

## USER MANUAL

### WORKDAY TIME TRACKING

#### **Introduction**

This document provides the steps to submit a timecard within Workday

Time should be entered for all the days worked. You **MUST** complete and submit your timecard in Workday at the end of every month.

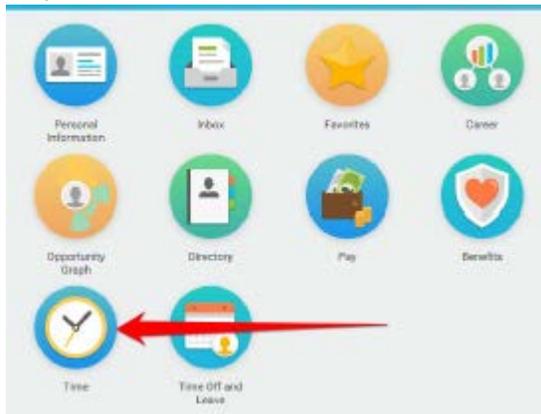
- You must hit the **Submit** button for your manager to approve your time.
- Your manager must approve your timecard for payroll to process your time.
- Your manager is notified when you submit your timecard and can view your timecard at any time.
- Timecard reminders go out every month if you have time entered but have not submitted it.

#### **How to Complete a Timecard in Workday**

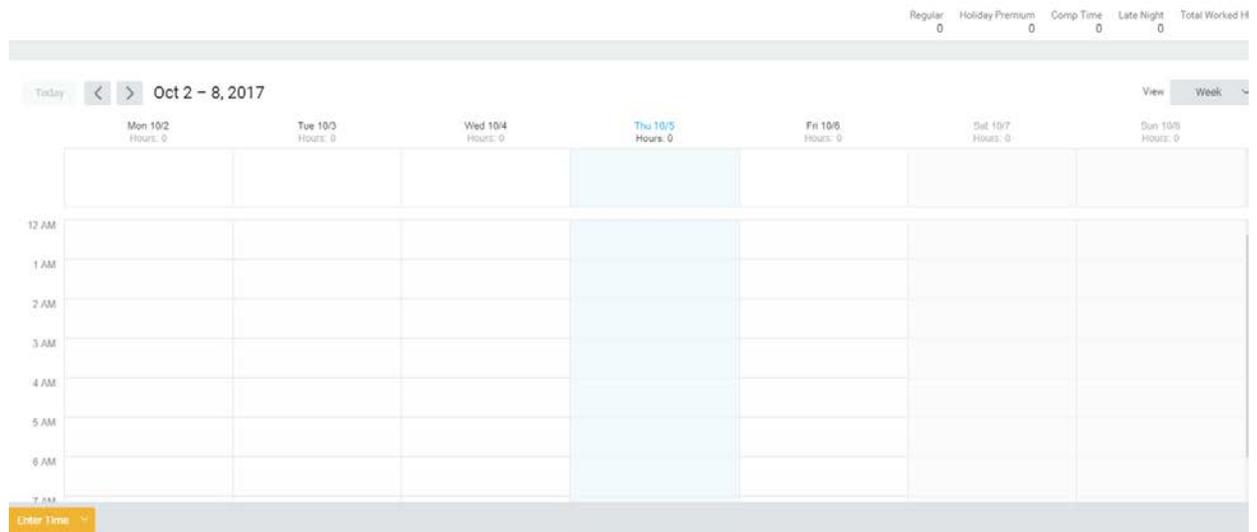
- a) Login to Workday
- b) On the Homepage, click on



Step 1: On the home screen click on the time/clock icon.

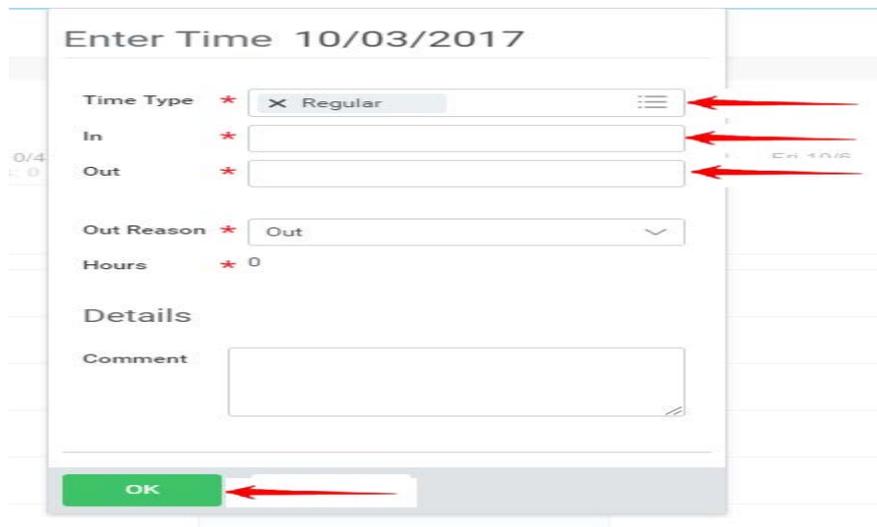


Step 2: Click on the day that you want to input time and a “time block” will open.



Step 3: Select Time Type “Regular” or “Comp Time”.

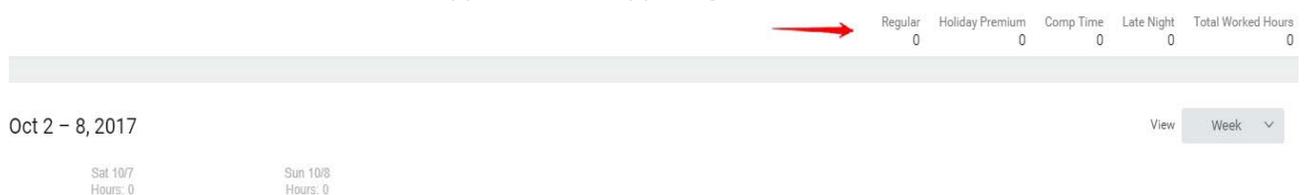
Step 4: Enter “In” & “Out” time.



