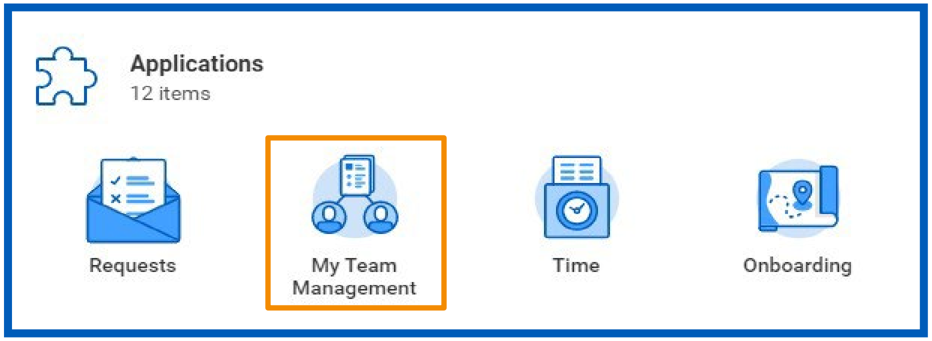
TIME TRACKING: MANAGE YOUR TEAM'S TIME

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

ENTER TIME FROM THE MY TEAM MANAGEMENT APPLICATION:



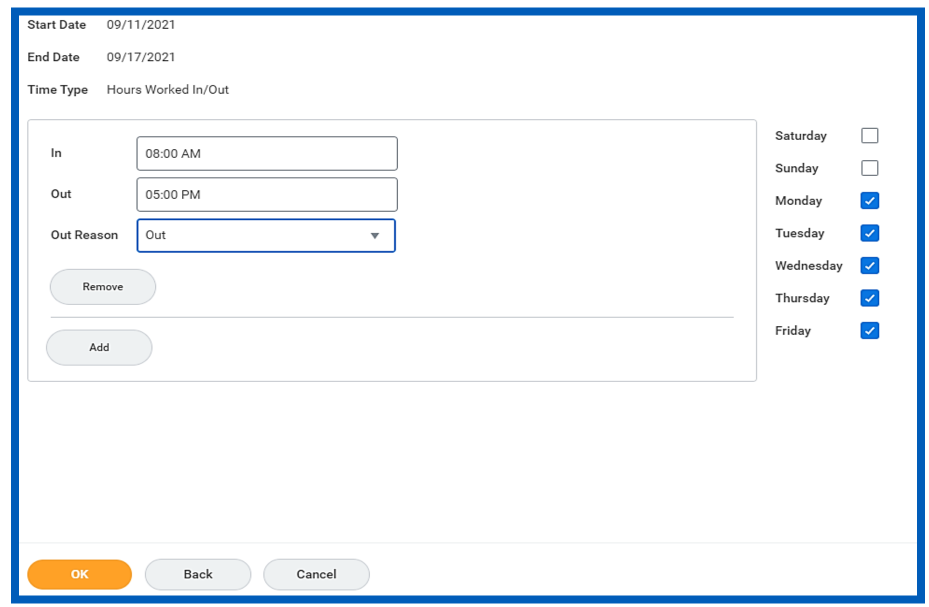
1. Select the **My Team Management** application.
2. A list of employees appears under **My Team.**
3. Click the worker's Related Actions ..., and select **Time and Leave > Enter Time**
4. Click **Enter Time for Worker**
5. Enter a Start Date.
6. Click **OK**. The worker's time calendar displays their 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

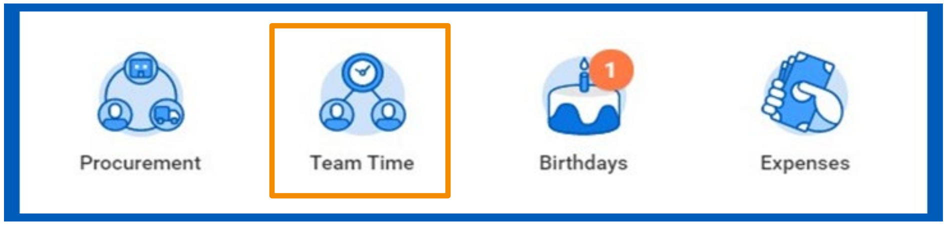
1. From the open Enter Time page:
2. Click the **Actions** pull-down menu. Actions
   Your options here may vary depending on your time entry configurations.
3. Click **Auto-fill from Schedule**.
4. Select or Unselect the days worked.
5. Click **OK**.
6. Under Summary, select **Review**.
7. Click **Submit**. 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 Actions
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:

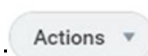


1. Select the **Team Time** application.
2. Under Actions, choose **Enter Time for Worke**r.
3. Enter the Worker's name or choose from the drop-down menu.
4. Enter a **Date**.
5. Click **OK**. The worker's Enter Time calendar displays their time block entries.
6. Begin entering time in the employees'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

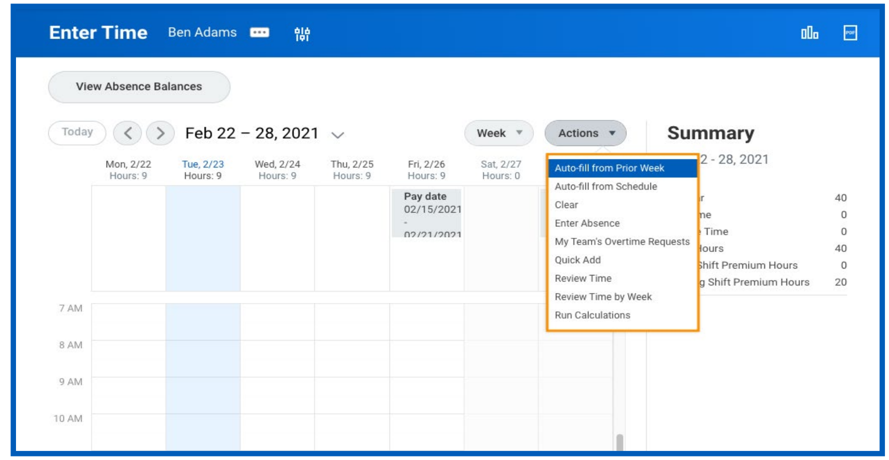
ENTER AND SUBMIT TIME USING AUTO-FILL FROM SCHEDULE
(see page 1 instructions)

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.

