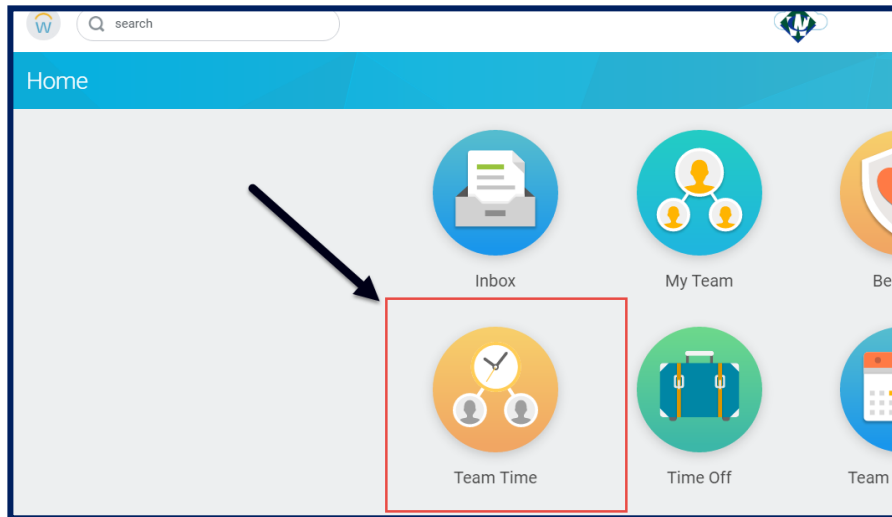
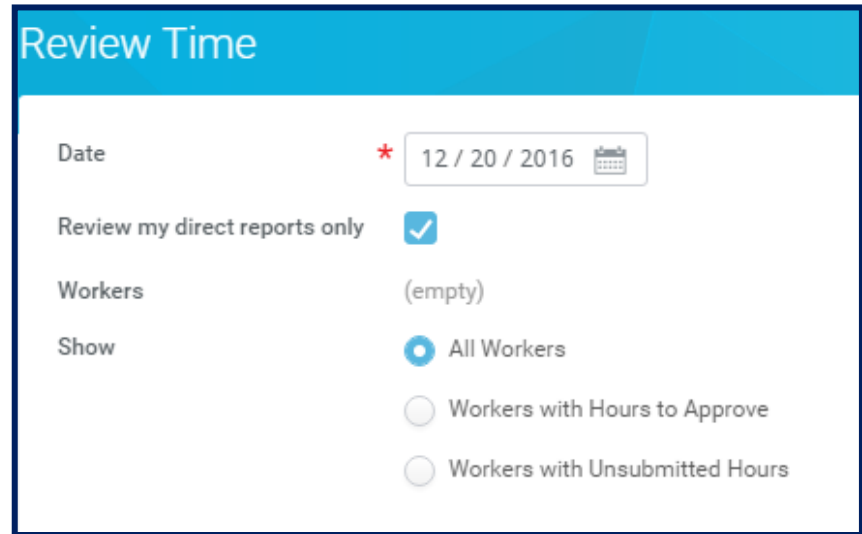


Submit your team's timesheets in mass

Step 1: Click on the **Team Time** worklet on your home screen and click on **Review Time** under **Actions**.



Step 2: Enter the date and who you are wanting to see. Then click **OK**.

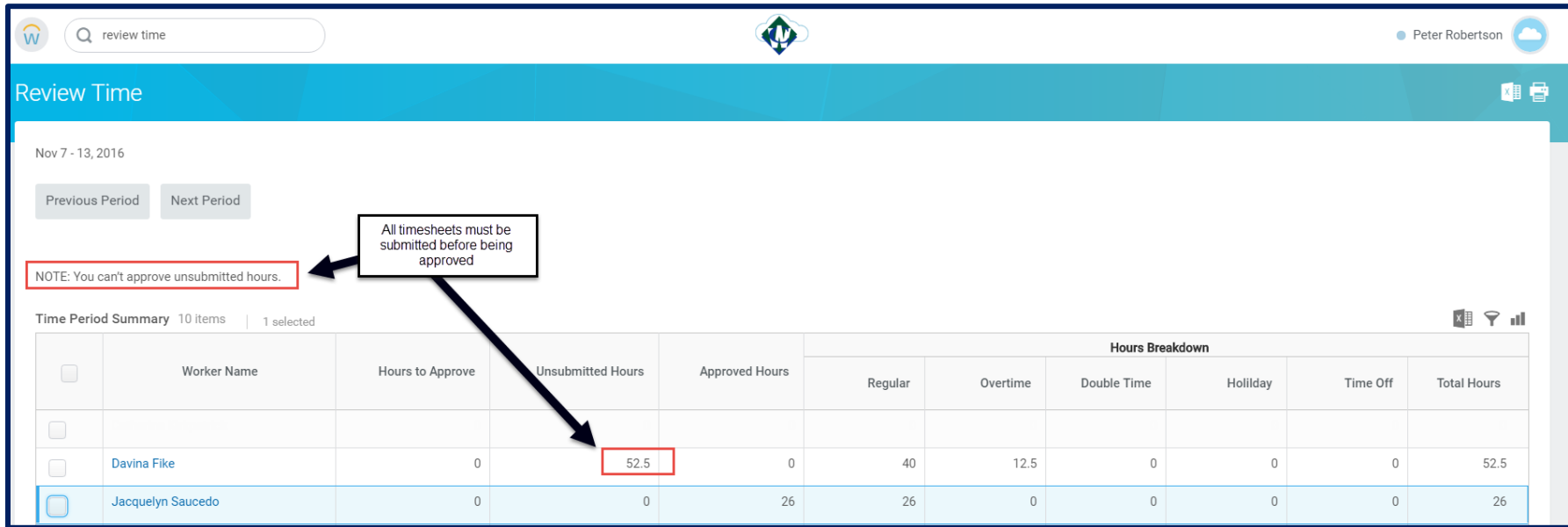


Note: Timekeepers will have a **Team Time** worklet but it won't display groups of workers as the **Team Time** worklet does for managers.



Note: Workday limits 50 employees in review time at once. An error will occur if you have more than 50 employees at a time.