Step 5: Click OK to save your time.

After you enter time, you'll see a **Submit** button.

The total time worked for the week appears in the upper right side of the screen.



Step 6: After time for the month is entered, click the submit button at the bottom left on your screen.

The screenshot shows a time entry grid with columns for each day of the week and rows for each hour from 7 AM to 6 PM. The grid is partially filled with blue hatched areas representing time entries. A red arrow points to the 'Submit' button at the bottom left of the grid.

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7 AM					
8 AM	Regular 8:00am - 11:00pm 15 Hours ⊙ Not Submitted	Regular 8:00am - 1:00pm 5 Hours ⊙ Not Submitted	Regular 8:00am - 10:00pm 14 Hours ⊙ Not Submitted	Regular 8:00am - 10:00pm 14 Hours ⊙ Not Submitted	
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					Regular 1:00pm - 10:00pm 9 Hours ⊙ Not Submitted
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					

Step 7: You'll then see a summary screen; scroll to the bottom and click submit after reviewing the summary.

The screenshot shows a summary screen for October 2017. It includes a text input field for a comment and a table of time entries. A red arrow points to the 'Submit' button at the bottom left.

Following date range will be submitted for approval.  
October 1 - October 31, 2017 : 63 Hours Total

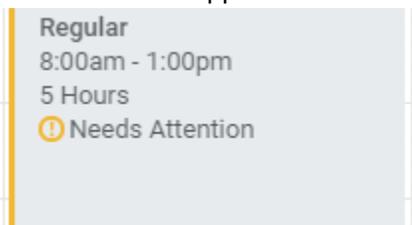
Total for October 1 - October 31, 2017	
Regular	59
Holiday Premium	0
Comp Time	0
Late Night	0
Total Worked Hours	59

When you successfully submit your timecard, your time blocks will appear with the “Submitted” status and the submit button disappears.

	Mon 10/2 Hours: 15	Tue 10/3 Hours: 5	Wed 10/4 Hours: 14	Thu 10/5 Hours: 14
7 AM				
8 AM	Regular 8:00am - 11:00pm 15 Hours Submitted	Regular 8:00am - 1:00pm 5 Hours Submitted	Regular 8:00am - 10:00pm 14 Hours Submitted	Regular 8:00am - 10:00pm 14 Hours Submitted
9 AM				

### How to Correct a Timecard that is Rejected by Manager

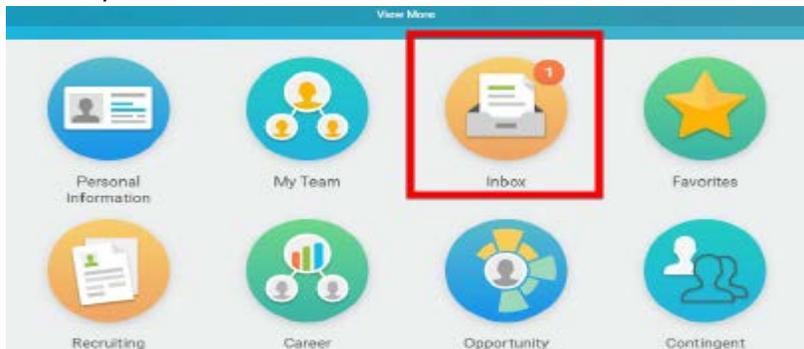
If your Manager sends your timecard back to you, you will get a notification. You will also see your time blocks highlighted in yellow, indicating they need to be corrected and resubmitted for approval.



If you click on these time blocks, select View Details, then click on History, you can see comments from your Manager.

### Timecard Manager Approvals - An Overview for Managers

Once an employee has submitted a timecard, their manager will find a request for approval in their Workday Inbox.



In their Inbox, managers will see the details of the timecard submitted by the employee.

Time Entry: - 70 hours from 10/01/2017 to 10/31/2017

31 second(s) ago - Due 10/07/2017; Effective 10/15/2017

Worker

Daily Totals 6 items

Date	Type	Hours
Mon, 10/2	Regular	15
Tue, 10/3	Regular	5
Wed, 10/4	Regular	14
Thu, 10/5	Regular	14
Fri, 10/6	Regular	9
Thu, 10/12	Regular	13

Entries to Approve

Date	Type	Time Block Reported	Quantity	Units	In	Out	Out Reason	Comment	Details
Mon, 10/2	Regular		15	Hours	08:00 AM	11:00 PM	Out		

Approve Send Back Deny Close

### Approving a Timecard

Simply click the Approve button at the bottom of the screen to Approve time.

Date	Type	Time Block Reported
Mon, 10/2	Regular	

Approve Send Back Deny Close

### Rejecting a Timecard

- **DO NOT USE THE DENY BUTTON:** If you would like an employee to edit a timecard, please do not click Deny, as the employee will not be able to see your comments regarding why their timecard is being denied.
- **USE THE SEND BACK BUTTON:** When you click Send Back, the timecard will be sent back to the employee with your comments so they can make corrections and resubmit for your approval.

Date
Mon, 5/8
Mon, 5/15
Mon, 5/15
Tue, 5/16
Tue, 5/16

Approve Send Back Deny

Not recommended!!!

Recommended

Step 1: Click Send Back.

Step 2: Enter a Reason that you are sending back the time for the employee to correct and resubmit.

### Send Back

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To \*

Reason \*

Step 3: Click Submit. The employee will receive a notification that the timecard has been sent back for corrections.