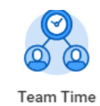
APPROVE, SEND BACK, OR DENY SUBMITTED TIME

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.

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**.

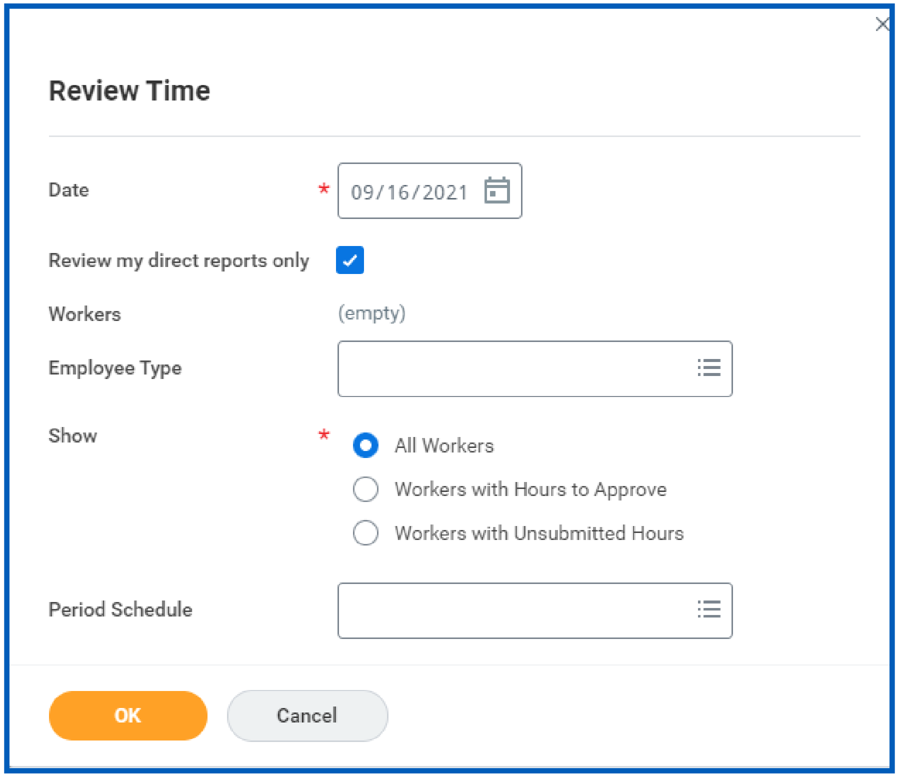
MODIFY OR DELETE A WORKER'S TIME



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

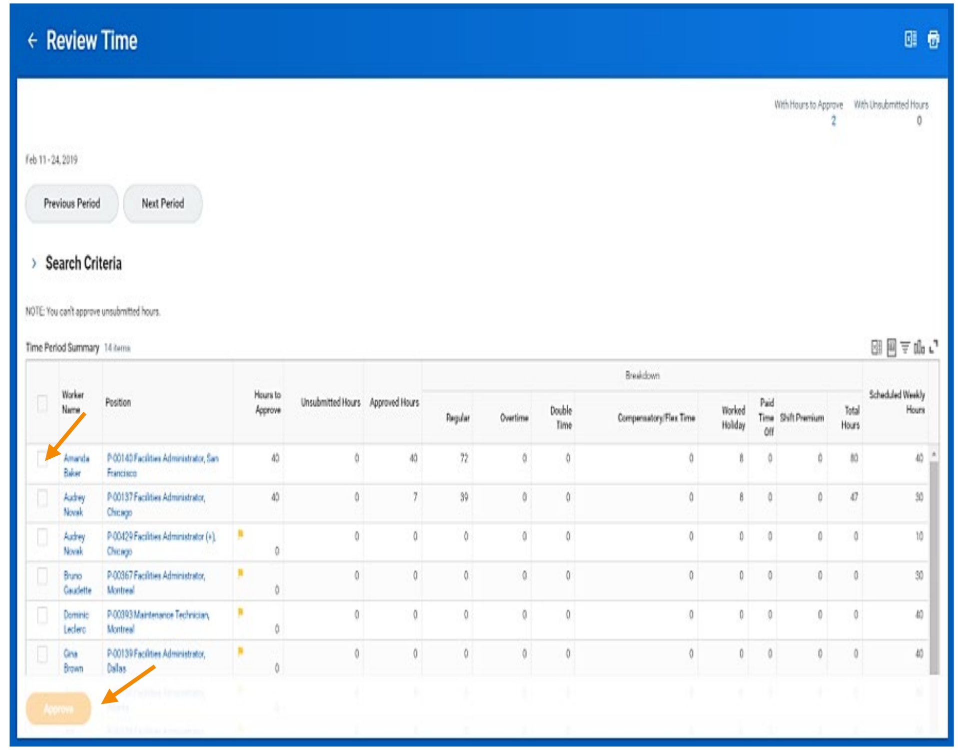
1. Select the **Team Time** application.
2. Under Actions choose **Review Time**.
3. Enter a **date** or allow current date to automatically populate.
4. Use the **filter options** to narrow the results of employees.



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**.



10. Click **Done**.