How to: Manage Your Employees’ Time Worked and Time Off in Workday

The Time and Absence Worklet provides a number of options that you may use to supervise your employees’ time worked and time off.

REVIEW AND APPROVE TIME FOR MULTIPLE EMPLOYEES
From the Time and Absence Worklet:

1. Select the Review Time task.
2. Enter a Date for the week you wish to review

   **Note**: Review Time will display the week for which a date was selected. Ensure you use the Previous Period and Next Period buttons to navigate between weeks.

3. Use the filter options to narrow the results of employees:
   a. **Review my direct reports only**:
      i. Check to see all hourly employees you manage.
      ii. Uncheck to see specific employee(s). You may enter one or more names.
   b. **Show**:
      i. All Workers
      ii. Workers with Hours to Approve

   iii. Workers with Unsubmitted Hours

   4. Click OK.
You may review your team’s time at a glance with the Week Time Period Summary table. You may see how hours are categorized for each employee, such as hours to approve, unsubmitted hours or approved hours. In addition, hours are broken down into categories. Use the Previous Period and Next Period buttons to navigate between weeks. You may click an employee’s name to drill down to employee-specific time data, and then use the arrows to navigate this page view between individual employees.

Note: You may enter time on behalf of employees from this page by using the Enter Time for Worker button. If you enter time worked or time off you must also make a comment. The employee will get a notification but you should also explain to the employee the change you made and the reason.

6. Click Approve.

Note: Each week needs to be approved separately.

7. Review the approved time by expanding the Time Approved arrow.

8. Click Done.

To approve multiple employees time at once in this task:

5. Select each checkbox for the corresponding employees you wish to approve time.
ENTER TIME WORKED OR TIME OFF FOR YOUR EMPLOYEE

Note: You may enter time worked or time off for your employee. If do so, you must also make a comment. The employee will get a notification but you should also explain to the employee the change you made and the reason.

From the Time and Absence Worklet:

1. Select the Enter Time for Worker task.
2. Enter a Worker and Date.

3. Click OK.
4. Select the day on the calendar for which you want to enter time. The Enter Time window displays.
5. Choose Time Type from the drop down:
   a. Time Entry Codes are for time worked.
   b. Time Off are hours not worked.

Note: Time Worked will default for hourly workers

6. Enter required fields: In, Out. You do not need to enter Out Reason – it defaults to Out. Remember, you must enter a comment if you are entering or editing time for your employee.

7. Click OK.

8. Complete all calendar entries according to the time off or time worked. Total hours update and display above the calendar.

   ![Time and Absence Worklet](image.png)

Note: Approved items display with a green bar on the left side of the time block and an Approved status.
VIEW AN EMPLOYEES TIME BLOCK DETAILS
From the Time and Absence Worklet:

1. Select the Enter Time for Worker task.
2. Enter a Worker and Date.
3. Select a Time Block.
4. Click the View Details button.

5. Click the Reported tab to view a worker’s time as reported by the employee.
6. Click the Calculated tab to view time calculation information such as overtime, and premiums.
7. Click the History tab to view the entire process history of a particular time entry such who and when time was entered and submitted.

MODIFY PREVIOUSLY REPORTED TIME
From the Time and Absence Worklet:

1. Select the Enter Time for Worker task.
2. Enter a Worker and Date.

3. Click OK.
4. Previously reported time displays on the calendar. Approved items display with a green bar on the left side of the time block.
5. Select the time block you wish to correct and make changes. In the time block window, click OK to save corrections or Delete to remove the time entire block. Remember, you must enter a comment if you are entering or editing time for your employee.
6. Click Submit twice, then Done. Each week must be submitted separately. Time will be approved once it is submitted.
ANOTHER WAY TO APPROVE OR SEND BACK SUBMITTED TIME

The following steps show how to approve an employee’s submitted time from a manager’s inbox.

**Note:** Employees working in multiple positions within a week must be approved from the manager’s inbox.

From your Inbox:

1. Access and review the submitted time entry in the Entries to Approve section.
2. Click the magnifying glass icon’s **Related Actions** under Details to view more information.
3. Click **Approve**, **Send Back**, or **Close**. If you deny or send back the request, you will need to enter a reason.
4. After approving, check the **Process** tab under Details and Process to verify the correct information was submitted.

AUDIT REPORTED AND CALCULATED TIME

From the Time and Absence Worklet:

1. Select the **Reported Time Blocks for a Worker** report.
2. Enter your **Worker**, **Start Date** and **End Date**.
3. Click **OK**.
4. The **Reported Time Blocks for a Worker** report will provide in summary form, time reported, time calculated, date and who reported the time.

**Note:** This report may be useful to a manager researching historical time entry and how it calculates.
ANOTHER WAY TO ENTER TIME OFF FOR YOUR EMPLOYEE

**Note:** Non-exempt time off may entered via the time entry calendar view.

From the Time and Absence Worklet:

1. Select the **Enter Time Off** task. May need to select **More** to see the task.

2. Enter **Worker**.

3. Click **OK**.

4. Click on the day(s) you wish to enter the time off, or click and drag to select multiple days. Click on a selected day to deselect it.

5. Click **Request Time Off** button. The number of days you requested dynamically displays on the button to help confirm your request.

6. Enter the **Type** of time off requested and **Daily Quantity**. The work schedule hours will default as the quantity.

7. Add a comment as appropriate.

8. Click **Submit**.
CORRECT TIME OFF

Note: Time off corrections may be made by the employee or manager.

From the Time and Absence Worklet:

1. Select the Correct Time Off task.
2. Enter Worker.
3. Click OK.
4. A listing of approved time off requests are displayed. Select the day to correct and enter the Correction to Reported. Add comments as necessary.
5. Click Submit, then Done.

VIEW TEAM’S TIME OFF AND LEAVE CALENDAR

From the Time and Absence Worklet:

1. Select the Time Off and Leave task.
2. A calendar of your team’s time off will display.
3. Utilize the arrows to move forward and back in time. Utilize the View to change the view from Month to Day or Week views.

Note: Time Clock History task is only useful to organizations using time clocks (at Suffolk, Police & Security)