

Manage Employee Time

Audience: Managers



Overview:

As a Manager, you are required to approve your employees' timecards. This ensures a timely and accurate payroll entry. You are also able to enter time on behalf of an Employee and correct time for an Employee.

This job aid includes:

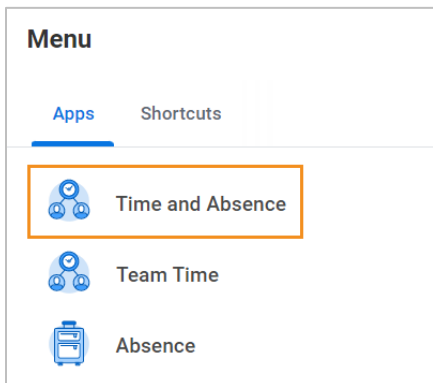
- [Review and Approve Time for an Employee](#)
- [Enter Time on Behalf of an Employee](#)
- [Correct Time for an Employee](#)

Review and Approve Time for an Employee

1. From the Workday homepage, select **Menu** in the top left-side of the page.



2. Select the **Time and Absence** application.



3. In the **Tasks** section, click **Review Time**.

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A screenshot of a "Tasks" menu. The menu items are: "My Team's Schedule", "Review Time" (highlighted with an orange border), "Time Clock History", and "More (7)".

4. Select what to **Show**. Click **OK**.

A screenshot of the "Review Time" dialog box. The "Date" field is set to 02/16/2023. 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 and highlighted with an orange border), "Workers with Hours to Approve", and "Workers with Unsubmitted Hours". The "OK" button at the bottom left is also highlighted with an orange border.

5. In this example, there are nine hourly workers: eight have no time entered and one has submitted time for approval.

Note: You cannot approve unsubmitted time.

Click the checkbox next to the employee(s) with submitted time.

Click **Approve**.

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Feb 18 - Mar 3, 2023

[Previous Period](#) [Next Period](#)

> **Search Criteria**

NOTE: You can't approve unsubmitted hours.

9 All Workers	1 Workers with Submitted Time	8 Workers with No Time Entered	-- Workers with Unsubmitted Time	-- Workers with Alerts	-- Workers with Incomplete Time Entries
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Time Period Summary 9 items | 1 selected

<input type="checkbox"/>	Worker Name	Totals		
		Unsubmitted Time	Submitted Time	Approved Time
<input type="checkbox"/>	[blurred]	0	0	0
<input checked="" type="checkbox"/>	[blurred]	0	40	0
<input type="checkbox"/>	[blurred]	0	0	0
<input type="checkbox"/>	[blurred]	0	0	0
<input type="checkbox"/>	[blurred]	0	0	0

[Approve](#)

6. Click **Done**.

You have approved time for 1 worker(s): 02/18/2023 - 03/03/2023

[Review Time](#) [Enter Time for Worker](#)

Time Not Approved

0 items

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours	Reason
No items available.				

> **Time Approved**

[Done](#)

Enter Time on Behalf of an Employee

Manage Employee Time

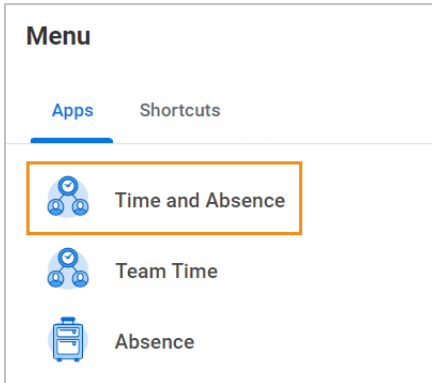
Audience: Managers



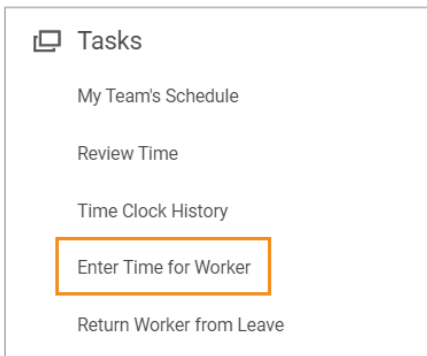
1. From the Workday homepage, select **Menu** in the top left-side of the page.



