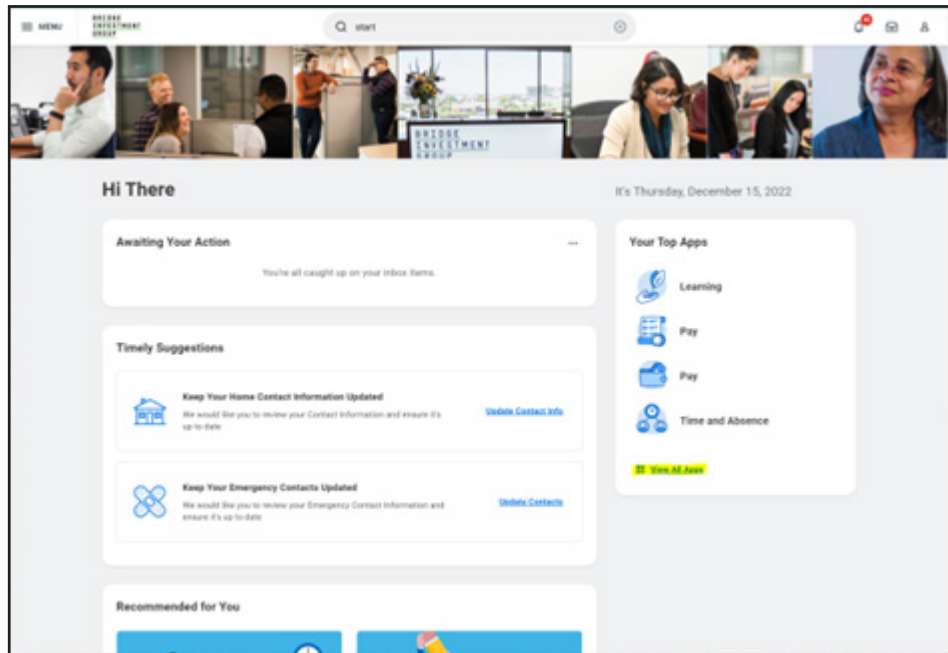


Workday Is Live

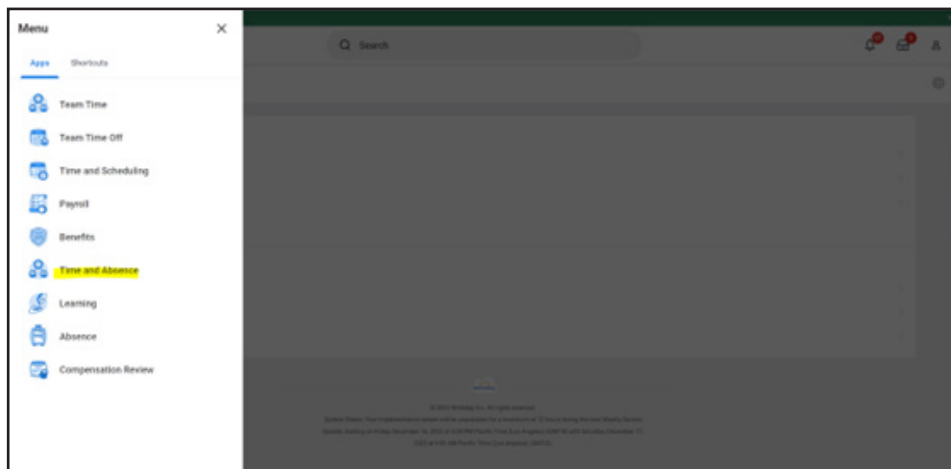
Manager Time Card Guide for Workday

How to View/Approve Time:

1. Go to the home page and select "View All Apps."



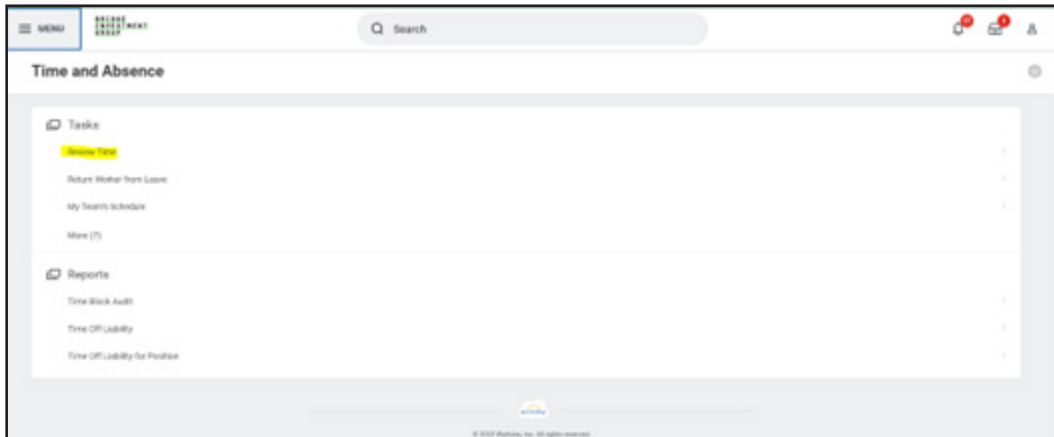
2. When the menu opens, select "Time & Absence."



