

Workday

Timekeeping AND HR Information

2024-2025 Season

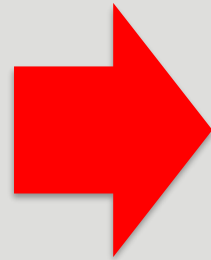
I get to take you to“The Admin Zone”

We really like people. We don't just treat our guests, employees and financial stakeholders like our friends – they are our friends.

We really like **TO DRIVE OUR** people **CRAZY** .

UKG Dimensions **(Timekeeping)**

- Clocking in and out
- Editing Punches
- Transferring time to another dept



Workday (HR Information)

- HR documents
- Personal info
- Paystubs, W-2, Direct Deposit
- Benefits
- Training materials

So, **BUCKLE UP!** here we go

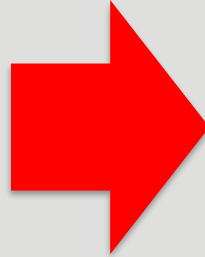
Administration Overview

Timekeeping – HR Documentation



UKG Timekeeping

- Clocking in and out
- Editing Punishments
- Transferring time to another dept



Workday (HR Information)

- HR documents
- Personal info
- Paystubs, W-2, Direct Deposit
- Benefits
- Training materials

Timekeeping Ground Rules

For hourly employees in CA, an employer must:

1. Offer a rest break for shifts greater than 4 hours
2. Offer a meal break for shifts greater than 6 hours
 - ✓ *NOTE: must be taken prior to the end of the 5th hour*
 - ✓ *Ex: If shift starts at 7:30am and ends at 2pm (>6 hour shift), employee must clock out for lunch before 12:30pm*
 - ✓ *Must be at least 30 minutes in duration*

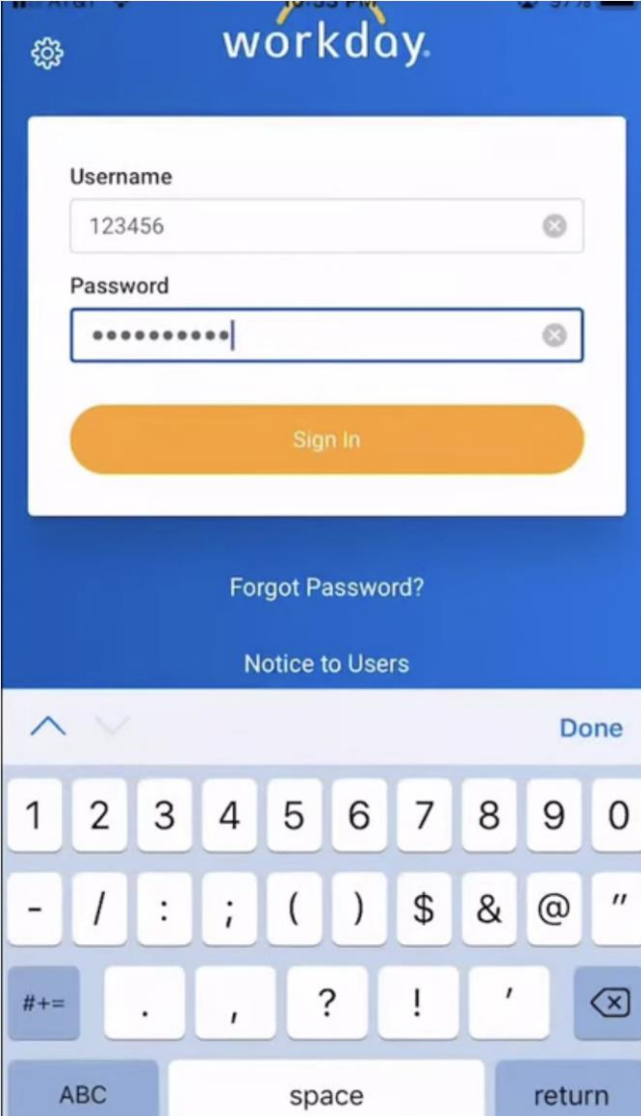
Timekeeping



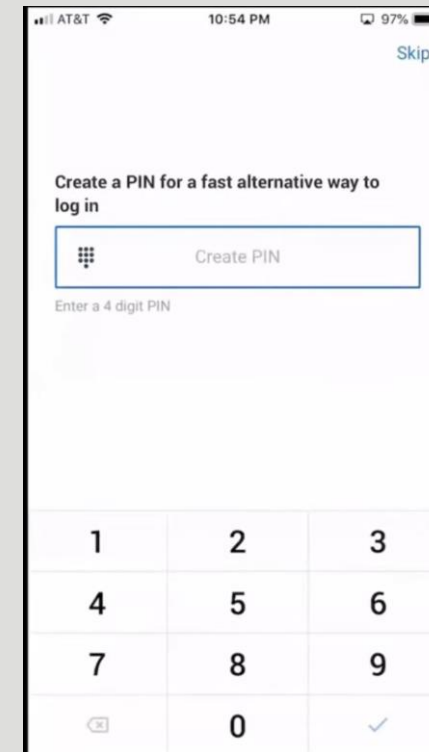
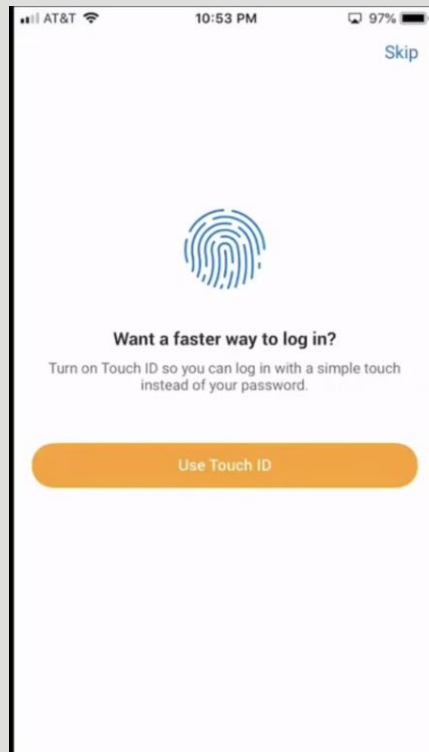
- SIGN IN/AUTHENTICATION
- CLOCK IN/CLOCK OUT
- COST TRANSFER
- MEAL IN/MEAL OUT
- CLOCK OUT/ATTESTATIONS

SIGN IN: MOBILE

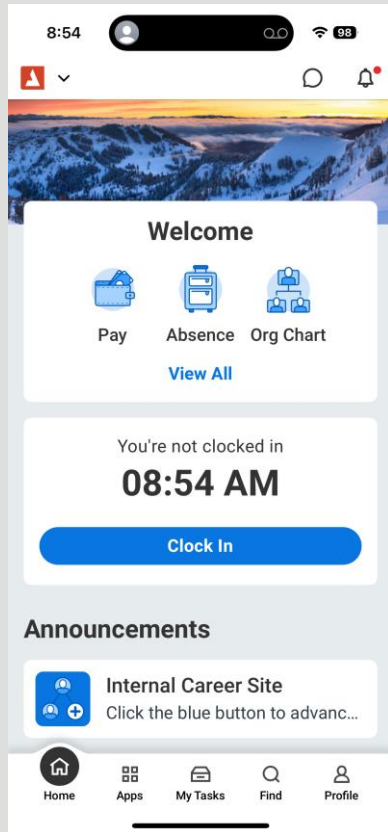
USERNAME: Employee #



The screenshot shows the Workday mobile application's sign-in interface. At the top, there is a blue header with a gear icon on the left and the 'workday.' logo on the right. Below the header is a white sign-in card. Inside the card, there are two input fields: 'Username' with the value '123456' and 'Password' with masked characters '.....'. Each input field has a small 'x' icon to its right. Below the password field is an orange rounded button labeled 'Sign In'. Underneath the sign-in card, there are two links: 'Forgot Password?' and 'Notice to Users'. At the bottom of the screen, a mobile keyboard is visible, featuring a numeric keypad, a row of symbols, and a bottom row with 'ABC', 'space', and 'return' buttons. A 'Done' button is located at the top right of the keyboard area.



