Workday Time Tracking for Managers and Timekeepers

When to Use This Guide
Use this as a quick reference to guide you through the most common Manager and/or Timekeeper transactions in Workday.

USER TIP:
Did you try the WalkMe walk-through? It will show you, step-by-step, how to complete this change while you are making it! Just click on this icon and follow along!

[Show me how ⌄]

Enter Time For TSM
1. Click on the **Time and Absence under "**Applications"
2. Under the Tasks section, click the **Enter Time for Worker** button
3. You will be prompted to enter the TSM's name and a date, then click OK
4. You will be brought to the TIME calendar
5. Click on the day you would like to enter time
6. A box will pop-up
7. Add a Time Type (Time Code)
   A. If the Time Type is Regular, you will be prompted to enter an In/Out time (use only if punch times are known. For adjustments, use Hours Adjustment)
   B. All other time codes will just ask for the number of hours (Hours adjustment, Travel, Worked Through Lunch)
8. Under the Details section, choose a comment from the correct section.
   A. If you are adding a check in/out - choose a comment in the **In Comment/Out Comment** section
   B. If you are adding an Hours Adjustment – choose a comment in the **Hours Adjustment Comment** section
   C. If you are adding a Worked Through Lunch – choose a comment in the **Worked Through Lunch Comment** section
   D. You can add an additional comment in the Comment section.
9. Click OK

Correcting Time for TSM
1. Click on the **Time and Absence under "**Applications"
2. Under the Tasks section, click the **Enter Time for Worker** button
3. You will be prompted to enter the TSM's name and a date, then click OK
4. You will be brought to the TIME calendar
5. Click on the day and the time block you would like to correct
6. A box will pop up
7. Edit the necessary details. Under the Details section, choose a comment from the correct section.
   A. If you are correcting a check in/out - choose a comment in the **In Comment/Out Comment** section
   B. If you are correcting an Hours Adjustment – choose a comment in the **Hours Adjustment Comment** section
   C. If you are correcting a Worked Through Lunch – choose a comment in the **Worked Through Lunch Comment** section
   D. You can add an additional comment in the Comment section.
8. Click OK

Please note that the time block now shows a status of Not Submitted, it will need to be approved again prior to going to payroll

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HUMAN CAPITAL MANAGEMENT TEAM

Viewing Calculated Time

1. Click on the **Time and Absence under "**Applications"
2. Under the Tasks section, click the **Enter Time for Worker** button
3. You will be prompted to enter the TSM's name and the date you would like to review, then click OK
4. You will be brought to the TIME calendar
5. Click on the day and the time block you would like to review
6. Click the **View Details** button at the bottom of the pop-up box
   The **Reported** Tab shows you what was entered by the TSM or you
   The **Calculated** Tab shows you what the reported time was calculated into for payroll (i.e. regular hours turn into overtime hours once the threshold is met)
   The **History** tab shows you the history if this time block
7. Click **Close** when done reviewing

Approving Timecards – Time Has Been Submitted

*Please note: you can only approve a timecard once it has been submitted. If the time has not yet been submitted, please use option C

OPTION A - ONE TSM AT A TIME:

1. Go to your inbox in the upper right-hand corner
2. Click on the **Time Entry** task for your TSM
3. Review the time entered
4. Click **Approve**

OPTION B - ONE OR MORE TSMs AT A TIME:

1. Click on the Time and Absence app
2. Under the Tasks section, click the **Review Time** button
3. Choose the date you are reviewing time for (it will bring up the whole period for that date, not just that one day)
4. Under **Show** choose whether you want to see All Workers you have access to, only the Workers with Hours you need to Approve, or only the Workers with Unsubmitted Hours (if a worker has unsubmitted hours you will not be able to approve – hours will be submitted automatically each pay period by a specific day, enabling you to approve)
5. Click **OK**
6. The report should pop up so you can view
7. Click on a worker's name to get more detail for their specific hours. Click the back arrow to go back to the report when finished reviewing.
8. Check the checkbox next to the workers you would like to approve. If you would like to approve all of them you can select the very first checkbox.
9. Click **Approve**
10. The next screen will show you if your approval was successful. If there are any workers under the **Time Not Approve** section, then their time was not approved. You can see the reason why under the reason column in the chart to the right.

Approving Timecards – Time Has Not Yet Been Submitted

OPTION C – ONE TSM AT A TIME ONLY:
1. Click on the **Time and Absence** app
2. Under the **Tasks** section, click **Enter Time for Worker**
3. Enter the TSM's name in the **Worker** field
4. In the **Date** field, enter the day you would like to submit time for
5. Click **OK**
6. Click **Submit** in the bottom left-hand corner
7. Click **Submit** again
   This has automatically approved the TSM's time

Updating a TSM's Schedule

TSM IS NEW HIRE:
1. Go to your **inbox** in the upper right-hand corner
2. Navigate to the **To Do** task for the new hire in your inbox
3. Click **Assign Work Schedule** from the Task
4. You will be prompted to enter:
     A. **Worker's** name – search for their name
     B. Enter the **start date**, or when the schedule is effective
     C. The new **Work Schedule Calendar** – Click in the box, then click **All** to see your options.
       *If the schedule is not there, please request to have it created.
5. Click **OK**
6. Go back into your **inbox**
7. Navigate to the **To Do** task
8. Click **Submit**

TSM IS NOT NEW HIRE:
1. In the search box in the upper left-hand corner, search for the task **Assign Work Schedule**
2. You will be prompted to enter:
     A. **Worker's** name – search for their name
     B. Enter the **start date**, or when the schedule is effective
     C. The new **Work Schedule Calendar** – Click in the box, then click **All** to see your options.
       *If the schedule is not there, please request to have it created.
3. Click **OK**

PLEASE NOTE: If the TSM is also reducing/increasing their hours, you must update the TSM's Scheduled Work Hours using the Job Change business process.