Workday

Job Aid:
Transfer Cost Center and Job Profile with Override Rate

workday

GUEST SERVICES
Legendary Hospitality Since 1917

If your team member works in a different cost center and/or switches job profiles for a shift, follow these steps.

1. Log into your Workday account.
2. Under Your Top Apps, find the **Time and Absence** worklet and the **Time and Scheduling Hub** opens.
3. Go to **Review and Approve Time.**
4. Enter the applicable Date and click OK.
5. Click on the Worker that needs to be taken action on.
6. Click **Enter Time for Worker.**
7. Select the time block needing to be edited.
8. Enter the **Override Rate** if different from the team member's primary position.
9. Enter the **Cost Center** where your team member worked.
10. Enter the **Job Profile** that applies to the shift.
11. Click OK.

Enter Time   ✕

06/07/2024

Status	Not Submitted
Time Type *	✕ Worked Time ☰
In *	07:00 AM
Out *	11:00 AM
Out Reason *	Out ▼
Hours	4

Details

Override Rate	20
Cost Center	✕ CC01911 NatureBridge ··· ☰
Job Profile	✕ Food Prep/Server ··· ☰
Comment	

View Details

For questions, email workday@guestservices.com.

(Cancel)   (Delete)   **OK**