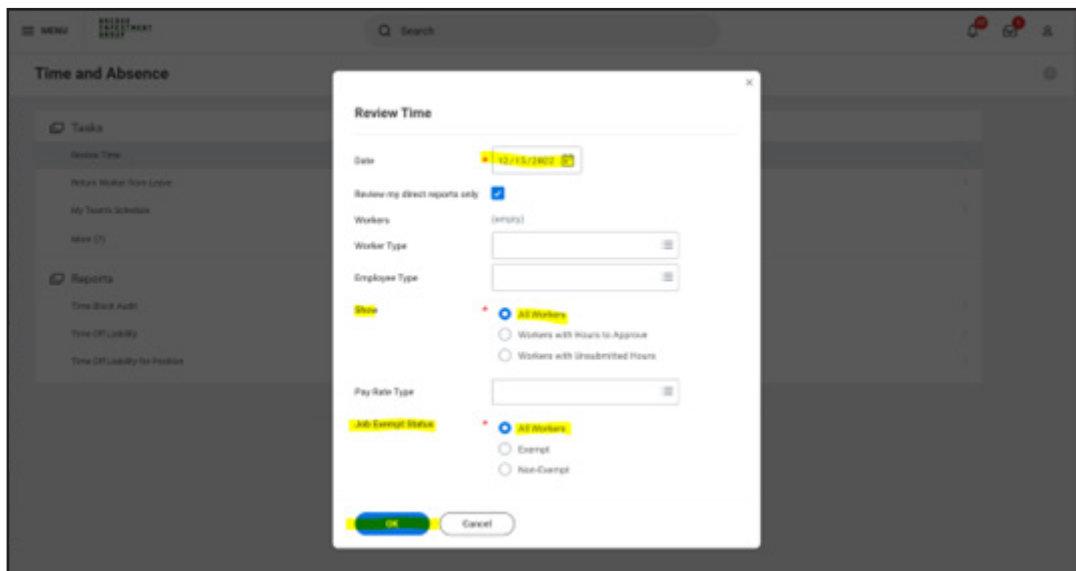
Workday Is Live

Manager Time Card Guide for Workday

3. Select "Review Time."



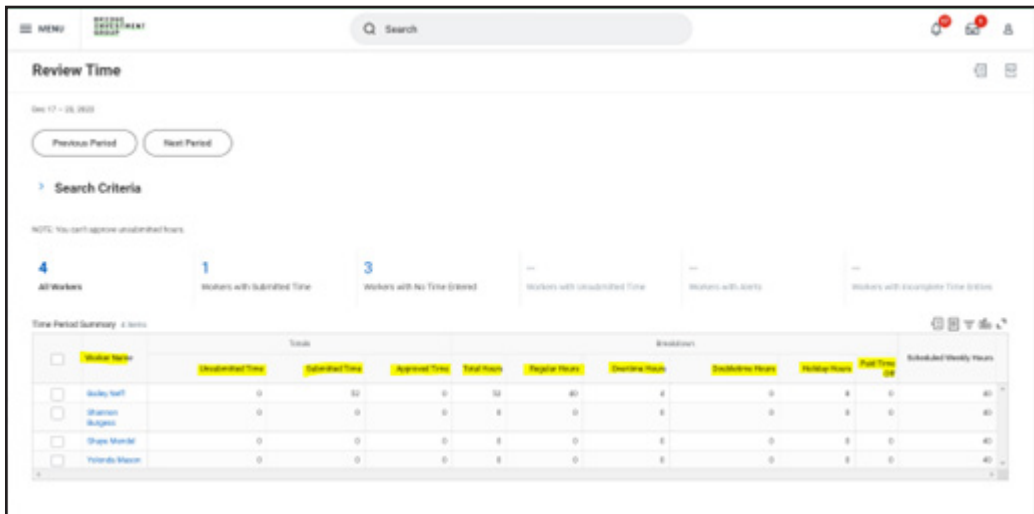
4. Enter the start date of the week you wish to review, select "All Workers" under both the "Show" and "Job Exempt Status" sections, and select "OK."



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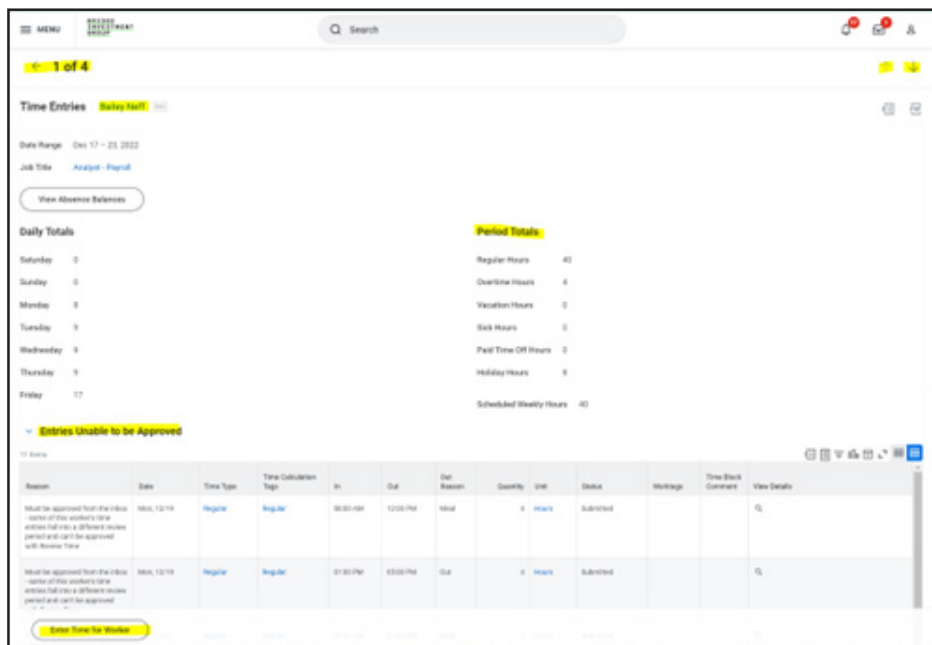
Manager Time Card Guide for Workday

5. This will take you to a high level overview of your entire team on one screen and each employee's total hours.



The screenshot shows the 'Review Time' interface in Workday. At the top, there's a search bar and navigation options. Below that, a date range is set to 'Dec 17 - 23, 2022'. There are buttons for 'Previous Period' and 'Next Period'. A 'Search Criteria' section is visible. A note states: 'NOTE: You can't approve unsubmitted hours.' Below this, there are several summary cards: '4 All Workers', '1 Workers with Submitted Time', '3 Workers with No Time Entered', 'Workers with Unsubmitted Time', 'Workers with Alerts', and 'Workers with Exception Time Entries'. The main part of the screen is a 'Time Period Summary' table with columns for 'Unsubmitted Time', 'Submitted Time', 'Approved Time', 'Total Hours', 'Regular Hours', 'Overtime Hours', 'Vacation Hours', 'Sick Hours', 'Paid Time Off Hours', and 'Scheduled Weekly Hours'. The table lists employees: 'Sally Hall', 'William Wagner', 'Shane Warden', and 'Yvonne Mason'.