Add PIN, Touch ID or Facial Recognition for faster log in



Clock In

A screenshot of the 'Clock In' dialog form in the Mammoth mobile application. The status bar at the top shows the time as 8:55 and a battery level of 98%. The dialog has a title 'Clock In at: 8:55:03 AM' and a subtitle 'Enter your clock-in details.' It contains three dropdown menus: 'Time Type' with 'Worked Time' selected, 'Location' with 'Mammoth Mountain' selected, and 'Cost Center' with 'Host Program (108005)' selected. Below these is a text input field with a placeholder question: 'Were you provided the opportunity today to take an off duty ten-minute rest break during each four work period or major fraction of four hours for the company policy?'. At the bottom are 'Cancel' and 'OK' buttons.

OK

9:53 99%

× Clock In at: 9:52:58 AM

Enter your clock-in details.

Time Type *

× Worked Time

Details

Location

× Mammoth Mountain

Cost Center

× Host Program (108005)

Were you provided the opportunity today to take an off duty ten-minute rest break during each four work period or major fraction of four hours for the company policy?

OK



9:57 99%

← Cost Center

- ☐ Lockers & Skier Services - Canyon Lodge (453003)
- ☐ Lockers & Skier Services - Main Lodge (453002)
- ☐ Maintenance (404014)
- ☐ Maintenance-Juniper Springs (404008)
- ☐ Maintenance - Village (404003)
- ☐ Mammoth Black Pass Program (100006)
- ☐ Mammoth Kids Corner (351011)
- ☐ Mammoth Sports (aka Quiksilver)
- ☐ Mam Mtn Inn- Day Care (351004)

9:58 99%

× Clock In at: 9:52:58 AM

Enter your clock-in details.

Time Type *

× Worked Time

Details

Location

× Mammoth Mountain

Cost Center

× Lockers & Skier Services - Main Lodge (453002)

Were you provided the opportunity today to take an off duty ten-minute rest break during each four work period or major fraction of four hours for the company policy?

OK

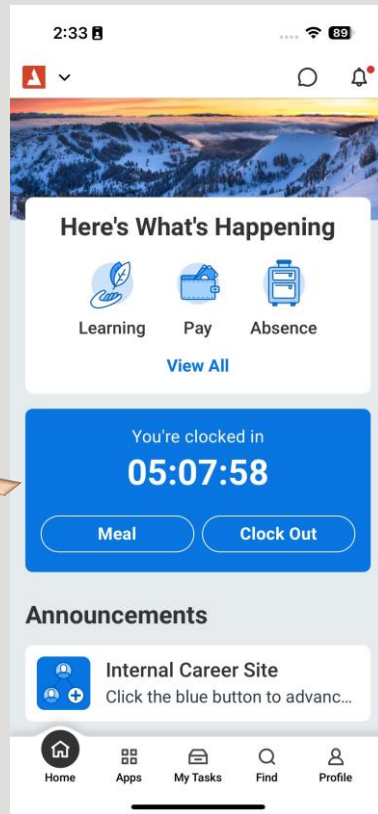
To Transfer Cost Center:

Click on Cost Center

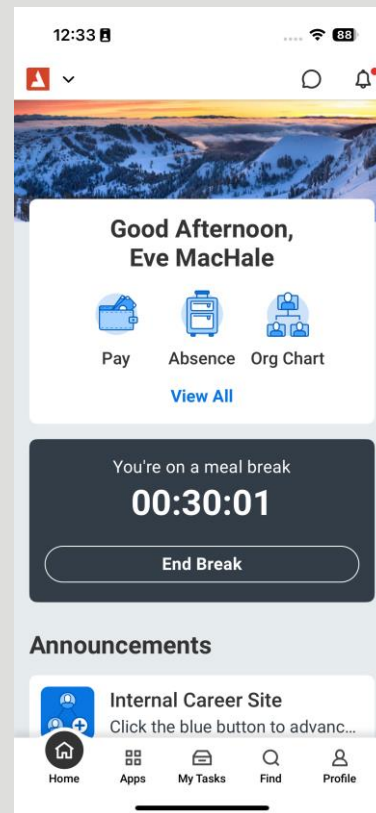
Find Cross Punch

Click OK

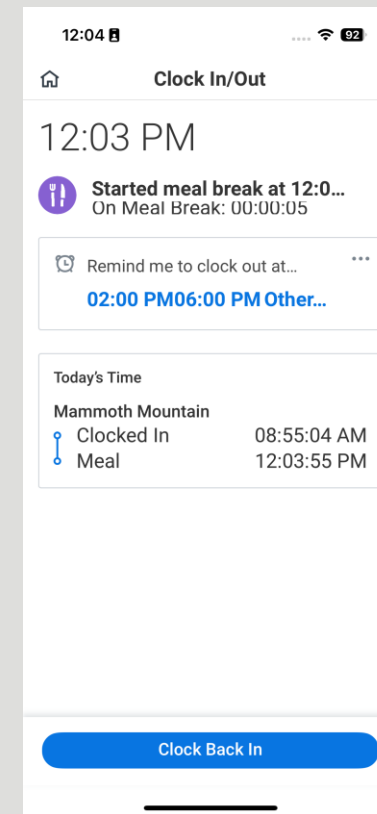
LUNCH
BREAK



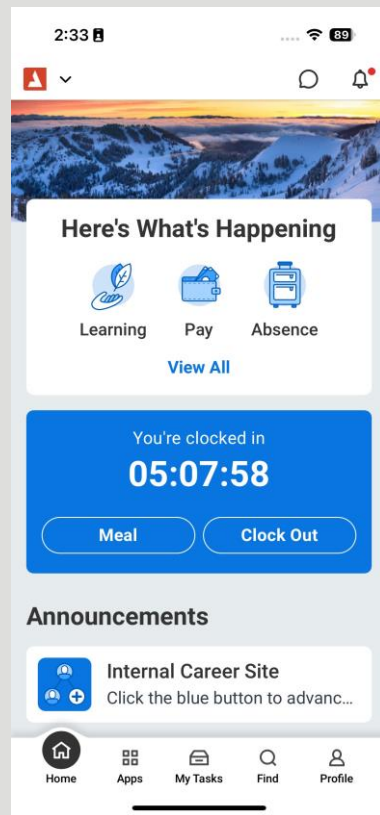
MEAL



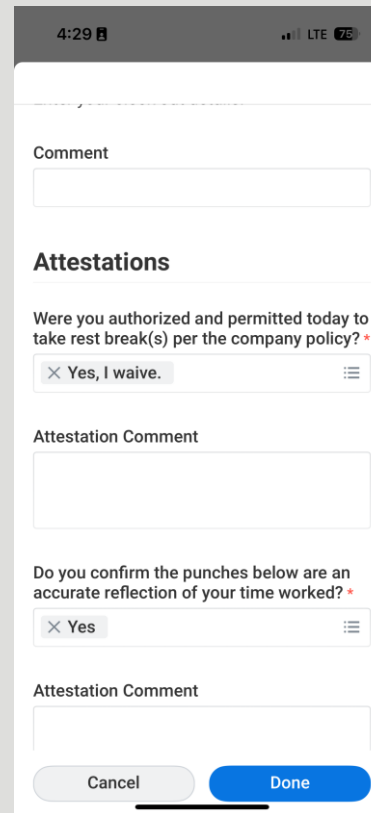
END BREAK



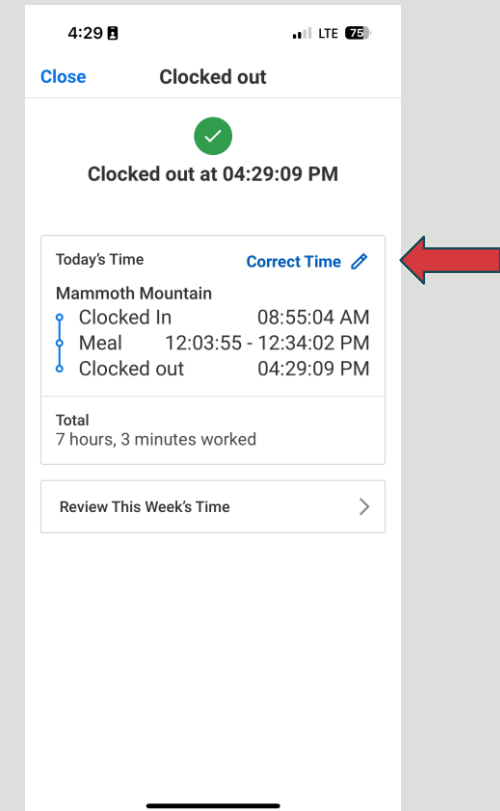
CLOCK BACK IN



CLOCK OUT



ATTESTATIONS:
Yes, I waive
Yes



ALWAYS CHECK TIME
CLICK CORRECT TIME
IF NEEDED

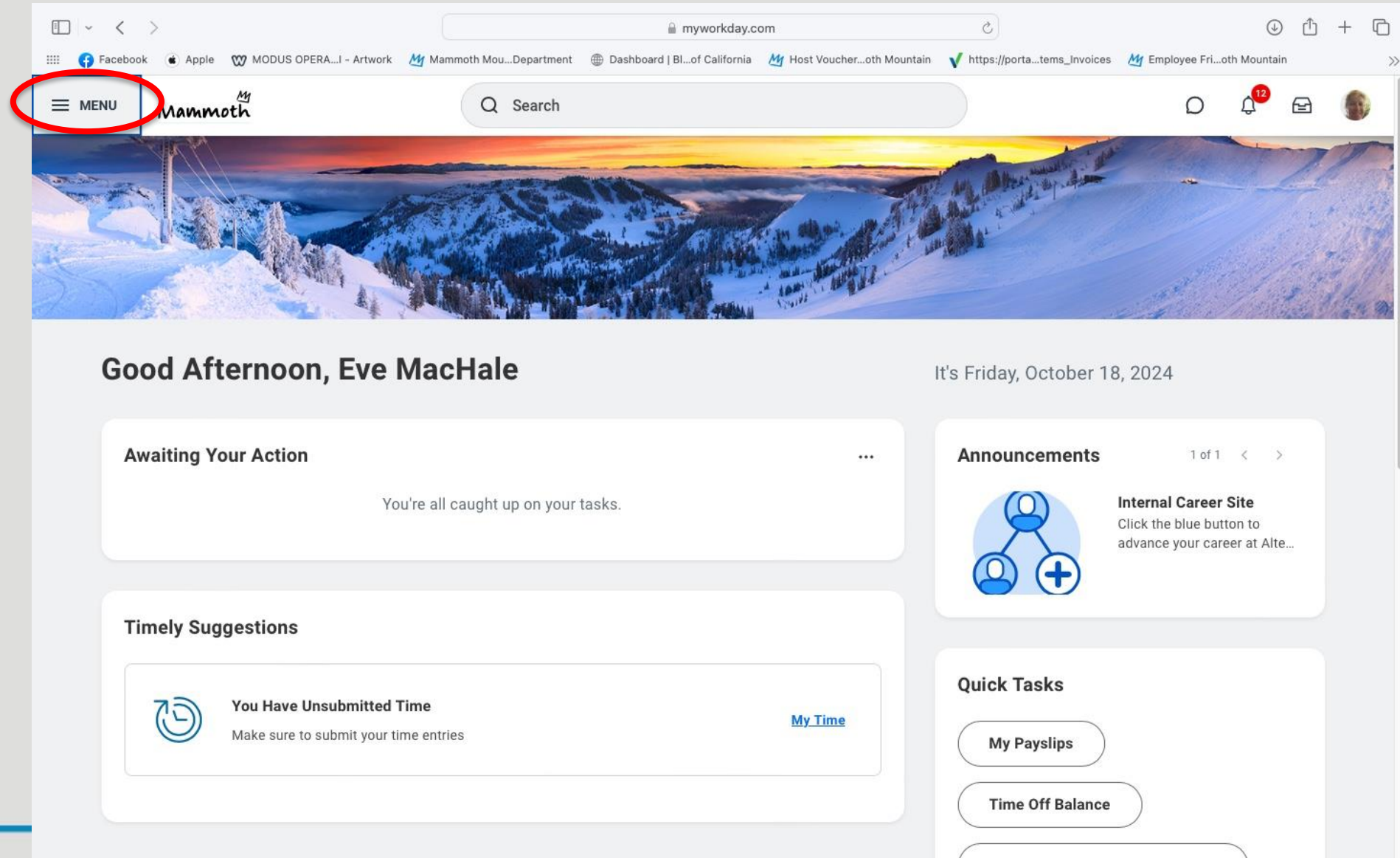
TIMECLOCK:

Can be used in case of poor cell / WIFI service



COMPUTER CLOCK IN / OUT

CLICK MENU



The screenshot shows the myworkday.com dashboard. At the top, there is a navigation bar with a search bar and a 'MENU' button circled in red. Below the navigation bar is a large banner image of a snowy mountain landscape. The main content area is divided into several sections: 'Good Afternoon, Eve MacHale' with the date 'It's Friday, October 18, 2024'; 'Awaiting Your Action' with the message 'You're all caught up on your tasks.'; 'Timely Suggestions' with a notification 'You Have Unsubmitted Time' and a link 'My Time'; 'Announcements' with a link to the 'Internal Career Site'; and 'Quick Tasks' with buttons for 'My Payslips' and 'Time Off Balance'.

myworkday.com

Facebook Apple MODUS OPERA... Artwork Mammoth Mou...Department Dashboard | Bl...of California Host Voucher...oth Mountain https://porta...tems_invoices Employee Fri...oth Mountain

MENU Mammoth

Search

Good Afternoon, Eve MacHale

It's Friday, October 18, 2024

Awaiting Your Action

You're all caught up on your tasks.

Announcements

1 of 1

Internal Career Site

Click the blue button to advance your career at Alte...

