

# Frequently Asked Questions

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## General Questions

- 1. Who should I contact for...**
  - a. Time Entry help?** [TimeHelp@ais-slp.com](mailto:TimeHelp@ais-slp.com)
  - b. WorkTech password resets?** Passwords can be reset by the employee using the AIS Sandia Password Reset page (<https://wt.ais-slp.com/ResetPassword/>). Requests can also be sent to [TimeHelp@ais-slp.com](mailto:TimeHelp@ais-slp.com).
- 2. Will my Sandia Manager be reviewing and approving my timesheet?** No, the Sandia managers will not be reviewing and approving the timesheets in the WorkTech system. They will see the hours when Sandia is billed.
- 3. Do I need to enter time into any systems other than WorkTech?** No, WorkTech is the only system you need to enter your time in. Employees will no longer be doing dual timesheet entry.
- 4. Will expense reports be submitted in WorkTech?** No, expense reports will be processed through the Deltek Expense system.

## Breaks

- 1. If I am an exempt employee, can I work through my lunch break? If I do, how should my time be recorded?**  
Yes, you can work through your lunch break as long as you record the correct amount of time each day.
- 2. Do I need to record all my breaks on my timesheet?** No, only the meal break.
- 3. Can I add my breaks to my meal break so I can have a longer meal break?** If your Sandia manager allows you do that you may, but do not record a 1 hour meal break or you will not be paid for your 15 minute breaks.

## Leave Requests

- 1. When should vacation leave requests be entered?** At least 48 hours in advance.
- 2. What do you define as "leave"?** Holiday, Vacation, Leave Without Pay, Bereavement, Sick, Military time, and Jury Duty.
- 3. When are leave requests in WorkTech required?** Leave requests are only required for vacation. A leave request is not required for Jury Duty, but if you know in advance, you can enter a leave request.