Step 3: From this report (worklet) you can easily identify what hours have not been submitted, add/edit time, and mass approve timesheets. **Note:** A job is set up to run nightly to submit all time, however it will not submit time for anyone that has an unmatched punch or is still clocked in. This way you will only have to approve, not submit the time.



Review Time

Nov 7 - 13, 2016

Previous Period Next Period

NOTE: You can't approve unsubmitted hours.

All timesheets must be submitted before being approved.

Time Period Summary 10 items | 1 selected

	Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours	Hours Breakdown					
					Regular	Overtime	Double Time	Holiday	Time Off	Total Hours
<input type="checkbox"/>										
<input type="checkbox"/>	Davina Fike	0	52.5	0	40	12.5	0	0	0	52.5
<input checked="" type="checkbox"/>	Jacquelyn Saucedo	0	0	26	26	0	0	0	0	26



Note: When time is submitted by a manager, it is also automatically approved.

Modify your team's timesheets

Step 1: To review or make changes you can "Drill In" to each person's specific timesheet by clicking on the person's name (anytime words are blue you can click on it to get an explanation or drill down on something)

Review Time

With Hours to Approve: 0 With Unsubmitted Hours: 0

Feb 27 - Mar 5, 2017

Previous Period Next Period

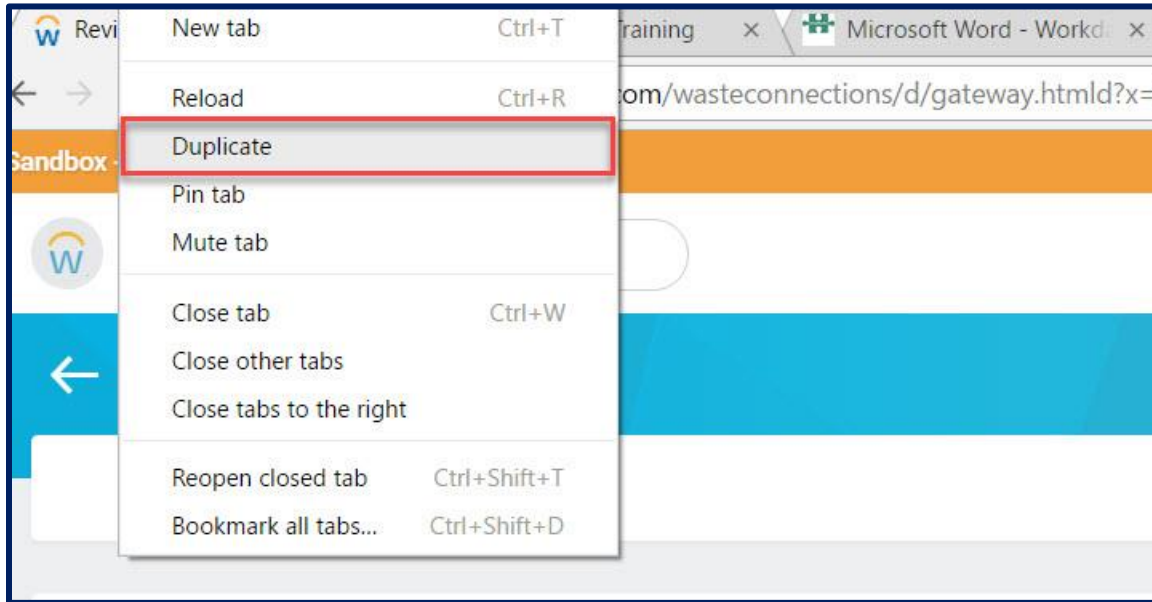
Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 27 items

	Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours	Breakdown							
					Regular	Overtime	Double Time	Premium Hours	Holiday	Time Off	Total	
<input type="checkbox"/>	Alfred Villagomez (157769)	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>	Anthony Aylett (158443)	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>	Antonio De Anda Clemente (102683)	0	0	0	0	0	0	0	0	0	0	0

It may be easier to review an employee's specific timesheet in a new window. Position your cursor to the top of the screen on the open tab and right click. Select **Duplicate** and left click. You will then have two windows open in Workday and one can be used to drill into an individual employee.



Step 2: Once the employee is pulled up, **Daily Totals** are shown. Click on **All Entries** for more detail.

Time Entries **Alfred Villagomez (157769)** ⋮

Feb 20 - 26, 2017

Daily Totals

Monday	12.05
Tuesday	8.7
Wednesday	9.933333
Thursday	7.8
Friday	7.983333
Saturday	0
Sunday	0

Period Totals

Regular	40
Overtime	6.466666
Holiday	0
Time Off	0
Total Hours for Week	46.466666

Entries to be Approved

All Entries

16 items

Date	Time Type	Time Calculation Tags	In	Out	Out Reason	Quantity	Unit	Status
Mon, 2/20		Regular				-0.5		Submitted
Mon, 2/20	Regular	Regular	06:11 AM	06:44 PM	Out	12.55	Hours	Submitted
Mon, 2/20	Regular	Regular			Out	0	Hours	Submitted
Tue, 2/21		Regular				-0.5		Submitted
Tue, 2/21	Regular	Regular	06:18 AM	03:30 PM	Out	9.2	Hours	Submitted

Approve
Enter Time for Worker
Send Back
Out
0 Hours
Submitted

Step 3: To edit or enter time click on **Enter Time for Worker** in the bottom left-hand corner.

Entries to be Approved | All Entries

16 items

Date	Time Type	Time Calculation Tags	In	Out	Out Reason	Quantity	Unit	Status
Mon, 2/20		Regular				-0.5		Submitted
Mon, 2/20	Regular	Regular	06:11 AM	06:44 PM	Out	12.55	Hours	Submitted
Mon, 2/20	Regular	Regular			Out	0	Hours	Submitted
Tue, 2/21		Regular				-0.5		Submitted
Tue, 2/21	Regular	Regular	06:18 AM	03:30 PM	Out	9.2	Hours	Submitted
					Out	0	Hours	Submitted

Approve | **Enter Time for Worker** | **Send Back**

Step 4: Enter time for an employee clicking in the time blocks. The field will become blue and the **Enter Time** pop-up screen will appear. Complete all required and applicable fields and click **OK**. The **Enter Time** pop-up screen will then disappear. Click **Submit**.