Timely Suggestions

You Have Unsubmitted Time

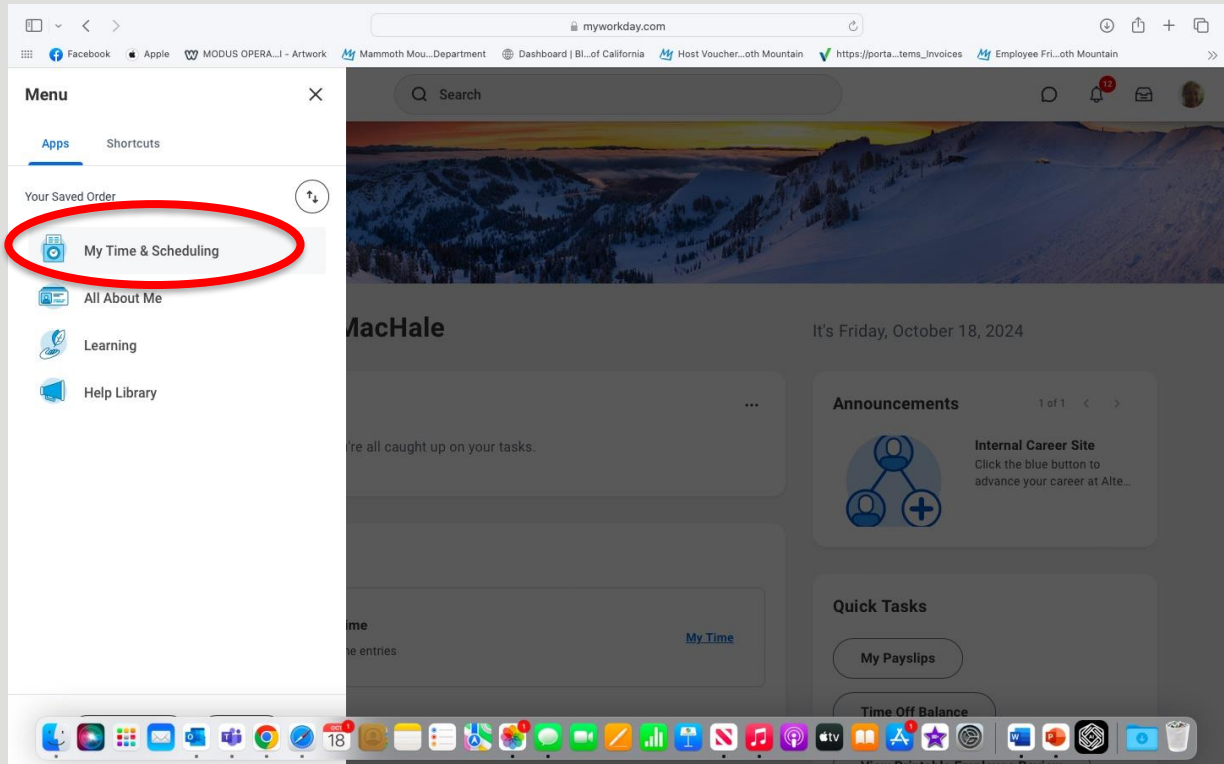
Make sure to submit your time entries

[My Time](#)