6. To drill down, simply select the employee to view daily totals, any issues, or add time. You can also toggle between employees in the detailed view by utilizing the highlighted back arrow and up/down arrows.



The screenshot shows the 'Time Entries' interface in Workday. At the top, there's a search bar and navigation options. Below that, there's a '1 of 4' indicator. The 'Time Entries' section shows 'Sally Hall' selected. The date range is 'Dec 17 - 23, 2022' and the job title is 'Analyst - Payroll'. There's a 'View Absence Balances' button. The 'Daily Totals' section shows a table with columns for 'Daily Totals' and 'Period Totals'. The 'Daily Totals' table lists days from Saturday to Friday with their respective hours. The 'Period Totals' table lists 'Regular Hours', 'Overtime Hours', 'Vacation Hours', 'Sick Hours', 'Paid Time Off Hours', 'Holiday Hours', and 'Scheduled Weekly Hours'. Below this, there's a section for 'Entries Unable to be Approved' with a list of 11 entries. The table has columns for 'Reason', 'Date', 'Time Type', 'Time Calculation Type', 'In', 'Out', 'Out Reason', 'Quantity', 'Unit', 'Status', 'Worklog', 'Time Card Comment', and 'View Details'. The first entry is for 'Sally Hall' on '12/19/2022' with a 'Regular' time type and 'Regular' calculation type, showing an 'In' time of 08:00:00 and an 'Out' time of 12:00:00. The second entry is for 'Sally Hall' on '12/19/2022' with a 'Regular' time type and 'Regular' calculation type, showing an 'In' time of 01:00:00 and an 'Out' time of 05:00:00. There's a 'Enter Time for Worker' button at the bottom.

Workday Is Live

Manager Time Card Guide for Workday

7. Once all time has been reviewed and submitted, you can approve the time card. To approve a submitted time card, click on the message center alert in the top right corner of the screen. This will take you to your inbox and under "Actions," click the employee time entry you are approving. This provides one final opportunity to verify the time is correct. You can then send it back if there is an issue or approve if all looks correct.

Time Entry Approval Time Entry: Bailey Neff - 52 hours from 12/17/2022 to 12/30/2022

Regular Hours	Overtime Hours	Vacation Hours	Sick Hours	Paid Time Off Hours	Holiday Hours
40	4	0	0	0	8

Worker: Bailey Neff

Daily Totals: 5 items

Date	Type	Hours
Mon, 12/19	Regular	8
Tue, 12/20	Regular	9
Wed, 12/21	Regular	9
Thu, 12/22	Regular	9
Fri, 12/23	Holiday and Regular	17

Entries to Approve: 11 items

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Time Block Comment	Details
Mon, 12/19	Regular		4 Hours	08:00 AM	12:00 PM	Meal		🔍
Mon, 12/19	Regular		4 Hours	01:00 PM	05:00 PM	Out		🔍
Tue, 12/20	Regular		5 Hours	08:00 AM	01:00 PM	Meal		🔍