The screenshot displays the 'Enter Time' pop-up window for Alfred Villagomez (157769) on 03/01/2017. The window contains the following fields and options:

- Time Type:** Regular (with a close icon and menu icon)
- In:** Empty text input field
- Out:** Empty text input field
- Out Reason:** Out (dropdown menu)
- Hours:** 0
- Details:** Section containing:
 - Override Rate:** 0
 - Cost Center:** Empty text input field with menu icon
 - Lunch:** Empty text input field with menu icon
 - Comment:** Text area
- Buttons:** OK (highlighted with a red arrow) and Cancel

The background interface shows a calendar for Feb 27 - Mar 5, 2017. A red box highlights the 'Enter Time' button in the 9 AM slot on Wednesday, March 1st. A red arrow points to the 'Submit' button at the bottom left of the main interface.



Note: Managers and timekeepers may need to periodically enter time for employees. However, if doing so too frequently, check the clock-in capabilities on all devices that should enable employees to do this themselves.

To edit a time entry, click on the actual time block. The **Enter Time** pop-up box appears. Edit as necessary and click **OK**. Then click **Submit**.

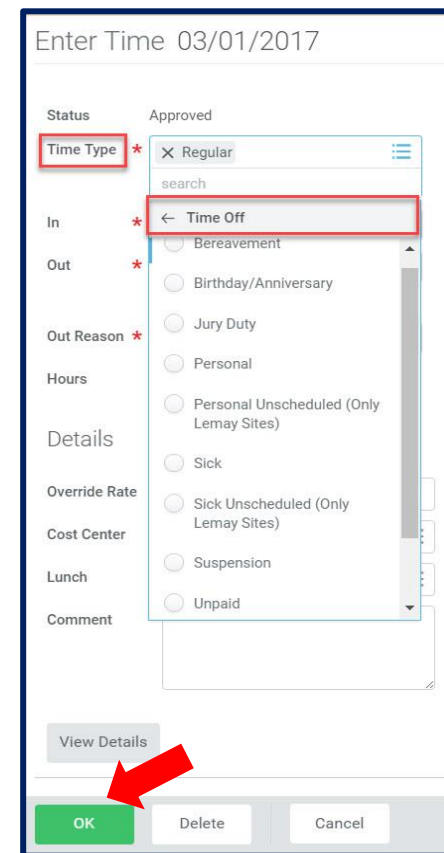
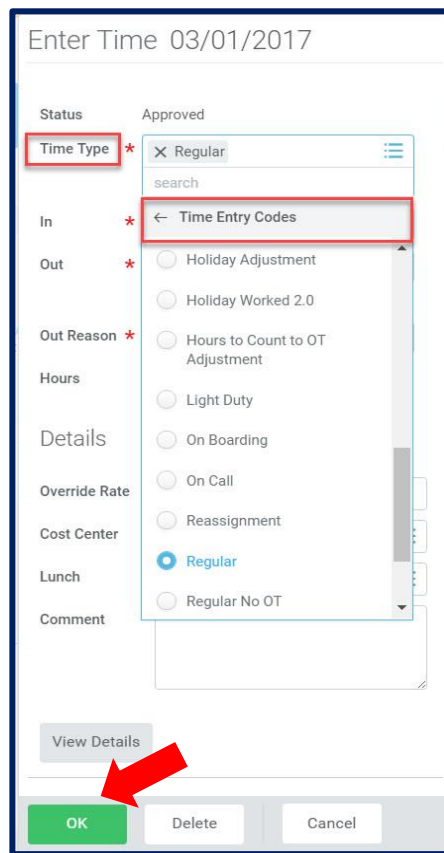
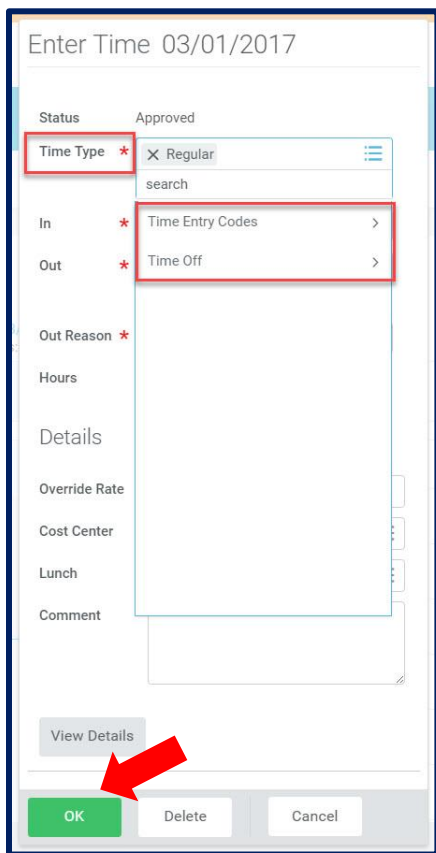
The screenshot displays the Workday time tracking interface. At the top, there is a search bar and a user header for Alfred Villagomez (157769). Below this is a calendar grid for the week of Feb 27 - Mar 5, 2017. A time entry for 'Regular' on Wednesday, March 1st, is highlighted with a red box. A red arrow points from this entry to the 'Enter Time' pop-up form on the right. The form contains the following fields: Status (Not Submitted), Time Type (Regular), In (08:00 AM), Out (04:00 PM), Out Reason (Out), Hours (8), Override Rate (0), Cost Center, Lunch (No), and a Comment field. At the bottom of the form are buttons for 'View Details', 'OK', 'Delete', and 'Cancel'. A red arrow points from the 'OK' button back to the 'Submit' button in the bottom left corner of the main interface.



Note: Submitted and approved time may be edited until the timesheet is closed.

Edit Tips: Time Type

When entering or editing time, select the appropriate time type by clicking the prompt icon in the **Time Type** field. The various time types can be accessed under **Time Entry Codes** or **Time Off**. Select the appropriate option and click **OK**.