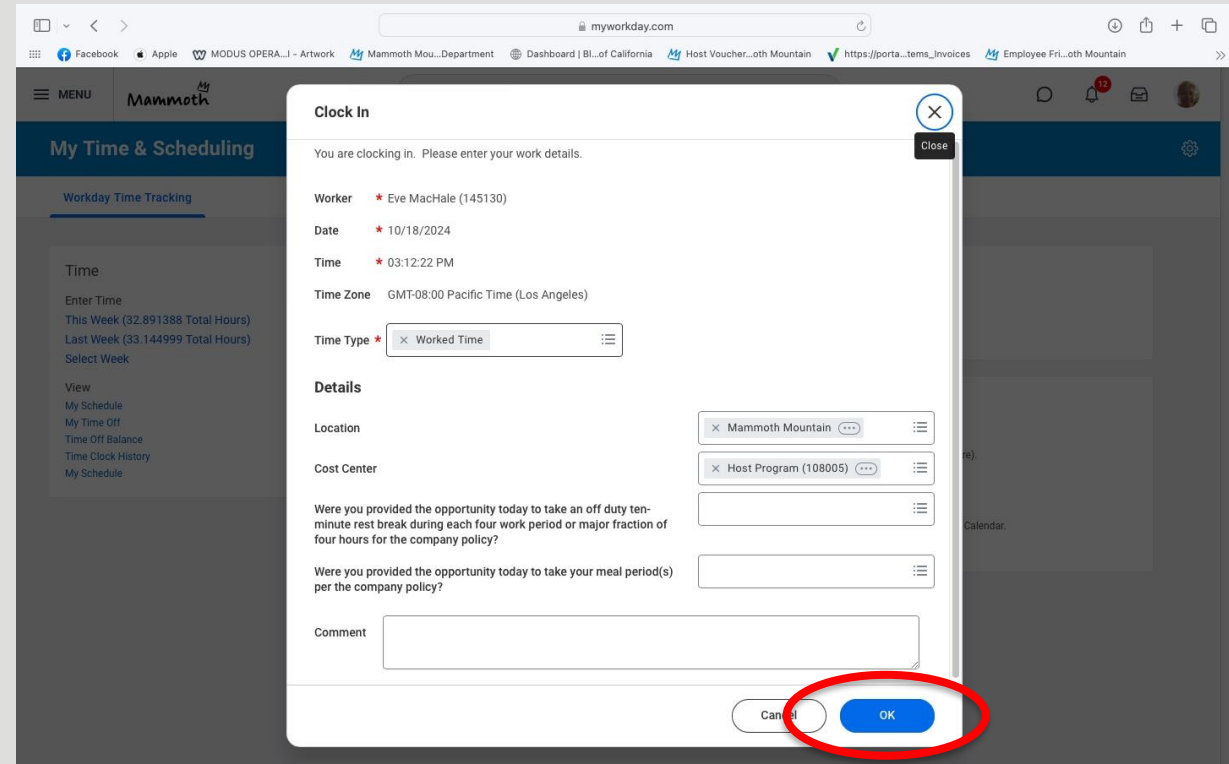
Quick Tasks

My Payslips

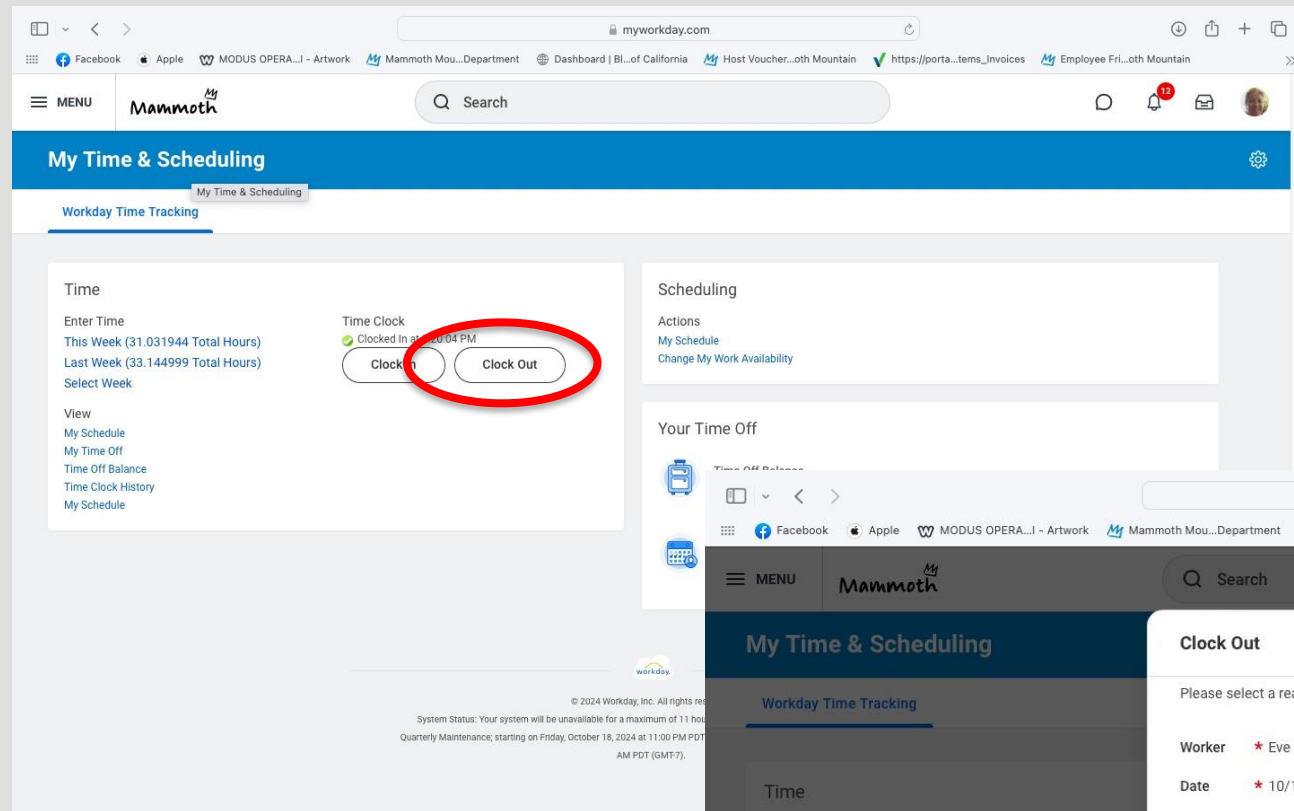
Time Off Balance



Click My Time and Scheduling

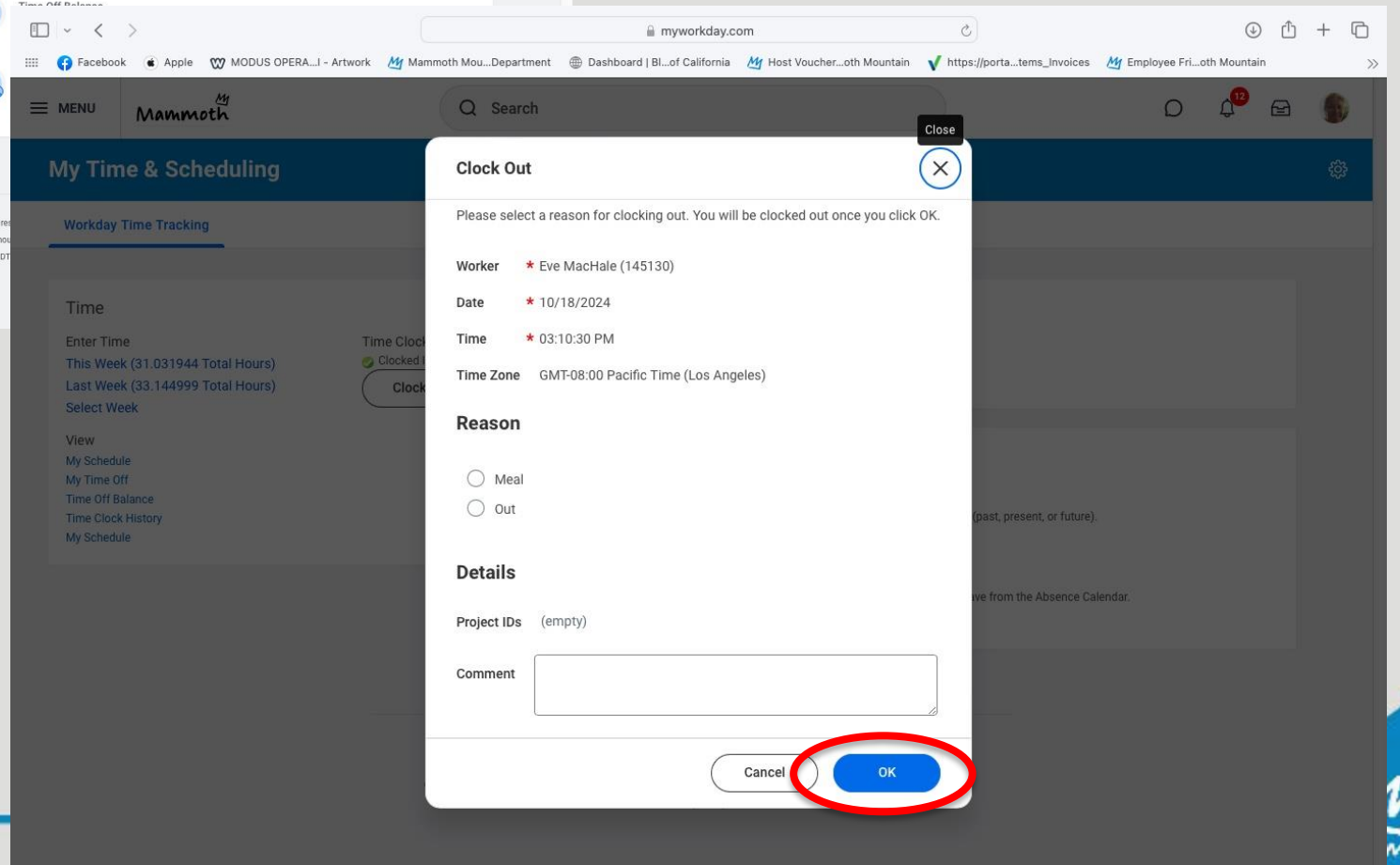


CLOCK IN:OK



CLOCK OUT

OK



ATTESTATIONS:

- YES, I WAIVE
- YES
- OK

The screenshot shows a web browser window with the URL `myworkday.com`. The browser's address bar and tabs are visible at the top. The page header includes a 'MENU' button, the 'Mammoth' logo, a search bar, and several notification icons. The main content area is titled 'My Time & Scheduling' and features a sidebar with links for 'Workday Time Tracking', 'Time', 'Enter Time', 'This Week (31.031944 Total Hours)', 'Last Week (33.144999 Total Hours)', 'Select Week', 'View', 'My Schedule', 'My Time Off', 'Time Off Balance', 'Time Clock History', and 'My Schedule'. A 'Clock Out' modal is open in the center, containing two attestation sections. The first section, 'Attestations', asks 'Were you authorized and permitted today to take rest break(s) per the company policy?' with a dropdown menu showing 'Yes, I waive.' and an 'Attestation Comment' text area. The second section asks 'Do you confirm the punches below are an accurate reflection of your time worked?' with a dropdown menu showing 'Yes' and another 'Attestation Comment' text area. At the bottom of the modal are 'Cancel' and 'OK' buttons. A system status message at the bottom of the page indicates a scheduled maintenance period from Friday, October 18, 2024, to Saturday, October 19, 2024.

myworkday.com

Mammoth

My Time & Scheduling

Workday Time Tracking

Time

Enter Time

This Week (31.031944 Total Hours)

Last Week (33.144999 Total Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

My Schedule

Clock Out

Attestations

Were you authorized and permitted today to take rest break(s) per the company policy? *

Attestation Comment

Do you confirm the punches below are an accurate reflection of your time worked? *

Attestation Comment

Cancel OK

System Status: Your system will be unavailable for a maximum of 11 hours during the next Weekly Service Update and Quarterly Maintenance, starting on Friday, October 18, 2024 at 11:00 PM PDT (GMT-7) until Saturday, October 19, 2024 at 10:00 AM PDT (GMT-7).



THANK
YOU

Workday (HR “stuff”)

Me, Me, Me

HR Information *Workday*

Remember

The Hamburger

And

All About Me

HR Information Workday

Username
and Password

workday.

Company Email Address
Use if you have a company/contract email. This option uses SSO (Single Sign On) to login and validate your credentials.

Username and Password
Use if you do NOT have a company/contract email. You must also set up Multifactor Authentication. Instructions linked to the right. If using the mobile app, tap the Notice to Users for instructions.

ALTERRA

Download the Workday App: iOS | Android

Download an Authentication App
Microsoft app: iOS or Android | Google app: iOS or Android

Multifactor Authentication setup instructions: [Guide](#) | [Video](#)

If you're unable to log in:
Call 1-800-4-ALTERRA
7 days a week, 9:00am MST to 6:00pm MST

If you're a manager:
You can support your employees using the [Unassisted Guest Guide](#), or you can log a [Treehouse Ticket](#) on behalf of your employee.

