

Workday

FAQ: Salary Pay



workday.



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Time Tracking: I am salaried, do I still need to submit my standard regular hours?

No. The big change with Workday is that employees who are classified as salaried, i.e. exempt from overtime requirements, will receive salary pay automatically while in active status.

How do I get paid for holidays?

The holidays displayed in Workday are the ones that salaried employees will automatically get paid for based on their assigned holiday calendar.

If you are required to work that day, please communicate with your Manager when you will take the missed holiday off instead --- ideally during the same pay period. If the holiday make up day (aka compensatory day) will be in a later pay period, please contact payroll@guestservices.com to update your pay record before the end of the pay period of the missed holiday.

Please note that for eligible hourly employees, you must always enter holiday hours despite the calendar reflecting observed holidays for them. - This is done through the "Time and Absence" App in Workday > Time Tracking > Enter Time for Worker and searching for "Holiday Paid" under Time Type.

Use Guest Services' [Holidays policy](#) as a guide and contact benefits@guestservices.com with questions.

What if I take a day off?

Any days that you are absent due to PTO, Jury Duty or Bereavement must be entered via the Absence App by clicking on Request Absence, selecting a date or date range and the appropriate Time Off type.

You can only submit partial days in the case of Intermittent FMLA.

Note: If you work a partial day due to a personal errand, please inform your Manager and clarify any impact on completing your work load. You will still receive salary pay.

What if I require a leave of absence?

Most requests for leave are initiated via the Absence App in Workday by clicking on Request Absence, selecting a date range and appropriate Leave type including Family Medical Leave and Emergency Medical Leave (if eligible) or Paid Parental Leave. These requests are routed to the Absence Partner in Human Resources.