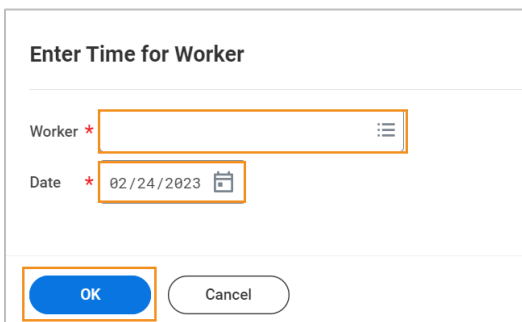
2. Select the **Time and Absence** application.



3. In the **Tasks** section, click **Enter Time for Worker**.



4. Enter employee name in the **Worker** field and a **Date** for when you would like to enter time. Click **OK**.



5. Click in a time block to enter time for the worker.

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Time Period	Regular Hours	Police Regular	Overtime	Comp Time	Hazard Pay	Time Off	Total
02/18/2023	0	0	0	0	0	0	0
03/03/2023	0	0	0	0	0	0	0

6. Enter the following fields:

- **In** – time employee checked in for the day
- **Out** – time that employee checked out for the first time
- **Out Reason** – options are **Out**, **Break** or **Meal**. (NOTE: If Out Reason of Meal does not exist for a day, you will receive a warning alert that no meal has been entered.)
- **Details** (if applicable)

Click **OK**.

Enter Time 02/27/2023

Time Type *

In *

Out *

Out Reason

Hours * 0

Details

Grant

Override meal?

Location

Comment

7. Enter an additional time block(s) to record when employee returns from Meal or Break.

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Today
< > Feb 25 – Mar 3, 2023
Week
Actions

	Sat, 2/25 Hours: 0	Sun, 2/26 Hours: 0	Mon, 2/27 Hours: 4	Tue, 2/28 Hours: 0	Wed, 3/1 Hours: 0	Thu, 3/2 Hours: 0	Fri, 3/3 Hours: 0
Time Period							02/18/2023 03/03/2023
7 AM							
8 AM			RP - Regular 8:00am - 12: (Meal) 4 Hours ☉ Not Subbr				
9 AM							
10 AM							
11 AM							
12 PM							
1 PM			Enter Time				
2 PM							
3 PM							

Summary

Feb 25 – Mar 3, 2023

Regular Hours	4
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	4

Review

8. Enter the following fields:

- **In** – time employee checked back in after a break or meal
- **Out** – time that employee has left work for the day
- **Out Reason** – defaults to **Out**
- **Details** (if applicable)

Click **OK**.

Enter Time 02/27/2023

Time Type * x RP - Regular Hours

In *

Out *

Out Reason Out

Hours * 0

Details

Grant

Override meal?

Location

Comment

OK
Cancel

Manage Employee Time

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9. Repeat steps 5-8 to enter any additional time for the remainder of the pay period.
When finished, click **Review**.

	Sat, 2/25 Hours: 0	Sun, 2/26 Hours: 0	Mon, 2/27 Hours: 8	Tue, 2/28 Hours: 0	Wed, 3/1 Hours: 0	Thu, 3/2 Hours: 0	Fri, 3/3 Hours: 0	Feb 25 – Mar 3, 2023
							Time Period 02/18/2023 03/03/2023	Regular Hours 8 Police Regular 0 Overtime 0 Comp Time 0 Hazard Pay 0 Time Off 0 Total 8
8 AM			RP - Regular 8:00am - 12: (Meal) 4 Hours <input type="radio"/> Not Subm					
9 AM								
10 AM								
11 AM								
12 PM								
1 PM			RP - Regular 1:00pm - 5:0 4 Hours <input type="radio"/> Not Subm					
2 PM								
3 PM								
4 PM								
5 PM								

Review

10. Review hours entered, click **Submit**. (As a manager, clicking **Submit** will approve the workers time for the period)

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.

