USER MANUAL

WORKDAY TIME TRACKING

Introduction

This document provides the steps to submit a timecard within Workday

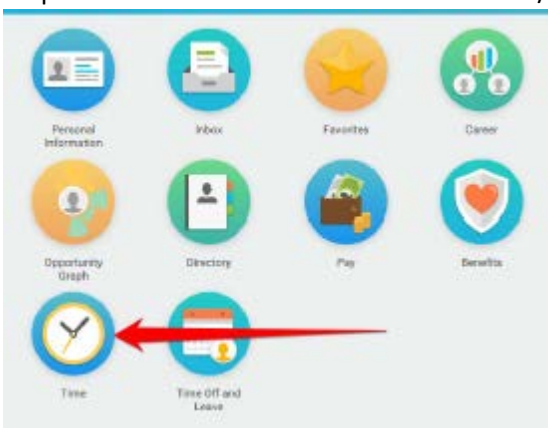
Time should be entered for all the days worked. You MUST complete and submit your timecard in Workday at the end of every month.

- 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.

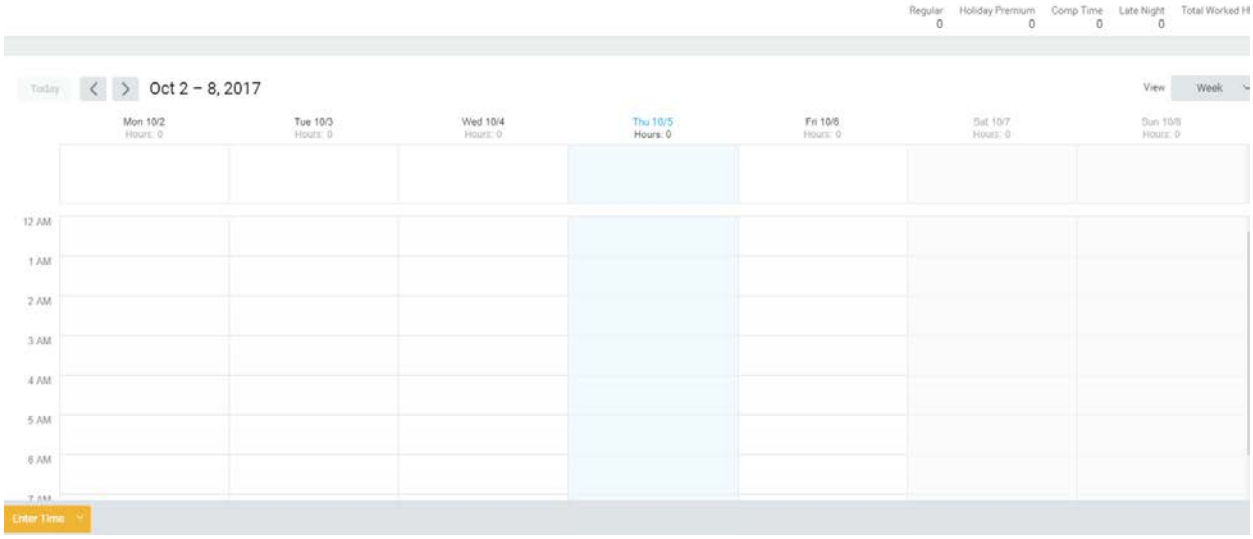
How to Complete a Timecard in Workday

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

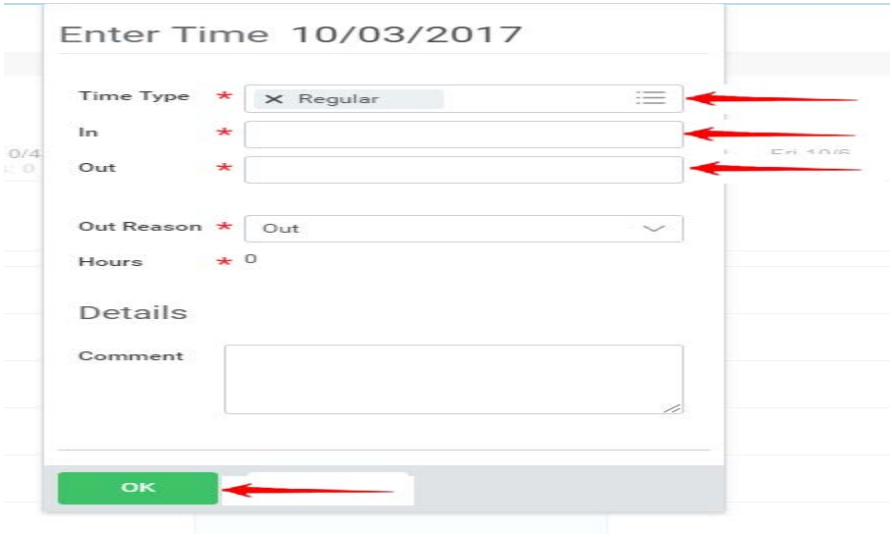
Step 1: On the home screen click on the time/clock icon.



