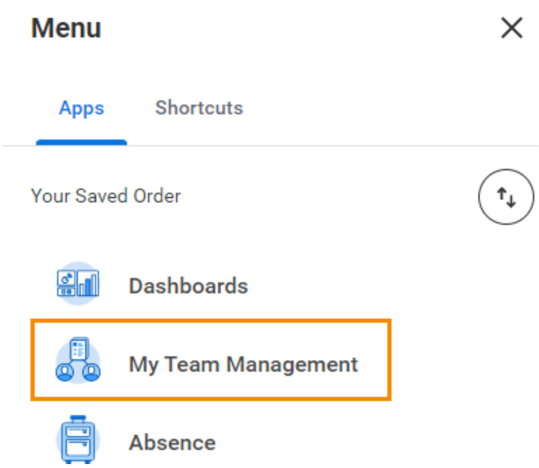
Manage Your Team's Time

Time Tracking provides many administrative tasks and reports for managers to track and manage worker time.

Access a Worker's Time

There are many ways to access a worker's time calendar. One way is to search for and select the **Enter Time for Worker report**, then select an individual worker. The steps below start from the **My Team Management** application.

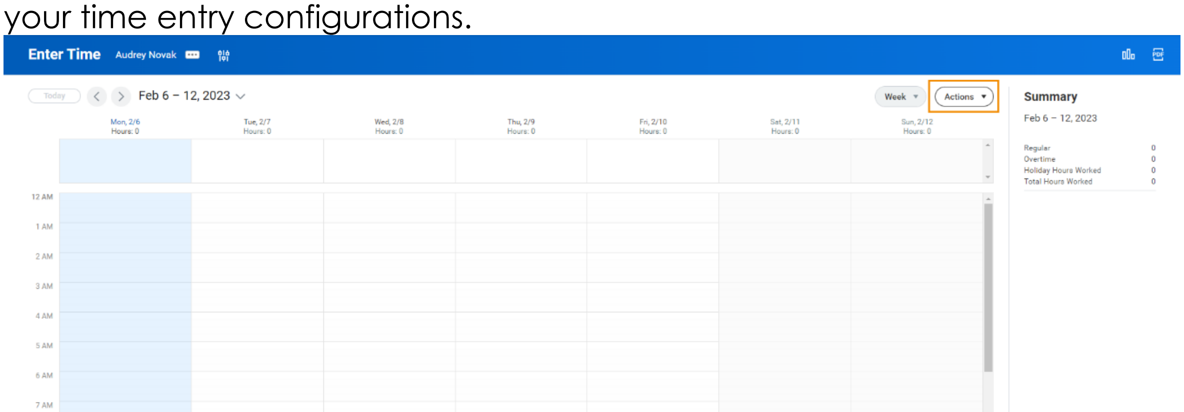


1. Select the worker's **Related Actions**, then select **Time and Leave** > **Enter Time**.
2. Enter a date.
3. Select **OK**. The worker's time calendar displays their time block entries.

Enter and Submit Time Using Auto-Fill From Prior Week

From the Enter Time Page:

1. Select the **Actions** pull-down. Your options here may vary depending on your time entry configurations.



2. Choose **Auto-fill from Prior Week**.

3. Select the **Select Prior Week** pull-down to choose a week with time already entered.
4. Select the **Also Copy Details and Comments** checkbox to copy all the time entry information from the week.
5. Select **OK**.
6. At the bottom of the page, select **Review**.
7. Select **Submit.** A pop-up display confirms the submission. Select **View Details** to review the details and process. Note the time submission does not require additional approvals because a manager submitted the time.

Note: Other options to enter time from the Actions pull-down include Auto-fill from Schedule or the Quick Add feature. This feature lets you add multiple time blocks to the worker's calendar

View a Worker's Time Block Details

From a worker's time entry calendar:

1. Select a time block.
2. Select the **View Details** button.
3. Select the **Reported** tab to view a worker's time.
4. Select the **Calculated** tab to view time calculation information.
5. Select the **History** tab to view the entire process history of a particular time entry

Approve, Send Back, or Deny Submitted Time

The following steps show how to approve a worker's submitted time from a manager's Inbox as part of a business process. However, managers can also approve time from other areas of Workday, such as within the Review Time report.

From your Inbox:

1. In the Entries to Approve section, access and review the submitted time entry.

2. In the Details column, select the magnifying glass icon's **Related Actions** to view more information.

Entries to Approve

5 items

Date	Type	Time Block Reported Quantity	Units	Comment	Details
Mon, 8/29	Hours Worked	8	Hours		
Tue, 8/30	Hours Worked	8	Hours		
Wed, 8/31	Hours Worked	8	Hours		
Thu, 9/1	Hours Worked	8	Hours		
Fri, 9/2	Hours Worked	8	Hours		

3. Select **Approve, Send Back, Deny**, or **Close**. If you deny or send back the request, you will need to enter a reason.
4. After approving, select **View Details** from the pop-up.
5. Select the **Details and Process** arrow.
6. Select the **Process** tab to verify the submitted information is correct.

Modify or Delete a Worker's Time

From the worker's time entry calendar:

1. Select a time block.
2. Select either **OK** or **Delete.**
3. If you modified any details, select **Review**.
4. Select **Submit** to authorize the new information.
5. From the pop-up, select **View Details**.
6. Select the **Details and Process** arrow.
7. On the Details tab, under Reported Time Block or Calculated Time Block, select the magnifying glass icon's **Related Actions** to view more information.
8. Select the **Process** tab to view the approval status.

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Review Time for Multiple Workers

From the Home Page:

1. Search for and select the **Review Time** report.

Note: The filter options will vary based on manager security and tenant configuration.

2. Enter a date and use the filter options to narrow the results of employees.
3. From the **Period Schedule** prompt, select an option.
4. Select **OK**.

You can review your team's time in the Time Period Summary table. A Position column displays if one of your direct reports has multiple positions, but this column will not appear if all workers have only one position. You can review how Workday categorizes hours for each worker, such as hours to approve or overtime hours. You can choose a worker's name to drill down to employee-specific time data, then use the arrows to navigate between individual workers. Additionally, you can enter time on behalf of workers from this page by choosing the worker's name and selecting the Enter Time for Worker button.

Approve Multiple Workers' Time

From the Review Time Report:

1. Select the corresponding **checkbox** for each worker you wish to approve time for.
2. Select **Approve**.
3. Review the approved time by selecting the **Time Approved** arrow.

Useful Applications for Managing Team Time

Below is a list of Workday applications for managers and time administrators. You can use these applications to track and manage workers' time. Note this is not an exhaustive list, and applications may only be available if configured for your organization.

Manage Your Team's Time

Employees

Time Tracking provides many administrative tasks and reports for managers to track and manage worker time.

- Daily Check In Status
- Missing Time Entries
- My Direct Reports' Schedule
- My Team's Time
- Time and Absence
- Unapproved Time
- Unsubmitted Time