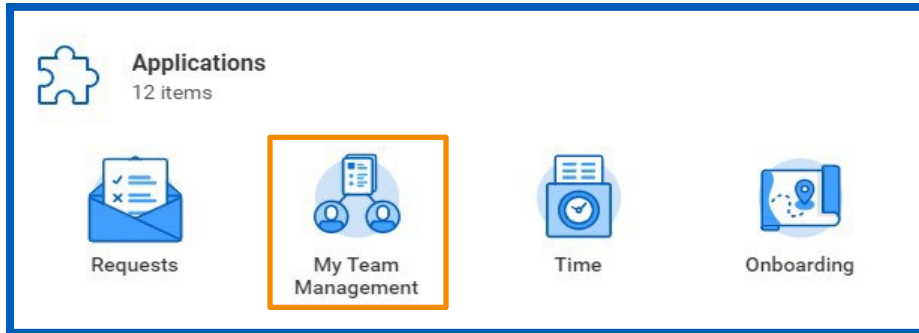



TIME TRACKING: MANAGE YOUR TEAM'S TIME

DIRECTORS, MANAGERS, AND ADMINS MAY ENTER, APPROVE, AND MANAGE TIME FOR EMPLOYEES

ENTER TIME FROM THE MY TEAM MANAGEMENT APPLICATION:



1. Select the **My Team Management** application.
2. A list of employees appears under **My Team**.
3. Click the worker's Related Actions , and select **Time and Leave > Enter Time**

4. Click **Enter Time for Worker**


5. Enter a Start Date.

6. Click **OK**. The worker's time calendar displays their time block entries.

7. Begin entering time in the employee's Enter Time Calendar or use one of the following methods:

ENTER AND SUBMIT TIME USING AUTO-FILL FROM SCHEDULE

1. From the open Enter Time page:

2. Click the **Actions** pull-down menu. 
Your options here may vary depending on your time entry configurations.

3. Click **Auto-fill from Schedule**.

4. Select or Unselect the days worked.

5. Click **OK**.

6. Under Summary, select **Review**.

7. Click **Submit**. Note that the time submitted does not require additional approvals because a manager submitted the time.

ENTER AND SUBMIT TIME USING QUICK ADD

1. From the open Enter Time page:

2. Click the **Actions** pull-down menu 

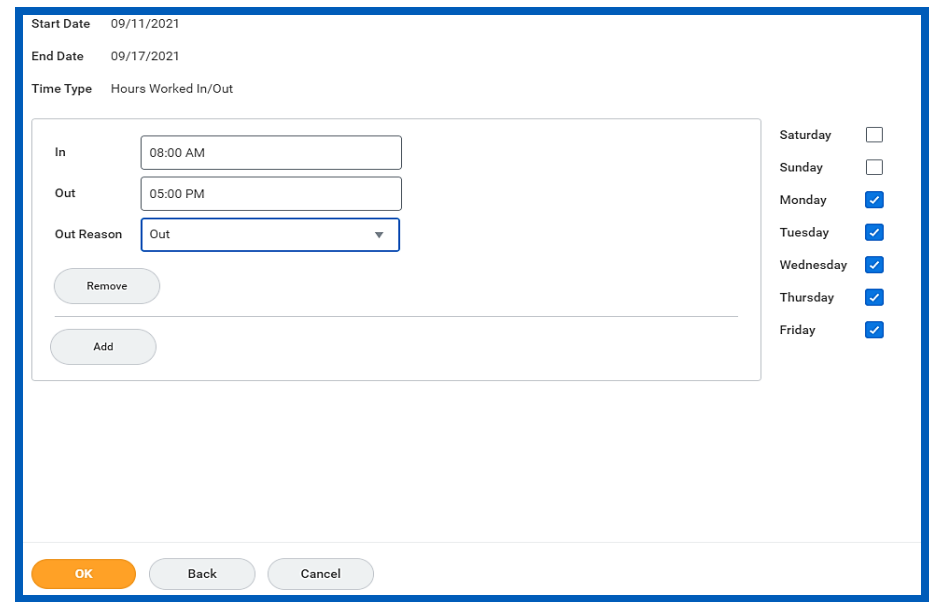
3. Click **Quick Add**.