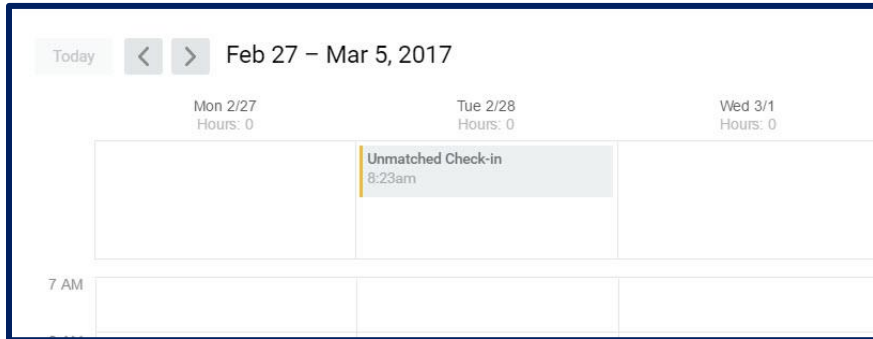
Edit Tips: Remove Auto Meal

From the **Enter Time** pop-up screen, click the prompt icon in the **Lunch** field to access the drop-down menu. Select **No** and click **OK**. Once done, you'll notice that the auto meal indicator will disappear.

The screenshot shows the 'Enter Time' interface for the date 03/01/2017. The form includes fields for Status, Time Type, In, Out, Out Reason, Hours, Details, Override Rate, Cost Center, Lunch, and Comment. A dropdown menu is open for the 'Lunch' field, showing 'No' and 'Yes' options. A red box highlights the 'Lunch' field, and a red arrow points to the 'OK' button at the bottom of the screen.

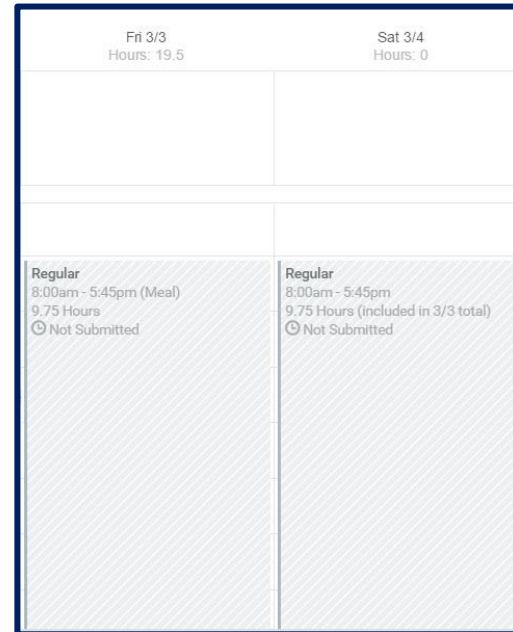
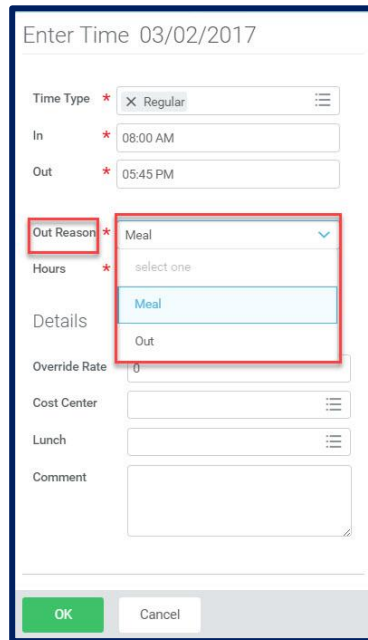
Edit Tips: Unmatched Punches

Edits can be made at the punch and correcting time outside of the punch requires you to delete the unmatched punch for audit purposes.



Edit Tips: Punch Out Reason

If an employee accidentally chooses “meal” instead of “out”, the next day’s hours are captured in the previous day.



This can be corrected by opening the timebox and editing "meal" to "out". The hours will then correct itself.

Enter Time 03/03/2017

Status Not Submitted

Time Type * X Regular

In * 08:00 AM

Out * 05:45 PM

Out Reason * Out

Hours 9.75

Details

Override Rate 0

Cost Center

Lunch

Comment

View Details

OK Delete Cancel

Fri 3/3 Hours: 9.75	Sat 3/4 Hours: 9.75
Regular - .5	Regular - .5
Regular 8:00am - 5:45pm 9.75 Hours ⌚ Not Submitted	Regular 8:00am - 5:45pm 9.75 Hours ⌚ Not Submitted

Edit Tips: View Details

From the time block, clicking **View Details** will display **Reported**, **Calculated**, and **History** details.

Enter Time 03/01/2017

Status Approved

Time Type * X Regular

In * 08:00 AM

Out * 04:00 PM

Out Reason * Out

Hours 8

Details

Override Rate 0

Cost Center

Lunch X No

Comment

View Details

OK Delete Cancel

Time Block 8 Hours on 03/01/2017

Worker Alfred Villagomez (157769)

Date 03/01/2017

Status Approved

Reported Calculated History

Reported Quantity 8 Hours

Time Entry Code Regular

In 03/01/2017 08:00 AM GMT-08:00 Pacific Time (Los Angeles)

Out 03/01/2017 04:00 PM GMT-08:00 Pacific Time (Los Angeles)

Out Reason Out



Source User Entered

Comment (empty)

Lunch No

Close

Note that the Calculated tab will provide details regarding what hours are mapped to the specific time calculation. Also, the information displayed in the History tab is contingent upon user-security access.