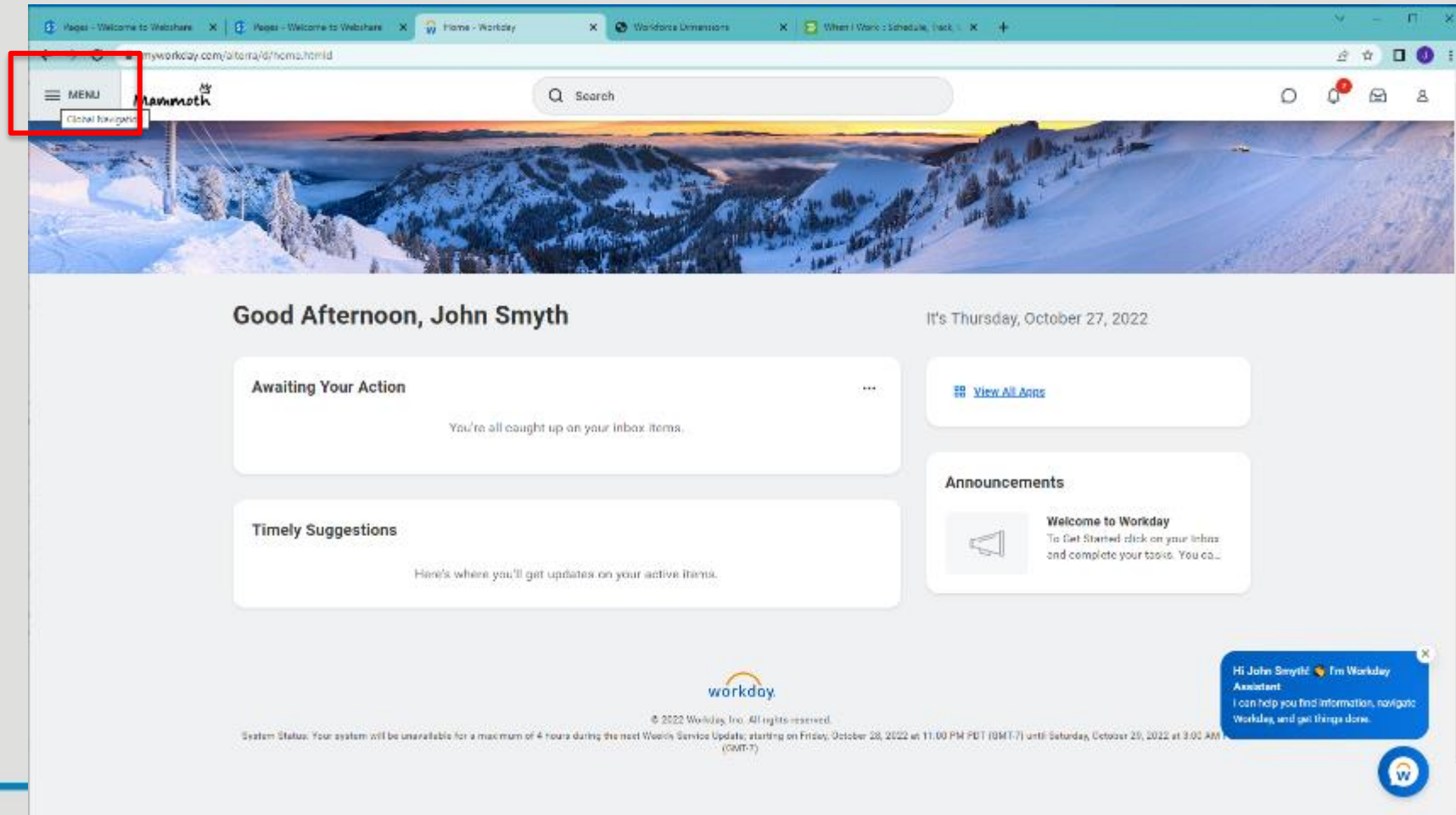
Status
Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, October 28, 2022 at 11:00 PM PDT (GMT-7) until Saturday, October 29, 2022 at 3:00 AM PDT (GMT-7).

© 2022 Workday, Inc. Privacy

Logos in sidebar: STRATTON, PHILIPPS, HANBURY, Steamboat, June, Sugarbush, BIG BEAR, Winter Park, BLUE MOUNTAIN, Alpine Aerotech, CMH, Mammoth, Deer Valley, Sentinel, CRYSTAL, SNOWTOW.

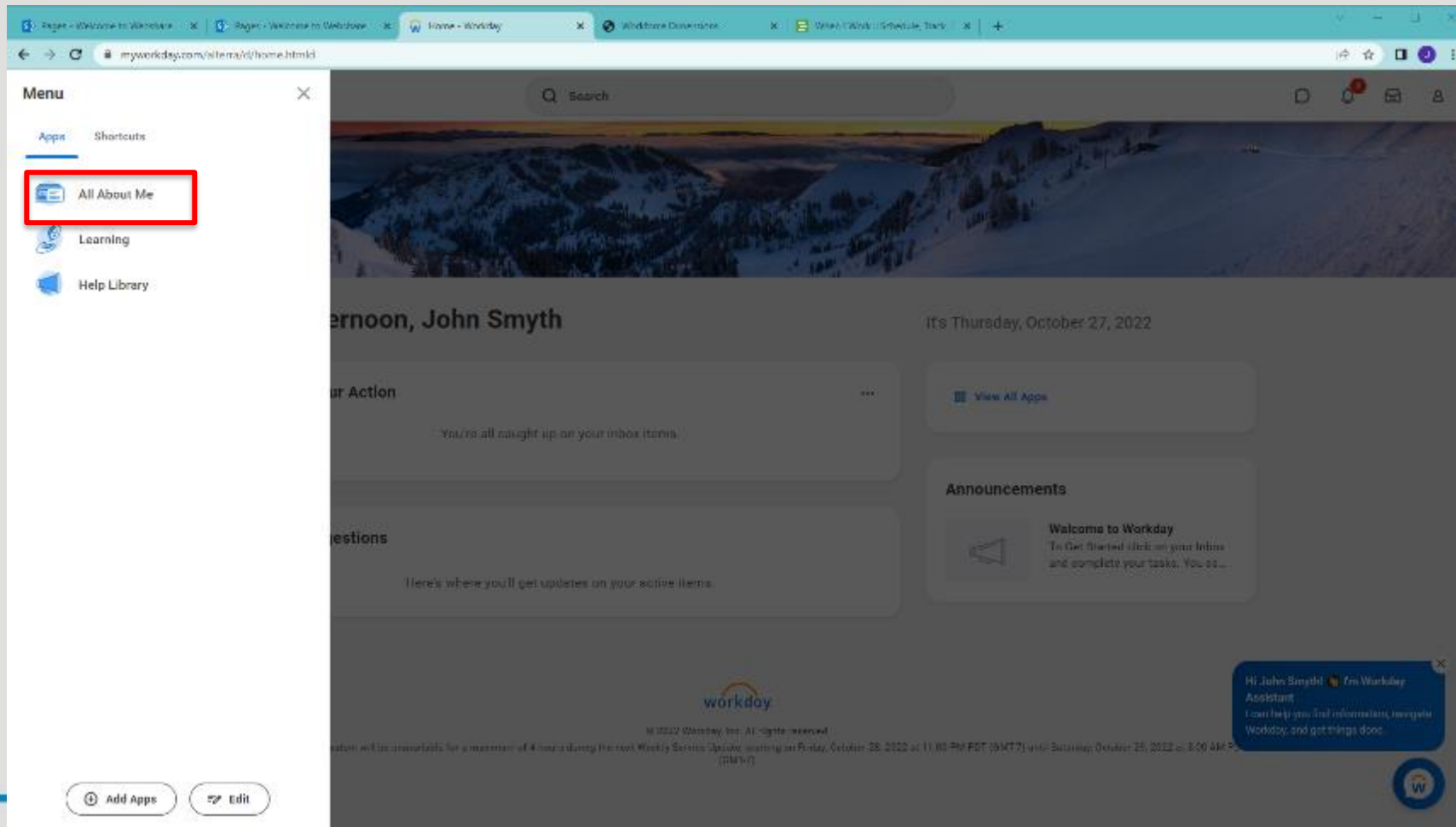
HR Information Workday

Menu - "The
Hamburger"



HR Information *Workday*

All About
Me



HR Information Workday

Personal Info

The screenshot displays the Workday HR Information system interface for Mammoth. The browser address bar shows the URL: `myworkday.com/alterra/d/inst/131021CK5mGHK8ggDLMonVhICgY11A0QzQL~*_N1s_P0KGuY-/cacheable-task/23740$5.html#backheader=true&TABINDEX=0`. The page title is "All About Me". A "Need Help?" section is visible, followed by a navigation bar with tabs: "My Personal Information" (highlighted with a red box), "My Time Off & Leaves", "My Pay", "My Benefits", "My Learning", and "My Career".