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



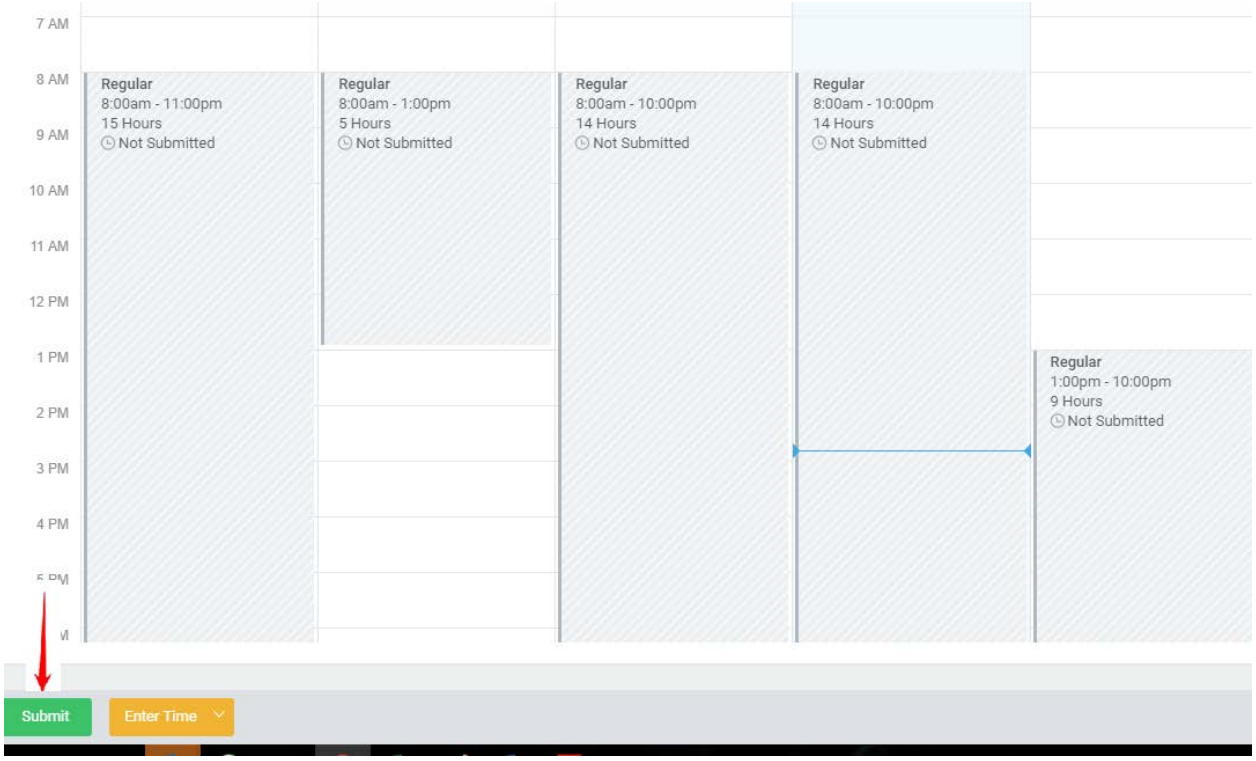
Step 3: Select Time Type “Regular” or “Comp Time”.
Step 4: Enter “In” & “Out” time.