Time Block **8 Hours on 03/01/2017** ⋮  

Worker **Alfred Villagomez (157769)**

Date **03/01/2017**

Status **Approved**

Reported | **Calculated** | History

Shift Date **03/01/2017**



Calculated Date **03/01/2017**

Calculated Quantity **8**

Time Calculation Tag **Regular**

Lunch **No**

Close





Time Block **8 Hours on 03/01/2017** ⋮  

Worker **Alfred Villagomez (157769)**

Date **03/01/2017**

Status **Approved**

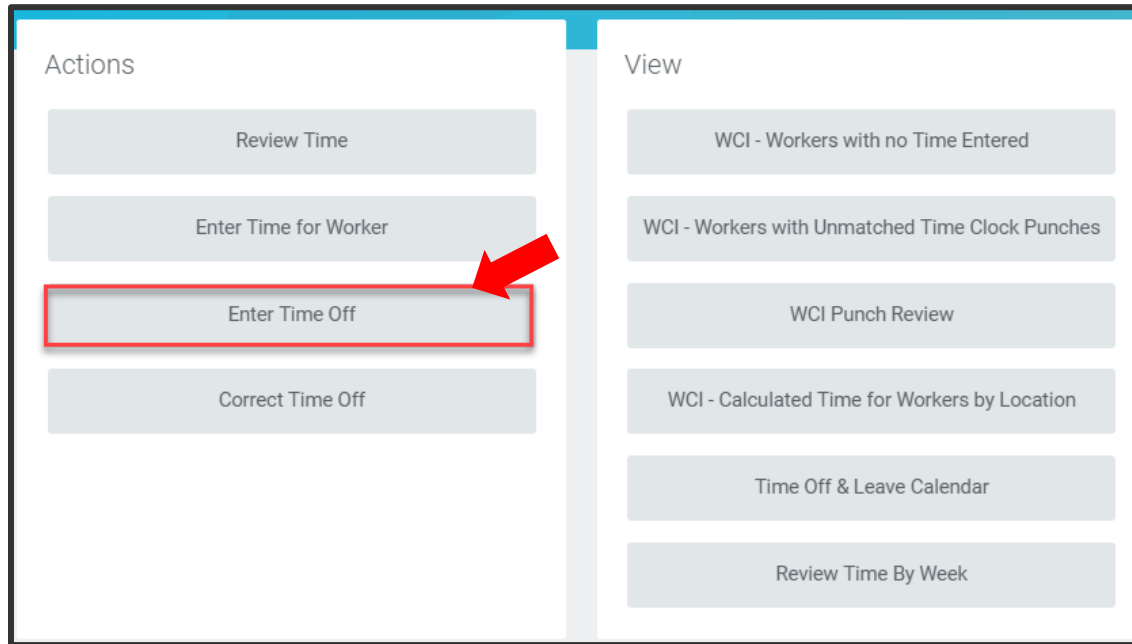
Reported | Calculated | **History**

History 7 items ⋮    

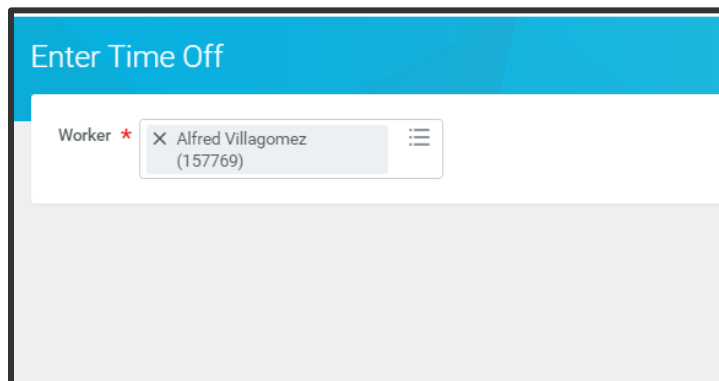
Modified Moment	Modified By	Status	Quantity	Time Entry Code	Comment
03/01/2017 08:19:32.686 AM	Jessie Bailey (114020)	Not Required	8	Regular	
03/01/2017 08:19:32.686 AM	Jessie Bailey (114020)	Submitted	8	Regular	
03/01/2017 08:19:23.468 AM	Nolan Wade (CONTINGENT_WORKER-3-10)[C]	Updated	8	Regular	
03/01/2017 07:51:11.095 AM	Nolan Wade (CONTINGENT_WORKER-3-10)[C]	Updated	8	Regular	
03/01/2017 07:47:04.556 AM	Jessie Bailey (114020)	Not Required	9	Regular	
03/01/2017 07:47:04.556 AM	Jessie Bailey (114020)	Submitted	9	Regular	
03/01/2017 07:46:27.936 AM	Nolan Wade (CONTINGENT_WORKER-3-10)[C]	Created	9	Regular	

Edit Tips: Enter Time Off

From **Actions**, click **Enter Time Off**



Enter the employee's name. Click **OK**



Click and drag to select one day or a range of dates on the calendar. Click the **Request Time Off** button.

← Enter Time Off Alfred Villagomez (157769)

Today < > March 2017

Balance as of

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

5 Days - Request Time Off

Enter the time off type (ex. vacation, sick, personal, etc.), then enter the daily quantity (the number of hours per day), and the total hours requested for all days will then display in the top right corner. Click **Submit**. If entered by a manager, the time will automatically be approved.

Enter Time Off Alfred Villagomez (157769) ...

