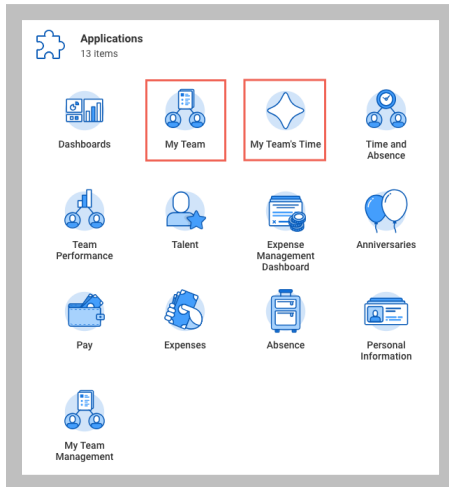



Time Tracking provides many administrative tasks and reports for managers to track and manage worker time. The options available depend on time entry configurations, business process security policies, and applications configured for your organization.

ACCESS A WORKER'S TIME

There are many ways to access a worker's time calendar. One way is to search for and select the Enter Time for Worker report, then select an individual worker. The steps below outline starting from either the My Team or My Team's Time application.

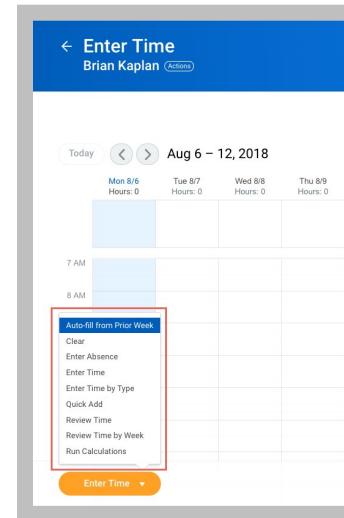


1. Click the worker's **Related Actions** , and select **Time and Leave > Enter Time**.
2. Enter a Start Date.
3. Click **OK**. The worker's time calendar displays their time block entries.

ENTER AND SUBMIT TIME USING AUTO-FILL FROM PRIOR WEEK

From the Enter Time page:

1. Click the **Enter Time** pull-down menu. Your options here may vary depending on your time-entry configurations.



2. Click **Auto-fill from Prior Week**.
3. Click the **Select Week** pull-down menu to choose a week with time already entered.
4. Select the **Also copy details and comments** checkbox so you copy all time entry information from the week.
5. Click **OK**.
6. Click **Submit** twice, then click **Done**. Note that the time submitted does not require additional approvals because a manager submitted the time.



Note: Other options to enter time from the Enter Time pull-down menu include Auto-fill from Schedule or the Quick Add feature, which allows you to add multiple time blocks to the worker's calendar.

VIEW A WORKER'S TIME BLOCK DETAILS

From a worker's time entry calendar:

1. Click a time block.
2. Click the **View Details** button.
3. Click the **Reported** tab to view a worker's time.
4. Click the **Calculated** tab to view time calculation information.
5. Click the **History** tab to view the entire process history of a particular time entry.

APPROVE, SEND BACK, OR DENY SUBMITTED TIME

The following steps show how to approve a worker's submitted time from a manager's Inbox as part of a business process. However, the ability to approve time for workers can be found in different areas of Workday, such as within the Review Time report.

From your Inbox:

1. Access and review the submitted time entry in the Entries to Approve section.
2. Click the magnifying glass icon's **Related Actions** under Details to view more information.

Date	Type	Time Block Reported Quantity	Units	Comment	Details
Mon, 8/6	Hours Worked	8	Hours		
Tue, 8/7	Hours Worked	8	Hours		
Wed, 8/8	Hours Worked	8	Hours		
Thu, 8/9	Hours Worked	8	Hours		
Fri, 8/10	Hours Worked	8	Hours		

3. Click **Approve**, **Send Back**, **Deny**, or **Close**. If you deny or send back the request, you will need to enter a reason.
4. After approving, select the **Process** tab under Details and Process to verify the submitted information is correct.

MODIFY OR DELETE A WORKER'S TIME

From the worker's time entry calendar:

1. Click a **time block**.
2. Click either **OK** or **Delete**.
3. If you have modified any details, click **Submit**.
4. Click **Submit** again to authorize the new information.
5. Click the **Details and Process** arrow and the magnifying glass icon's **Related Actions** under Reported Time Block or Calculated Time Block to view more information.
6. Click the **Process** tab to view the approval status.
7. Click **Done**.

REVIEW TIME FOR MULTIPLE WORKERS

From the Home page:

1. Search for and select the **Review Time** report.



Note: The filter options on the first page will vary based on manager security and tenant configuration.

2. Enter a Date.
3. Use the filter options to narrow the results of employees.
4. Click **OK**.

Review Time 📄 🖨

With Hours to Approve: **3** With Unsubmitted Hours: **0**

Jul 30 - Aug 12, 2018
Previous Period
Next Period

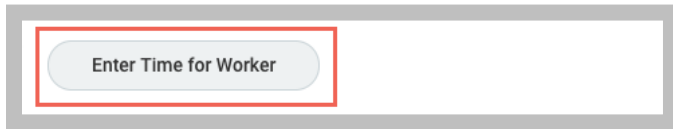
> **Search Criteria**

NOTE: You can't approve unsubmitted hours.

Time Period Summary 14 items 📄 📊 🗑 🔄

	Worker Name	Job Title	Hours to Approve	Unsubmitted Hours	Approved Hours	Breakdown							Total Hours	Scheduled Weekly Hours	
						Regular	Overtime	Double Time	Compensatory/Flex Time	Worked Holiday	Paid Time Off	Shift Premium			
<input type="checkbox"/>	Amanda Baker	Facilities Administrator	40	0	0	40	0	0	0	0	0	0	0	40	40
<input type="checkbox"/>	Audrey Novak	Facilities Administrator	40	0	0	40	0	0	0	0	0	0	0	40	30
<input type="checkbox"/>	Audrey Novak	Facilities Administrator (+)	0	0	0	0	0	0	0	0	0	0	0	0	10
<input type="checkbox"/>	Bruno Gaudette	Facilities Administrator	0	0	0	0	0	0	0	0	0	0	0	0	30
<input type="checkbox"/>	Dominic Leclerc	Maintenance Technician	0	0	0	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	Gina Brown	Facilities Administrator	0	0	0	0	0	0	0	0	0	0	0	0	40

You can review your team's time at a glance with the Time Period Summary table. A Job Title column displays if one of your direct reports has multiple positions, but this column will not appear if all the workers have only one position. You can see how hours are categorized for each worker, such as hours to approve or overtime hours. Use the Previous Period and Next Period buttons to navigate between periods. You can click a worker's name to drill down to employee-specific time data, then use the arrows to navigate between individual workers. Additionally, you can enter time on behalf of workers from this page using the Enter Time for Worker button.



APPROVE MULTIPLE WORKERS' TIME

From the [Review Time](#) report:

1. Select the corresponding checkbox for each worker you wish to approve time for.
2. Click **Approve**.
3. Review the approved time by clicking the **Time Approved** arrow.
4. Click **Done**.

USEFUL APPLICATIONS FOR MANAGING TEAM TIME

Below is a list of applications provided by Workday for managers and time administrators. These applications are used to track and manage workers' time. Please note, this is not an exhaustive list, and apps may only be available if configured for your organization:

- Daily Check In Status
- Missing Time Entries
- My Direct Reports' Schedule
- My Team's Time
- Time and Absence
- Unapproved Time
- Unsubmitted Time