Buttons: Approve, Send Back, Close

8. Once you select to approve the time card, you will get a confirmation of completion:

Success! Event approved

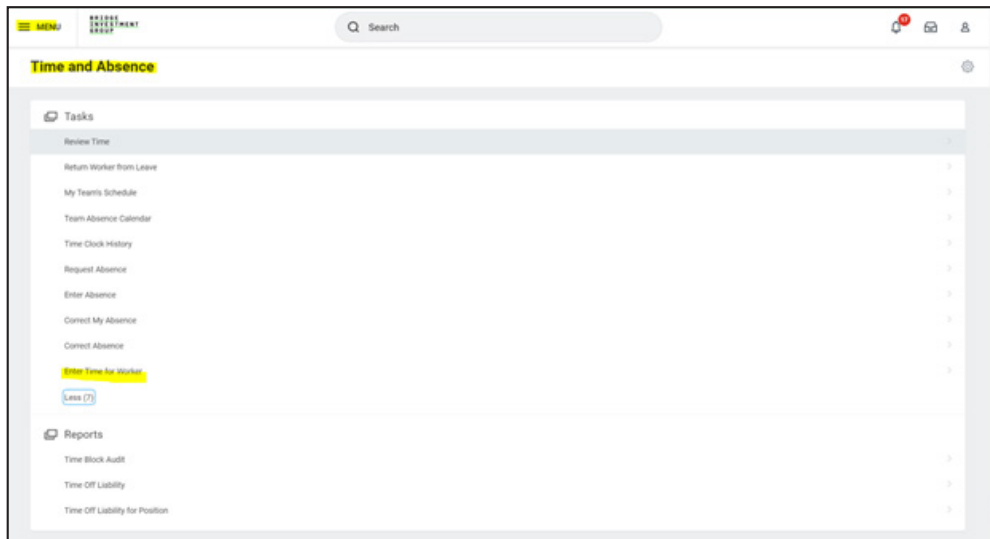
[View Details](#)

Manager Time Card Guide for Workday

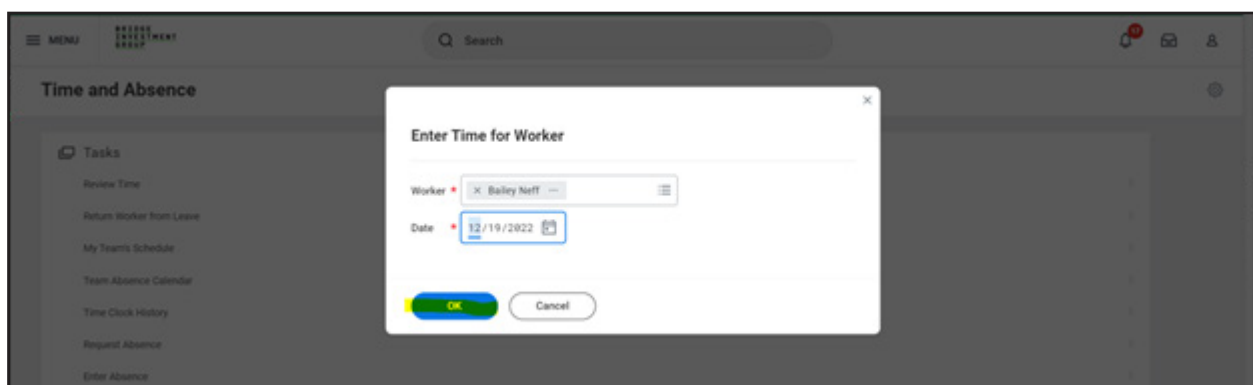
How to Add Time:

**Please note: This is for genuine mistakes and should not be used in place of an employee regularly clocking in/out*

1. From the menu, select “Time and Absence” and then select “Enter Time for Worker.”



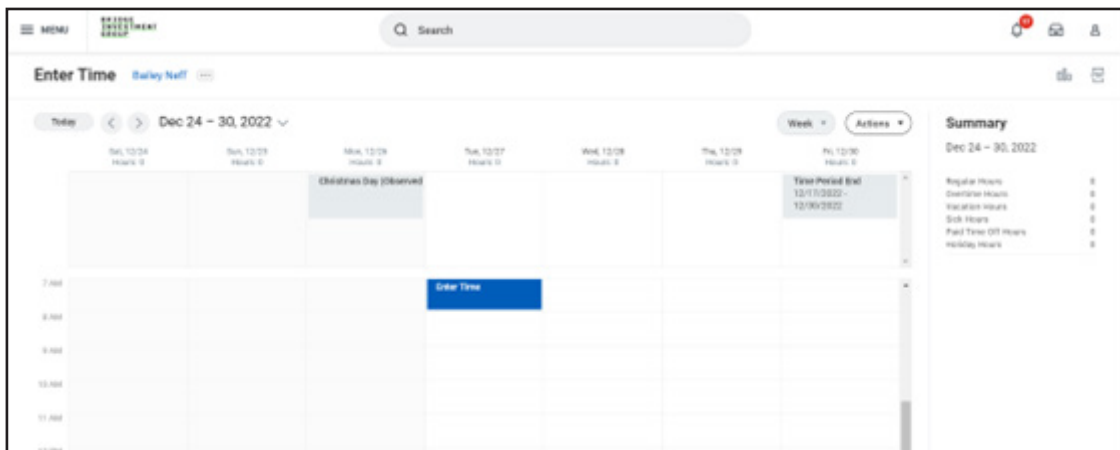
2. Click in the “Worker” box and type the name of your employee, enter the date, and select “OK.”