Total: 40 Hours

When Monday, March 6, 2017 - Friday, March 10, 2017

Type * X Personal

Daily Quantity * 8

Unit of Time Hours

Comment

Attachments

Drop files here

or

Select files

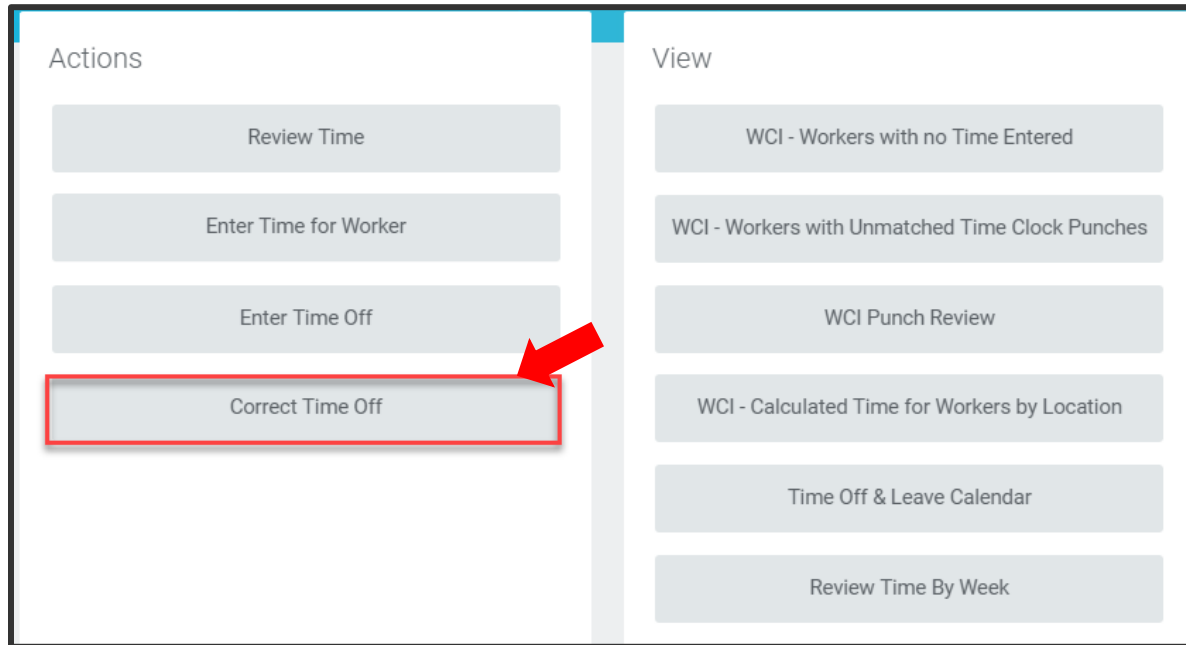
Submit Cancel



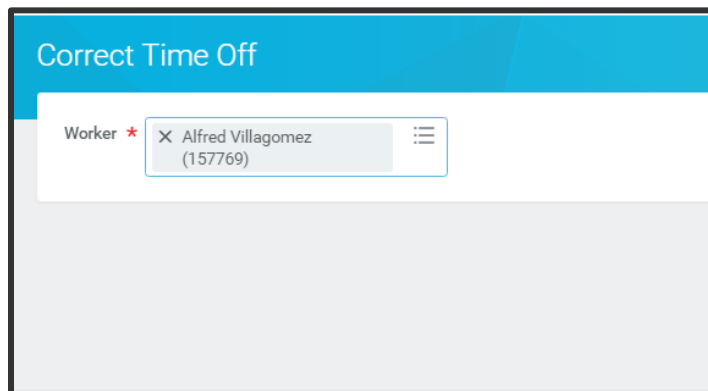
Note: Approving time off in a timely manner is very critical. Any time off not approved before payroll is complete will not be paid to employees. If you approve it after payroll is complete, it will go on the next available check. When payroll runs the mass submit/approve process, it only picks up time not time off. There is no way for Payroll to approve time off, only the managers.

Edit Tips: Correct Time Off

From Actions, click **Correct Time Off**




Enter the employee's name. Click **OK**



Click on the time-off entry to be corrected.

Thursday		Friday	
2		3	
9	✓ Personal	10	
16		17	
23	✓ Vacation/PTO	24	
30		31	


The Correct Time Off screen displays. To remove the time off originally requested, click the **Remove Row**  button in the left margin next to the date to be corrected. Once done, click **Continue**.



Correct Time Off Alfred Villagomez (157769)

Total
16 Hours

Thursday, March 23, 2017 - Friday, March 24, 2017

Select All 0 selected

2 items 

	<input type="checkbox"/>	Thursday, March 23, 2017	Vacation/PTO	8 Hours
	<input type="checkbox"/>	Friday, March 24, 2017	Vacation/PTO	8 Hours

Type

Daily Quantity


Unit of Time (empty)

Comment


> Details

Continue Cancel

Click **Submit** from the Correct Time Off view

Correct Time Off Alfred Villagomez (157769) 

Today < > March 2017

Balance as of 

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	1	2	3
5	6	7	8	9 ✓ Personal	10
12	13	14	15	16	17
19	20	21	22	23 ⌚ Vacation/PTO	24 ✓ Vacation/PTO
26	27	28	29	30	31

Submit Request Time Off

Click **Submit** from the Submit Time Off Correction view

Submit Time Off Correction

Worker Alfred Villagomez (157769)

1 item

When	Type
03/23/2017	Vacation/PTO

Submit Cancel

The time off correction is complete.

← Correct Time Off Alfred Villagomez (157769) ☰

Today < > March 2017

Balance as of 03 / 09 / 2017 📅

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1	2	3	4
5	6	7	8	9 ✓ Personal	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 ✓ Vacation/PTO	25
26	27	28	29	30	31	1

Totals:

As edits are completed, the changes are reflected in Totals in the upper right section of the screen. These are the totals that are sent to Payroll once the timesheet is submitted and approved.

Enter Time Alfred Villagomez (157769) 📶 🖨

Regular	Overtime	Holiday	Time Off	Total Hours for Week
40	6.466666	0	0	46.466666

Today < > Feb 20 – 26, 2017 View Week ▾

	Mon 2/20 Hours: 12.55	Tue 2/21 Hours: 9.2	Wed 2/22 Hours: 10.433333	Thu 2/23 Hours: 8.3	Fri 2/24 Hours: 8.483333	Sat 2/25 Hours: 0	Sun 2/26 Hours: 0
Regular	-5	Regular -5	Regular -5	Regular -5	Regular -5		
4 AM							
5 AM							
6 AM	Regular 6:11am - 6:44pm 12.55 Hours ✓ Submitted	Regular 6:18am - 3:30pm 9.2 Hours ✓ Submitted	Regular 6:19am - 4:45pm 10.433333 Hours ✓ Submitted	Regular 6:19am - 2:37pm 8.3 Hours ✓ Submitted	Regular 6:19am - 2:48pm 8.483333 Hours ✓ Submitted		
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							