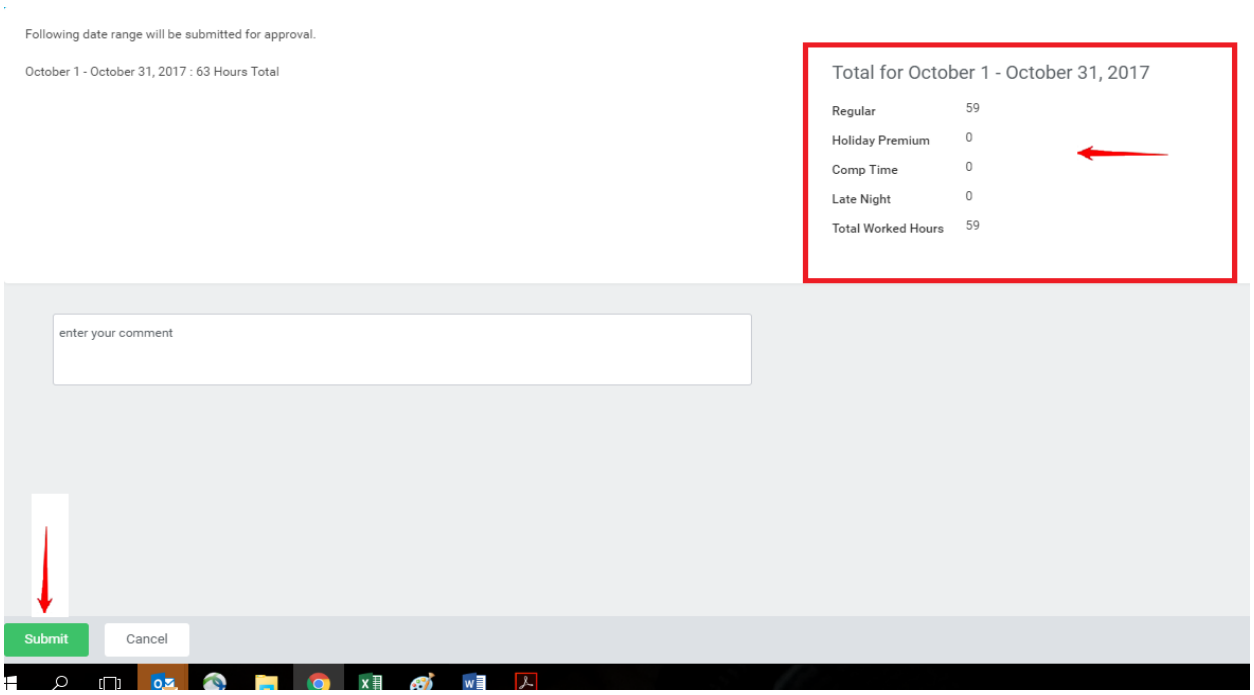
Step 5: Click OK to save your time.

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.

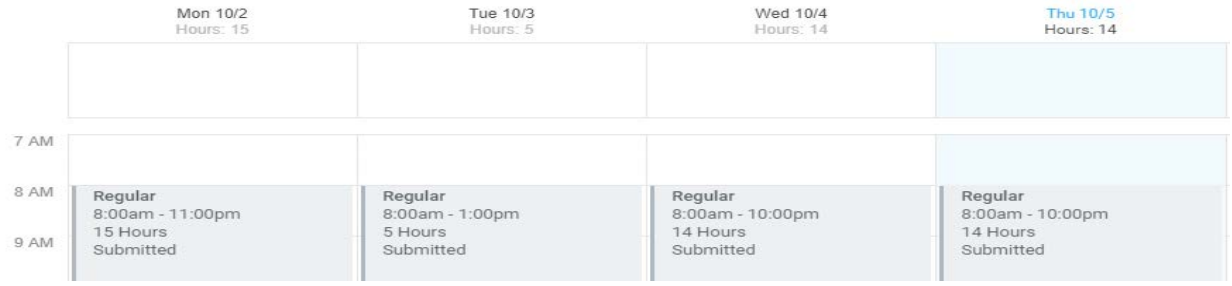
Step 6: After time for the month is entered, click the submit button at the bottom left on your screen.



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

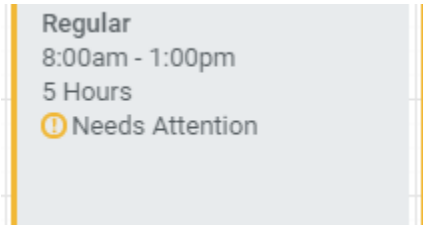


When you successfully submit your timecard, your time blocks will appear with the “Submitted” status and the submit button disappears.