Workday Is Live

Manager Time Card Guide for Workday

- This will take you to the full week view for the date you selected. From here, there are a few ways to enter time. For this guide, please click on the calendar on the date you are entering time.



- After clicking the calendar, the “Enter Time” screen will open. Enter “In” and “Out” time (using AM/PM or military time), “Out Reason” of “Out” for time end of shift or “Meal” for lunch break and then select “OK.” You would do that twice on the same day if they took a lunch break.

Enter Time 12/27/2022

Time Type

In

Out

Out Reason

Hours

Details

Location

Cost Center

Comment

Enter Time 12/27/2022

Status

Time Type

In

Out

Out Reason

Hours

Details

Location

Cost Center

Comment

Workday Is Live

Manager Time Card Guide for Workday

Enter Time Bailey Neff

✓ Your changes have been saved

Today < > Dec 24 - 30, 2022

Sat, 12/24	Sun, 12/25	Mon, 12/26	Tue, 12/27	Wed, 12/28	Thu, 12/29	Fri, 12/30
Hours: 0	Hours: 0	Christmas Day (Observed) Holiday 8 Not Submitted	Hours: 4 Regular 9:00am - 1:00pm (Meal) 4 Hours Not Submitted	Hours: 0	Hours: 0	Hours: 0 Time Period End 12/17/2022 - 12/30/2022

7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM

Summary
Dec 24 - 30, 2022

Regular Hours	4
Overtime Hours	0
Vacation Hours	0
Sick Hours	0
Paid Time Off Hours	0
Holiday Hours	8

Enter Time Bailey Neff

✓ Your changes have been saved

Today < > Dec 24 - 30, 2022

Sat, 12/24	Sun, 12/25	Mon, 12/26	Tue, 12/27	Wed, 12/28	Thu, 12/29	Fri, 12/30
Hours: 0	Hours: 0	Christmas Day (Observed) Holiday 8 Not Submitted	Hours: 8 Regular 9:00am - 1:00pm (Meal) 4 Hours Not Submitted Regular 2:00pm - 6:00pm 4 Hours Not Submitted	Hours: 0	Hours: 0	Hours: 0 Time Period End 12/17/2022 - 12/30/2022

7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM

Summary
Dec 24 - 30, 2022

Regular Hours	8
Overtime Hours	0
Vacation Hours	0
Sick Hours	0
Paid Time Off Hours	0
Holiday Hours	8

Review

Workday Is Live

Manager Time Card Guide for Workday

- From there, you can return to your home page or, if the pay period is completed and the rest of the time card was already reviewed, you can select the “Review” button in the bottom corner. That will take you to a final review and submit option.

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval:

December 17 - 30, 2022: 40 hours

Total for December 17 - 30, 2022

Regular Hours	40
Overtime Hours	4
Vacation Hours	0
Sick Hours	0
Paid Time Off Hours	0
Holiday Hours	0

enter your comment

Submit **Cancel**

- You will receive confirmation of submissions that have been processed.

Enter Time Baby Nell

You have submitted

[View Details](#)

Summary

Dec 24 - 30, 2022

Regular Hours	40
Overtime Hours	4
Vacation Hours	0
Sick Hours	0
Paid Time Off Hours	0
Holiday Hours	0