4. Choose the appropriate **Time Type**.

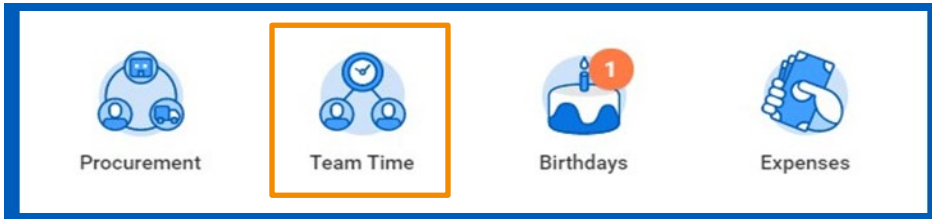
5. Click **Next**.

6. Select the **days** worked and enter the **In and Out time**.

7. Click **OK**.



ENTER TIME FROM THE TEAM TIME APPLICATION:



1. Select the **Team Time** application.
2. Under Actions, choose **Enter Time for Worker**.
3. Enter the Worker's name or choose from the drop-down menu.
4. Enter a **Date**.
5. Click **OK**. The worker's Enter Time calendar displays their time block entries.
6. Begin entering time in the employees' Enter Time Calendar or use one of the following methods:

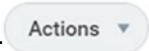
ENTER AND SUBMIT TIME USING AUTO-FILL FROM SCHEDULE

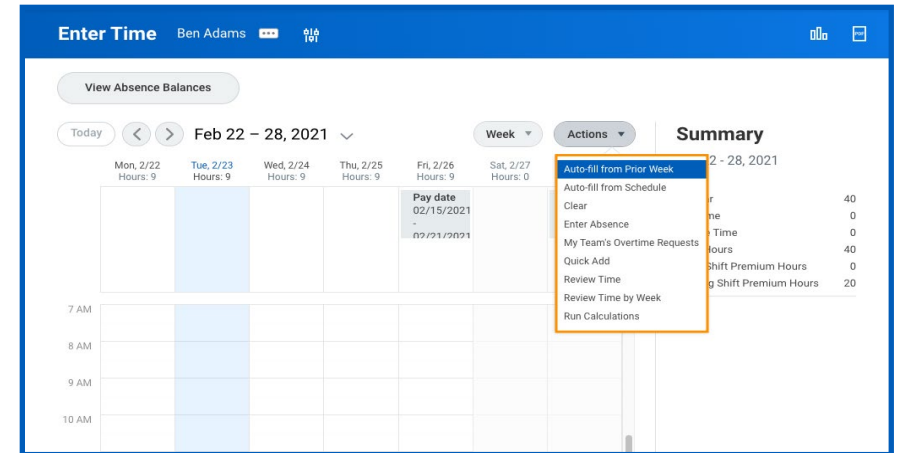
(see page 1 instructions)

ENTER AND SUBMIT TIME USING QUICK ADD

(see page 1 instructions)

ENTER AND SUBMIT TIME USING AUTO-FILL FROM PRIOR WEEK

1. From the Enter Time page:
2. Click the **Actions** pull-down menu.  Your options here may vary depending on your time entry configurations.
3. Click **Auto-fill from Prior Week**.
4. Click the **Select Week** pull-down menu to choose a week with time already entered.



5. Select the **Also copy details and comments** checkbox to copy all time entry information from the week if desired.
6. Click **OK**.
7. Under Summary, select **Review**.
8. Click **Submit**.