Enter Time ▾

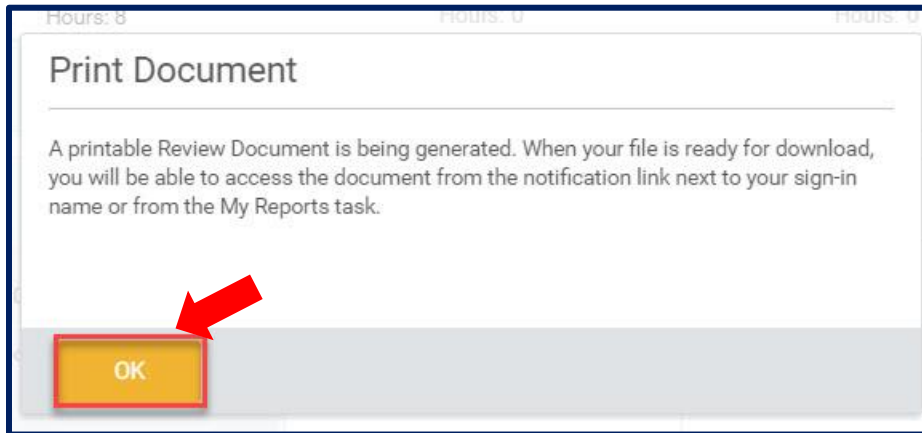
Printing: This view can also be printed by clicking the **printer** icon in the upper right section of the screen. This view is helpful when you have multiple time calculations for an employee and you want to verify to where it's mapping.

The screenshot displays the Workday time tracking interface. At the top right, there is a printer icon highlighted with a red box. Below the header, a summary table shows the following data:

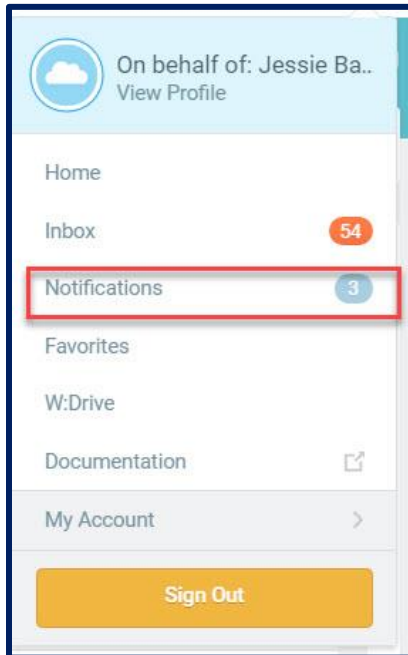
Regular	Overtime	Holiday	Time Off	Total Hours for Week
37.483334	0	0	0	37.483334

Below the table, there is a 'View' dropdown menu set to 'Week'. The main area shows a weekly view with columns for 'Sat 2/18' and 'Sun 2/19', both showing 'Hours: 0'. A vertical scrollbar is visible on the right side of the main area.

A Print Document notification will appear stating that the document can be found from a notification link via the **My Account** icon. Click **OK**.



From the **My Account** icon, click **Notifications**



From the **Notifications** page, click the document hyperlink

The screenshot displays the 'Notifications' interface. On the left, a sidebar shows a list of notifications. The top notification is highlighted and expanded into a 'Details' view on the right. The notification text reads: 'Document Available', 'Time_Calendar_for_Alfred Villagomez (157769)_and_2017 03 05_on_2017 03 01 10 52 20 490 -0800.pdf is now available in My Reports', and '10 second(s) ago'. The 'Details' view shows a PDF icon and the full filename: 'Time_Calendar_for_Alfred Villagomez (157769)_and_2017 03 05_on_2017 03 01 10 52 20 490 -0800.pdf', which is highlighted with a red box.

The document will quickly download and can be accessed by clicking the pdf, usually, found in the lower left corner of the screen.


The screenshot shows a 'Notifications' panel on the left and a 'Document Available' preview window on the right. The notifications panel has a header 'Notifications 5' and filters for 'Viewing: All' and 'Sort By: Newest'. It lists several 'Document Available' notifications for Alfred Villagomez, each with a file name and a timestamp. A red arrow points to a PDF icon in the bottom left corner of the notifications list, which is labeled 'Time_Calendar_for....pdf'. The 'Document Available' window shows a PDF icon and the title 'Time_Calendar_for_Alfred Villagomez'.

The document then opens as a pdf allowing you to click the **printer icon** and print. Again, this view is helpful when you have multiple time calculations for an employee and you want to verify to where it's mapping.

Time_Calendar_for_Alfred_Villagomez_(157769)_and_2017_03_05_on_2017_03_01_10_52_20_490_-0800.pdf 1 / 1

Alfred Villagomez (157769)
Start Date: 02/27/2017 12:00 AM
End Date: 03/05/2017 12:00 AM
Regular: 8 Overtime: 4 Holiday: 0 Time Off: 0 Total Hours for Week: 12

Reported Time							Calculated Time				
Date		In Time	Out Time	Out Reason	Quantity	Time Type	Details	Date	Quantity	Calculation Tags	Calculations
02/27/2017	Monday	4:00pm	8:00pm	Out	4 Hours	Birthday/OT		02/27/2017	4	OT	
Hours: 4											
03/01/2017	Wednesday	8:00am	4:00pm	Out	8 Hours	Regular	Lunch: No	03/01/2017	8	Regular	
Hours: 8											



Step 5: Once you have completed your edits go back to the main review time report. Select everyone who has time that needs to be approved and click **Approve**.

Feb 13 - 19, 2017

Previous Period Next Period

> Search Criteria

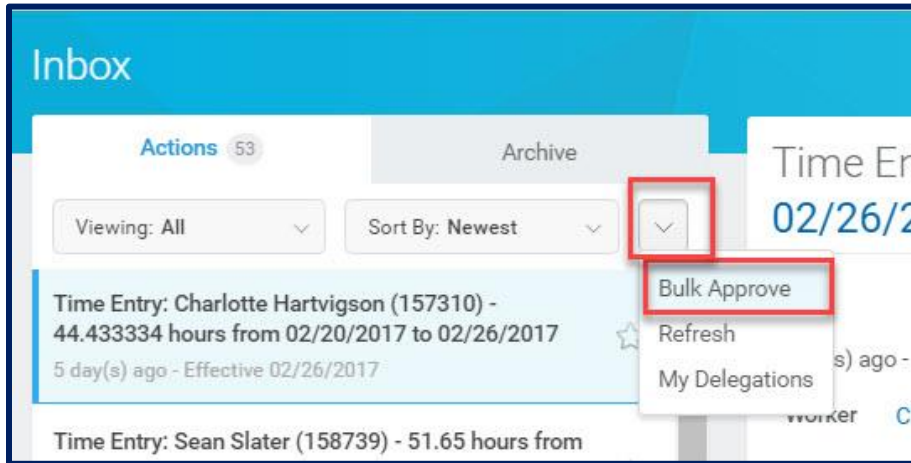
NOTE: You can't approve unsubmitted hours.

