
 - 4. Weekend
 - 5. Charge, Night shift, 7p-7a
 - 6. Charge, Afternoon shift, 3p-11p
 - 7. Charge, Weekend
 - 8. Preceptor, Night shift, 7p-7a
 - 9. Preceptor, Afternono shift, 3p-11p
 - 10. Preceptor, Weekend
- 3. Under each date, enter the total number of hours worked that apply to the premium or differential.
- 4. Select Save.
- 5. When the timesheet is complete, select **Submit**.