VIEW A WORKER'S TIME BLOCK DETAILS

1. From a worker's time entry calendar, 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.



Time Block 8 Hours on 09/13/2021

Worker
Date 09/13/2021
Status Approved

Reported Calculated History

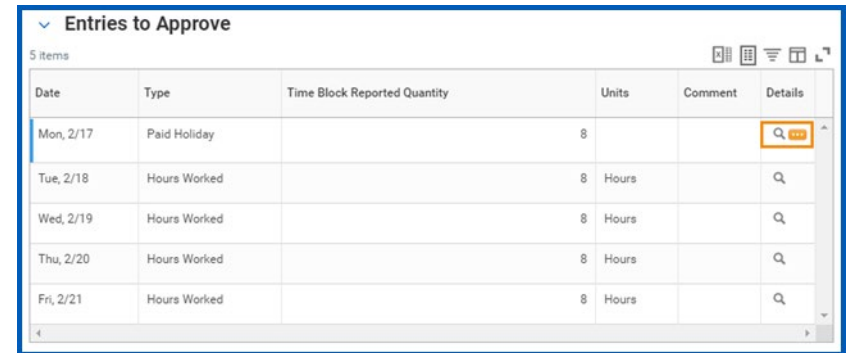
Reported Quantity 8 Hours
Time Entry Code Hours Worked
Source User Entered
Comment (empty)

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, managers can also approve time from other areas of Workday, such as within the Review Time report.

1. From your Workday **inbox**
2. Click on the Time Entry message.


3. Review information and if desired, click the magnifying glass under Details to view more information.



Date	Type	Time Block Reported Quantity	Units	Comment	Details
Mon, 2/17	Paid Holiday		8		Q
Tue, 2/18	Hours Worked		8 Hours		Q
Wed, 2/19	Hours Worked		8 Hours		Q
Thu, 2/20	Hours Worked		8 Hours		Q
Fri, 2/21	Hours Worked		8 Hours		Q

4. Click **Approve**, **Send Back**, **Deny**, or **Close**. If you deny or send back the request, you must enter a reason.
5. If time entered is correct, select **Approve**.

MODIFY OR DELETE A WORKER'S TIME

1. Select the **Team Time** application. 
2. Under Actions choose **Enter Time** for worker.
3. Enter the worker's name or choose from the drop-down menu.
4. Choose **date** to be modified or allow current date to automatically populate.
5. Click **OK**. The worker's Enter Time calendar displays their time block entries.
6. Click the **time block** to be modified or deleted.
7. **To delete** the time entered, click **Delete**. Then **OK**.
8. **To modify**, make any necessary changes. Then **OK**.
9. Under the Summary Section, click **Review**.
10. Click **Submit**.

REVIEW AND APPROVE TIME FOR MULTIPLE WORKERS

1. Select the **Team Time** application.
2. Under Actions choose **Review Time**.
3. Enter a **date** or allow current date to automatically populate.
4. Use the **filter options** to narrow the results of employees.



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

5. Click **OK**.
6. The Review Time report opens.

7. Notice the Tabs which allow additional filtering.

8. **Select** each employee you wish to approve.
9. Click **Approve**.

Worker Name	Position	Hours to Approve	Unsubmitted Hours	Approved Hours	Breakdown							Scheduled Weekly Hours		
					Regular	Overtime	Double Time	Compensatory/Flex Time	Worked Holiday	Paid Time Off	Shift Premium		Total Hours	
Amanda Baker	P-00140 Facility Administrator, San Francisco	40	0	40	72	0	0	0	0	8	0	0	80	40
Aubrey Novak	P-00137 Facility Administrator, Chicago	40	0	7	39	0	0	0	0	8	0	0	47	30
Aubrey Novak	P-00429 Facility Administrator (s), Chicago	0	0	0	0	0	0	0	0	0	0	0	0	10
Bruno Gaudette	P-00267 Facility Administrator, Montreal	0	0	0	0	0	0	0	0	0	0	0	0	30
Dominic Leclerc	P-00293 Maintenance Technician, Montreal	0	0	0	0	0	0	0	0	0	0	0	0	40
Gina Brown	P-00139 Facility Administrator, Dallas	0	0	0	0	0	0	0	0	0	0	0	0	40

10. Click **Done**.