Job Aid: Health + Fitness Commissions |Associate & Manager

This job aid provides Health + Fitness associates and managers with instructions on how to enter a commission payment in Workday Time Tracking.

- Any hours worked for commission earnings should be reported using the Check In / Check Out process.
- There are five types of commissions.
- Only the appropriate commission types should be available to the associate to select.

Commission Type	Job Profile/Position
Fee for Service Class	Group Class Instructors
Personal Training Commissions	Personal Trainers
Spa / Massage Commissions	Massage Therapists and Spa Staff
Tips	Massage Therapists and Spa Staff
Weight Management	Not tied to a spedific position (program dependent)

NOTE:
- Commissions must be entered in the week they are earned.
- Commissions must be submitted on a weekly basis. Bi-weekly entry is not acceptable. Ensure that the correct submission type is selected.
- Workday periodically performs service updates which may result in the system being temporarily unavailable. Generally, these downtimes do not exceed 4 hours and are performed during non-peak times.

A. Enter a Commission Payment

Associates:

1. Select **This Week** from the Time worklet/app.
2. Select a time block on the date the commission is earned. Commissions must be entered in the week they are earned.
3. Select the **Position** worked in which the commission was earned.
4. Select the **Time Type** drop-down and select the correct Commission type.
5. Enter the dollar amount to be paid.
6. Enter Comments if requested by management.
7. Select **OK**.
8. The Commission payment request will be sent for approval when time is submitted.
9. Select **Review**, view the summary and acknowledgment, then select **Submit**.

Enter Time
12/03/2018

Time Type ✱ ☓ Fee For Service Class

Position   Group Class Instructor (+)

Dollar ✱   60

Details

Comment

OK   Cancel

Trustmark
benefits beyond benefits

Managers:

1. From the Workday home page, click on **Time and Absence**
2. In the "Tasks" menu, click on **More** and select **Enter Time for Worker**
3. In the Worker field, use the prompt to search for the associate
4. The Date field will auto-fill with today's date, click OK to continue
5. Locate the date you want to enter Commissions for and select the corresponding time block. If editing a time block, select the time block you want to edit.
6. Enter the dollar amount to be paid.
7. Enter Comments if preferred.
8. Select **OK**.
9. The Commission payment will be automatically approved once entered by the manager.
10. Select **Review**, view the summary and acknowledgment, then select **Submit**.

Enter Time
12/03/2018

Time Type *   × Fee For Service Class   ☰

Position   Group Class Instructor (+)   ▼

Dollar *   60

Details

Comment

OK   Cancel