The "My Personal Information" section contains the following details:

My Profile Information	
Legal Name	John Smyth
Preferred Name	John Smyth
Work Address	10001 Minaret Rd PO Box 24 Mammoth Lakes, CA 93546 United States of America
Work Email	johnsmyth@mammothresorts.com
Work Phone	
Home Address (Primary)	PO Box 1126
Home Phone	+1 760-914-0722

The "My Worker Documents" section includes a link to "Click on any document to View/Download/Print" and a "View More ..." link.

The "Company Documents" section lists the following documents:

- Team Member Handbook
- Mammoth (MMSA) Handbook/Weatin Monache Resort Handbook
- Alterra Mountain Company Policies
- Code of Conduct & Ethics/Anti-Harassment Policy/T Acceptable Use Policy/Tea...

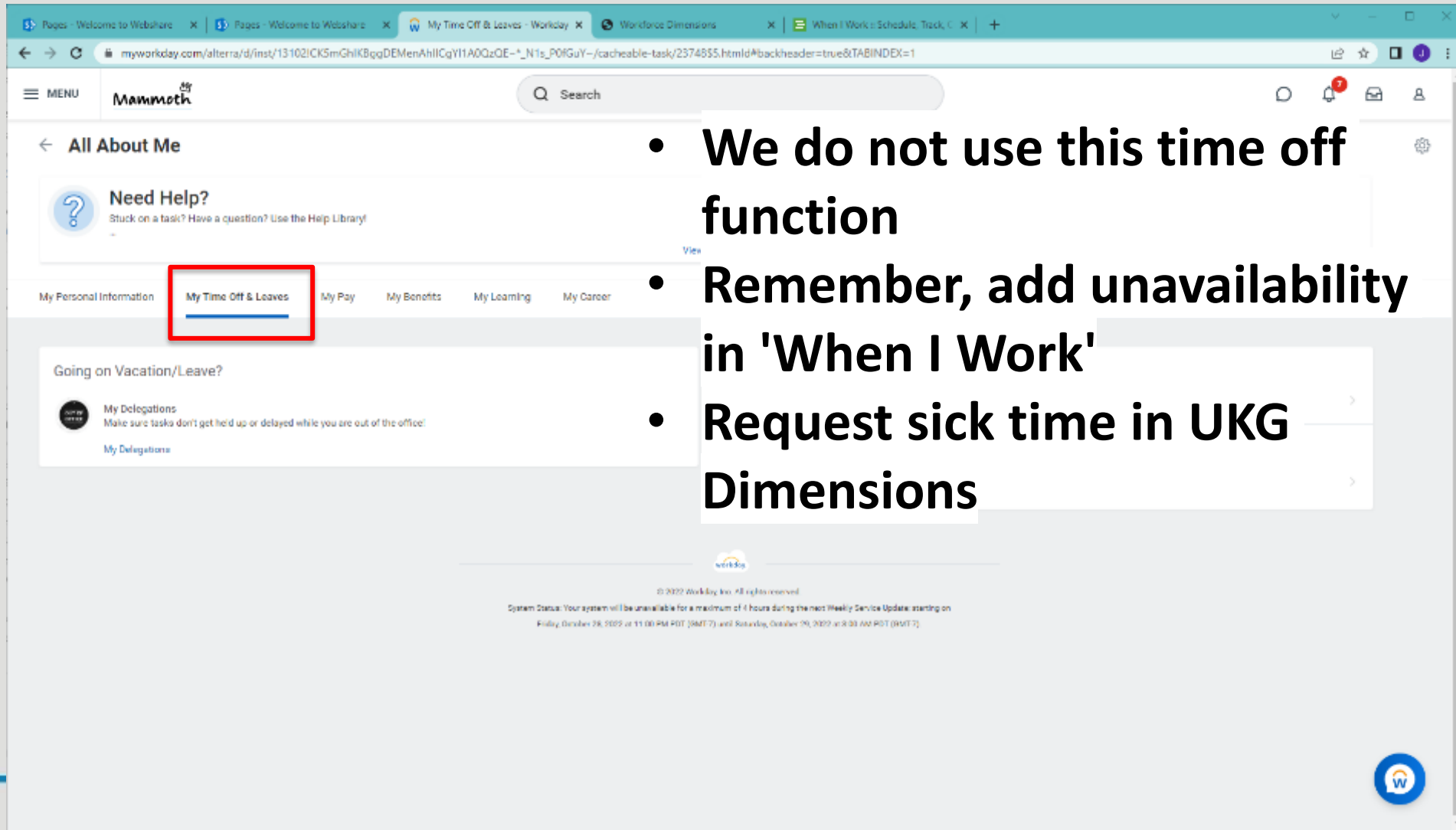
The "Update My Information" section includes links to:

- Change My Preferred Language
- Change My Home Contact Information
- Change My Emergency Contacts
- More (4)

The footer of the page includes the Workday logo, copyright information, and a system status message: "System Status: Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, October 28, 2022 at 11:03 PM PDT (GMT-7) until Saturday, October 29, 2022 at 2:03 AM PDT (GMT-7)." The Mammoth logo is also present in the bottom right corner.

HR Information Workday

Time Off/Leaves



- We do not use this time off function
- Remember, add unavailability in 'When I Work'
- Request sick time in UKG Dimensions

HR Information Workday

My Pay

- Tax docs
- Pay slips
- Direct Deposit

The screenshot shows the 'My Pay' section of the Workday HR Information system. The page is titled 'All About Me' and includes a 'Need Help?' section. The 'My Pay' tab is highlighted in the navigation bar. The main content area is divided into three sections: 'Recent Payslips', 'Pay History', and 'Compare Periods'. The 'Recent Payslips' section displays a table of payment dates, gross pay, net pay, and options to view or print each slip. The 'Pay History' section shows a bar chart of payment amounts over time. The 'Compare Periods' section allows users to compare earnings and deductions for two different periods. On the right side, there is a sidebar with links to 'Elections & Deductions' and 'Tax Documents'. Red arrows and circles highlight these links, with the text 'Payment elections – direct deposit' pointing to the 'Elections & Deductions' link and 'Tax documents' pointing to the 'Tax Documents' link.