February 18 – March 3, 2023 : 40 Hours

Total for February 18 – March 3, 2023	
Regular Hours	40
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

Submit

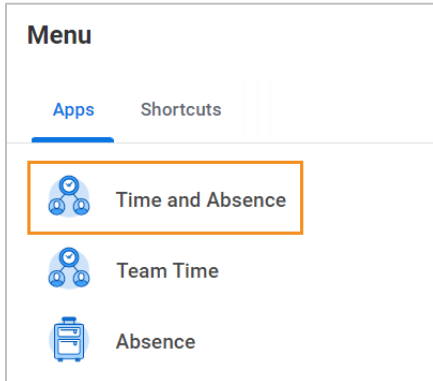


Correct Time for an Employee

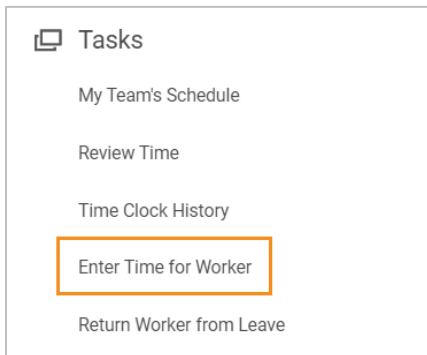
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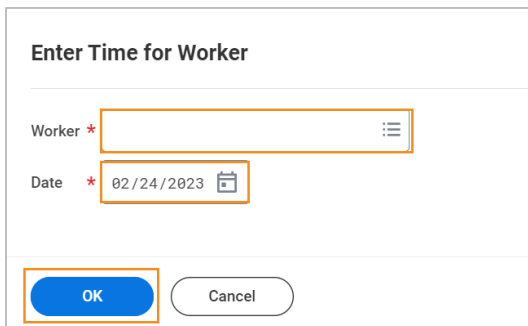
2. Select the **Time and Absence** application.



3. In the **Tasks** section, click **Enter Time for Worker**.



4. Enter employee name in the **Worker** field and a **Date** for when you would like to enter time. Click **OK**.



5. Click on time block that needs correction.

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Today < > Feb 25 – Mar 3, 2023 Week Actions

	Sat, 2/25 Hours: 0	Sun, 2/26 Hours: 0	Mon, 2/27 Hours: 8	Tue, 2/28 Hours: 8	Wed, 3/1 Hours: 8	Thu, 3/2 Hours: 8	Fri, 3/3 Hours: 8
							Time Period 02/18/2023 03/03/2023
8 AM			RP - Regular 8:00am - 12: 4 Hours ⊖ Not Subm	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊖ Not Subm	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊖ Not Subm	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊖ Not Subm	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊖ Not Subm
9 AM							
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2 PM							
3 PM							

Summary
Feb 25 – Mar 3, 2023

Regular Hours	40
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

[Review](#)

6. Make the appropriate corrections. Examples would be **In** or **Out** time, **Out Reason**, and **Details**. Click **OK**.

Enter Time 02/27/2023

Status Not Submitted

Time Type * RP - Regular Hours

In * 08:00:00 AM

Out * 12:00:00 PM

Out Reason * Meal

Hours 4

Details

Grant

Override meal?

Location

Comment

[View Details](#)

[OK](#) [Delete](#) [Cancel](#)

Manage Employee Time

Audience: Managers



7. When finished making corrections, click **Review**.

Today < > Feb 25 – Mar 3, 2023
Week
Actions

	Sat, 2/25 Hours: 0	Sun, 2/26 Hours: 0	Mon, 2/27 Hours: 8	Tue, 2/28 Hours: 8	Wed, 3/1 Hours: 8	Thu, 3/2 Hours: 8	Fri, 3/3 Hours: 8
							<div style="border: 1px solid #ccc; padding: 2px;">Time Period</div> 02/18/2023 03/03/2023
8 AM			RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subbr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subbr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subbr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subbr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subbr
9 AM							
10 AM							
11 AM							
12 PM							
1 PM			RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subbr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subbr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subbr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subbr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subbr
2 PM							
3 PM							
4 PM							

Summary
 Feb 25 – Mar 3, 2023

Regular Hours	40
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

Review

8. Review hours entered, click **Submit**. (As a manager, clicking **Submit** will approve the workers time for the period).

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Total for February 18 – March 3, 2023	
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Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

Submit

Cancel