Time Period Summary 27 items | 9 selected

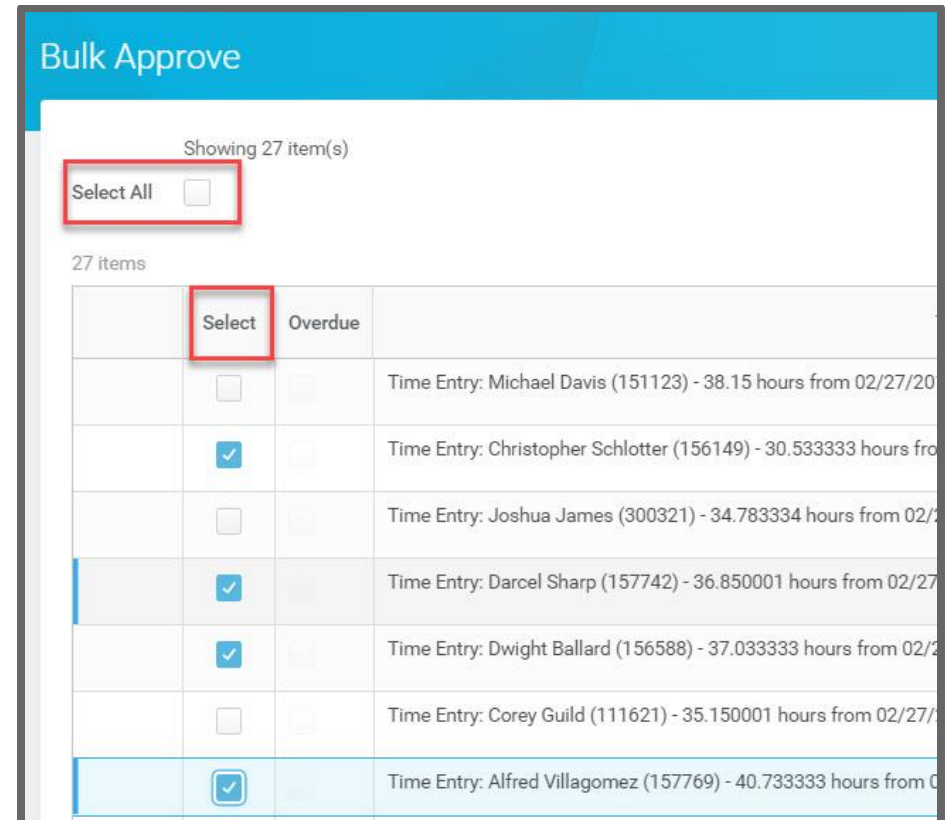
<input type="checkbox"/>	Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours	Regular
<input checked="" type="checkbox"/>	Alfred Villagomez (157769)	17.616667	0	19.866667	37.483334
<input checked="" type="checkbox"/>	Anthony Aylett (158443)	45.216666	0	0	40
<input checked="" type="checkbox"/>	Antonio De Anda Clemente (102683)	49.383334	0	0	40
<input checked="" type="checkbox"/>	Antonio Martinez Vasquez (102983)	49.333333	0	0	40
<input type="checkbox"/>	Cayetano Vazquez-Vazquez (103007)	70.316667	0	0	40
<input type="checkbox"/>	Charlotte Hartvigson (157310)	45.366667	0	0	40
<input type="checkbox"/>	Christpher Mortensen (158248)	37.416667	0	0	37.416667
<input checked="" type="checkbox"/>	Christopher Kern (158944)	47.366667	0	0	40
<input type="checkbox"/>	Christopher Schlotter (156149)	42.716666	0	0	40
<input checked="" type="checkbox"/>	Corey Guild (111621)	43.316666	0	0	40
<input type="checkbox"/>	Crecencio Salcedo Ramirez (102806)	72.883334	0	0	40
<input checked="" type="checkbox"/>	Darcel Sharp (157742)	41.366667	0	0	25.366667
<input checked="" type="checkbox"/>	Dwight Ballard (156588)	39.966666	0	0	39.966666
<input checked="" type="checkbox"/>	Elmer Raby (154165)	44.5	0	0	40
<input type="checkbox"/>	Gabriel Koth (107795)	41.833333	0	0	40

Approve

You can also bulk approve from your inbox. Click on the drop-down to the right and select **Bulk Approve**.



Click the **Select All** checkbox to select all items on the screen for approval or individually check the items in the **Select** column you'd like to approve. Once done, click **OK**.



Time Tracking: Manage Your Team's Timesheets

Below is an image of a fully approved timesheet

Enter Time Alfred Villagomez (157769) 📄 📱

	Regular	Overtime	Holiday	Time Off	Total Hours for Week
	40	6.466666	0	0	46.466666

Today < > Feb 20 – 26, 2017 View Week

	Mon 2/20 Hours: 12.55	Tue 2/21 Hours: 9.2	Wed 2/22 Hours: 10.433333	Thu 2/23 Hours: 8.3	Fri 2/24 Hours: 8.483333	Sat 2/25 Hours: 0	Sun 2/26 Hours: 0
Regular	-5	-5	-5	-5	-5		
6 AM	Regular 6:11am - 6:44pm 12.55 Hours ✓ Approved	Regular 6:18am - 3:30pm 9.2 Hours ✓ Approved	Regular 6:19am - 4:45pm 10.433333 Hours ✓ Approved	Regular 6:19am - 2:37pm 8.3 Hours ✓ Approved	Regular 6:19am - 2:48pm 8.483333 Hours ✓ Approved		
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							

Enter Time ▼