Payment elections – direct deposit

Tax documents

Payment Date	Gross	Net	View	Print
10/20/2022			View	Print
10/21/2022			View	Print
10/14/2022			View	Print
10/07/2022			View	Print

	10/08/2022 - 10/14/2022 (USA Weekly)	10/15/2022 - 10/21/2022 (USA Weekly)	Change Amount
Earnings			
Allowance - Cell			
Hourly Pay			
Deductions			
CA SDI			

HR Documentation

Workday

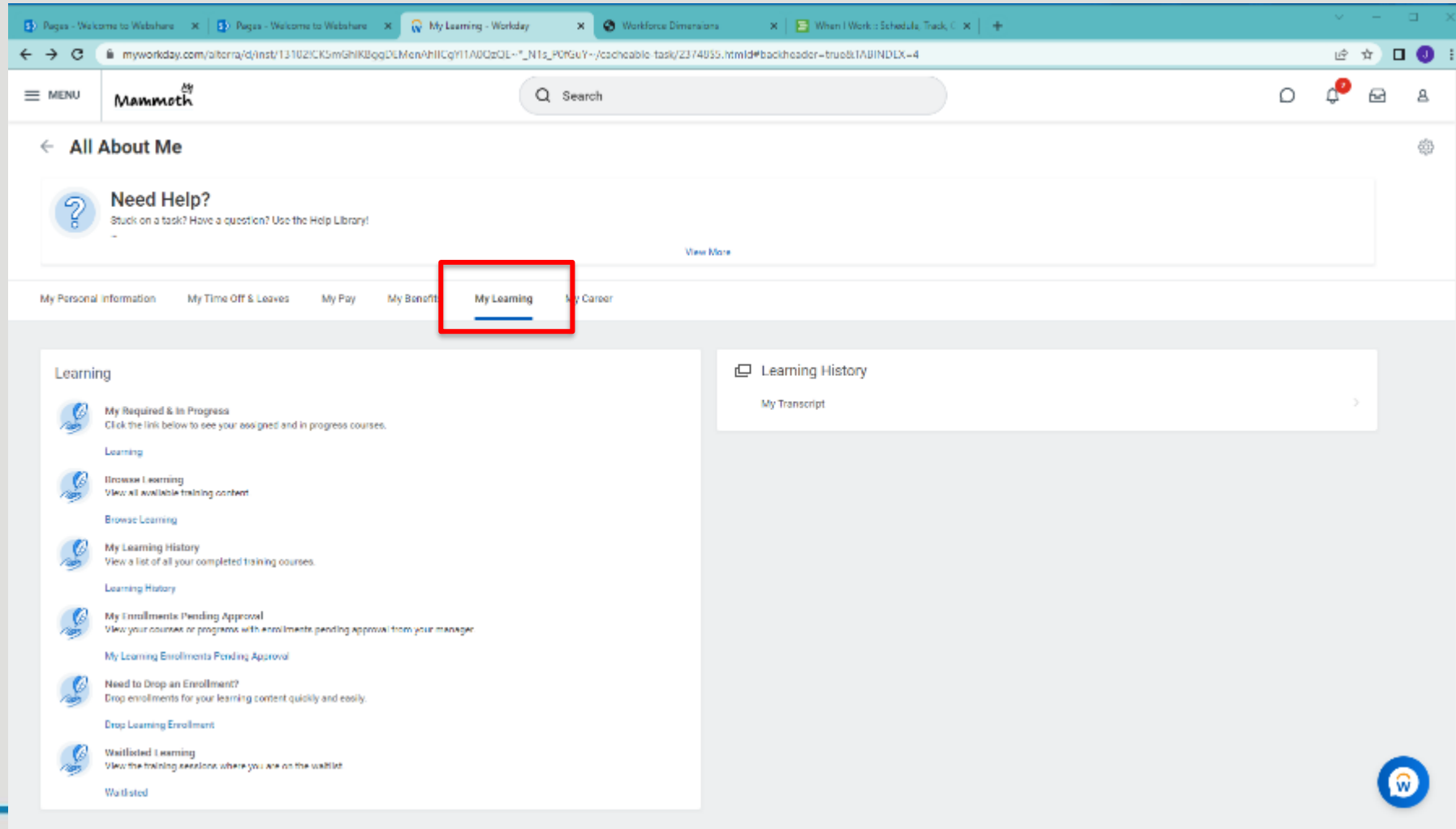
My Benefits

The screenshot shows the 'My Benefits' page in the Workday Mammoth portal. The browser address bar displays the URL: `myworkday.com/alterra/d/instr/13102ICK3mGHKJggDLMonWhIKgY11A0QzQL~*_N1s_P0RGuY~/coacheable-task/23/4055.html#backheader=true&TABINDLX=J`. The page header includes a 'MENU' icon, the 'Mammoth' logo, a search bar, and notification icons. The main content area is titled 'All About Me' and features a 'Need Help?' section with a question mark icon and a 'View More' link. Below this is a navigation bar with tabs: 'My Personal Information', 'My Time Off & Leaves', 'My Pay', 'My Benefits' (highlighted with a red box), 'My Learning', and 'My Career'. The 'My Benefits' section is divided into three main areas: 'Benefits' (with links for 'View' and 'Benefit Elections'), 'Retirement Benefits' (showing 'Fidelity 401(k)' with a description), and 'Additional Benefits' (listing 'Pet Insurance' and 'Employee Assistance Program'). On the right side, there are sections for 'View' (with links for 'My Benefit Elections', 'Dependents', and 'Beneficiaries') and 'Actions' (with a link for 'Change Benefits'). At the bottom, there is a 'Compliance Documents' section with a link for 'Alterra Mountain Company Wrap Document'. The footer contains the Workday logo, copyright information for 2022, and a system status message regarding a service update on Friday, October 24, 2022.



HR Information Workday

My Learning - Training videos



The screenshot shows the 'My Learning - Workday' interface. At the top, there's a navigation bar with the 'Mammoth' logo and a search bar. Below this, a 'Need Help?' section is visible. The main navigation menu includes 'My Personal Information', 'My Time Off & Leaves', 'My Pay', 'My Benefits', 'My Learning' (highlighted with a red box), and 'My Career'. The 'My Learning' section is active, displaying a list of learning options on the left and a 'Learning History' section on the right. The left sidebar lists: 'My Required & In Progress' (with a sub-link 'Click the link below to see your assigned and in progress courses.'), 'Browse Learning' (with sub-links 'View all available training content' and 'Browse Learning'), 'My Learning History' (with sub-link 'View a list of all your completed training courses.'), 'My Enrollments Pending Approval' (with sub-link 'View your courses or programs with enrollments pending approval from your manager.'), 'Need to Drop an Enrollment?' (with sub-link 'Drop enrollments for your learning content quickly and easily.'), and 'Waitlisted Learning' (with sub-link 'View the training sessions where you are on the waitlist.'). The right sidebar shows 'Learning History' with a sub-link 'My Transcript'. The bottom right corner features a 'W' logo in a blue circle.

HR Information Workday

My Career

The screenshot shows a web browser window with the Workday HR system interface. The browser's address bar displays the URL: `myworkday.com/alterra/d/inst/13102iCK5mGHKBqgDEMenAhICqY11A0QzQE--*_N1s_P0fGuY--/cacheable-task/2374055.html#backheader=true&TABINDEX=5`. The page header includes a "MENU" button, the "Mammoth" logo, a search bar, and notification icons. The main content area is titled "All About Me" and features a "Need Help?" section with a question mark icon and the text "Stuck on a task? Have a question? Use the Help Library!". Below this is a horizontal navigation bar with links for "My Personal Information", "My Time Off & Leaves", "My Pay", "My Benefits", "My Learning", and "My Career". The "My Career" link is highlighted with a red rectangular box. The "My Career" section contains two main categories: "Actions" and "View". The "Actions" category lists "Refer a Candidate", "Create Job Alert", "Manage Job Alerts", and "Edit My Career Profile". The "View" category lists "Allens Mountain Company Internal Career Site", "My Referrals", "My Applications", and "Job History". The footer of the page includes the Workday logo, copyright information for 2022, and a system status message: "System Status: Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, October 28, 2022 at 11:02 PM PDT (GMT-7) and Saturday, October 29, 2022 at 3:00 AM PDT (GMT-7)." The Mammoth logo is also present in the bottom right corner.

Questions?



A MAMMOTH RESORTS PROPERTY