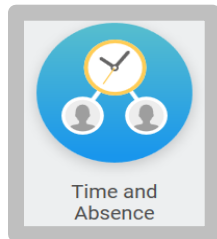


How to: Manage Your Employees' Time Worked and Time Off in Workday



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

A screenshot of the Time and Absence Worklet filter options. The "Date" field is set to "01 / 15 / 2018". The "Review my direct reports only" checkbox is checked. The "Workers" field is empty. The "Show" section has three radio button options: "All Workers" (selected), "Workers with Hours to Approve", and "Workers with Unsubmitted Hours".

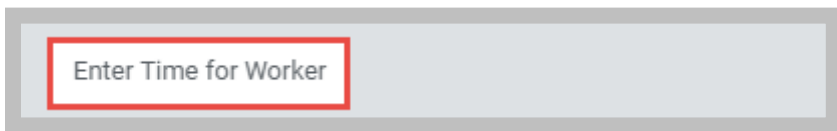
Date	*	01 / 15 / 2018
Review my direct reports only	<input checked="" type="checkbox"/>	
Workers		(empty)
Show	<input checked="" type="radio"/>	All Workers
	<input type="radio"/>	Workers with Hours to Approve
	<input type="radio"/>	Workers with Unsubmitted Hours

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.*



To approve multiple employees time at once in this task:

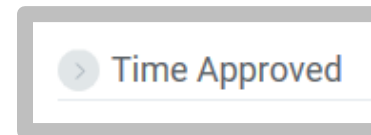
5. Select each **checkbox** for the corresponding employees you wish to approve time.

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**.

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.

Regular	Time Off	Overtime	HOT	Holiday	Grand Total
40	0	3.75	0	0	43.75



Note: Approved items display with a green bar on the left side of the time block and an Approved status.

VIEW AN EMPLOYEE'S 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.

Enter Time 01/17/2018

Status Approved

Time Type * |
X Time Worked

In * 08:00 AM

Out * 01:00 PM

Out Reason * Out

Hours 5

Details

Comment

View Details

OK Delete Cancel

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**.

Enter Time for Worker

Worker * |

Date * 01 / 16 / 2018

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.

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Comment	Details
Mon, 2/20	Paid Holiday	8						
Tue.	California	2						

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.

Time Block	Worker	Reported Date	Reported Quantity	Time Entry Code	Unit	Related Calculated Time Block	
						Calculated Quantity	Calculation Tags
2 Hours on 11/06/2017		11/06/2017	2	Regular	Hours	2	Regular
5 Hours on 11/06/2017		11/06/2017	5	Regular	Hours	0	Regular
						0	Regular
5 Hours on 11/07/2017		11/07/2017	5	Regular	Hours	5	Regular



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 be 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**.

Correct Time Off

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.

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

Correct Time Off 53 Items

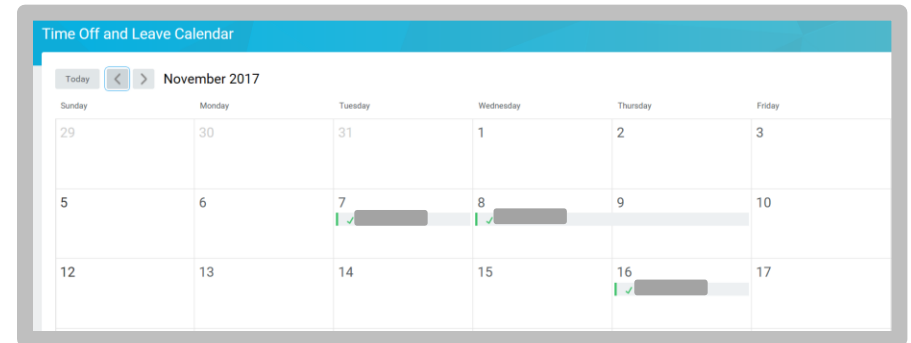
Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Comment
01/12/2018	Friday	Vacation	7	<input type="text"/>	7 Hours	
01/11/2018	Thursday	Vacation	7	<input type="text"/>	3 Hours	Worked home
01/10/2018	Wednesday	Vacation	7	<input type="text"/>	3 Hours	Worked home

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 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)