How to Correct a Timecard that is Rejected by Manager

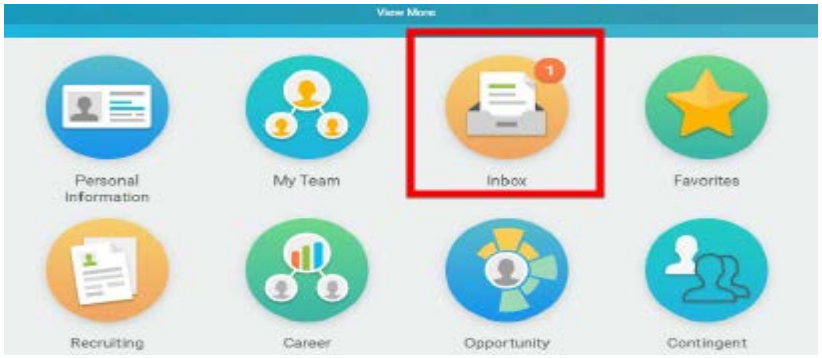
If your Manager sends your timecard back to you, you will get a notification.
You will also see your time blocks highlighted in yellow, indicating they need to be corrected and resubmitted for approval.



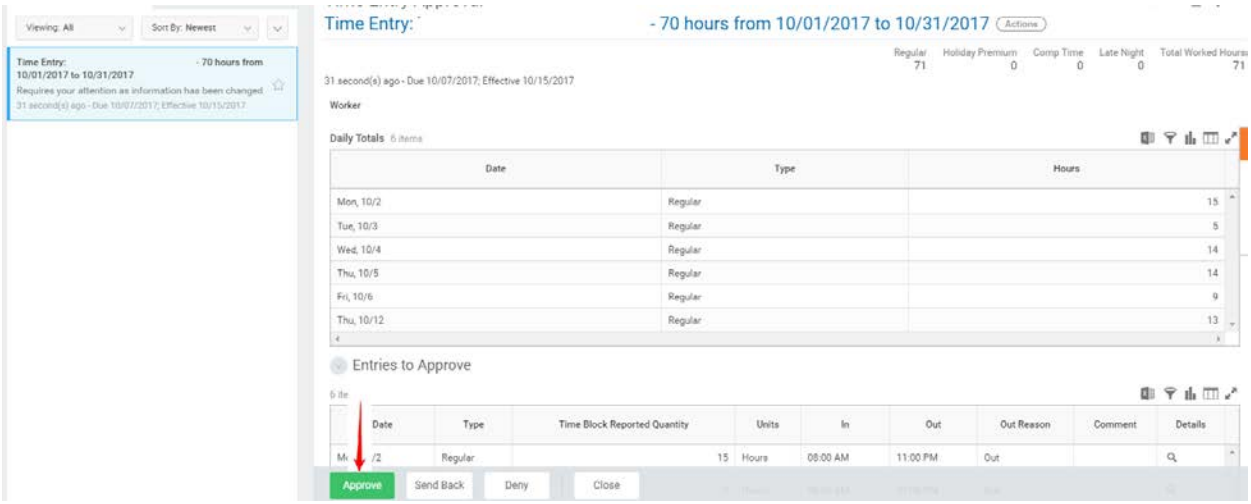
If you click on these time blocks, select View Details, then click on History, you can see comments from your Manager.

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.

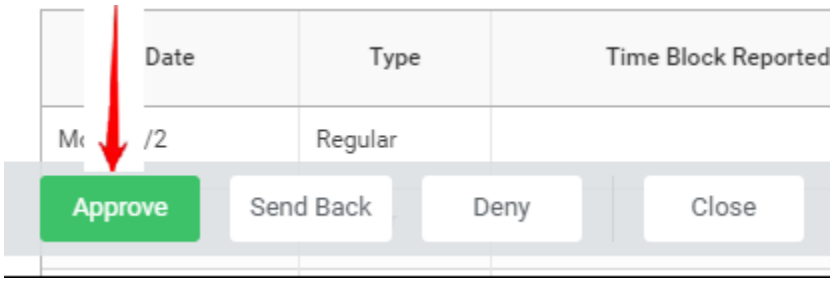


In their Inbox, managers will see the details of the timecard submitted by the employee.



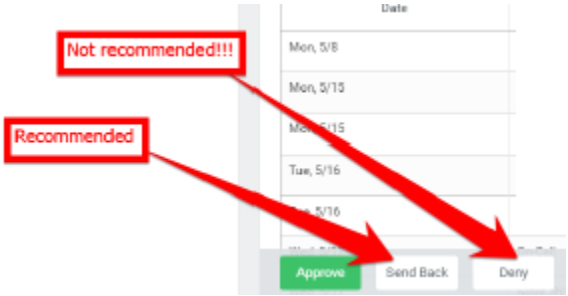
Approving a Timecard

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



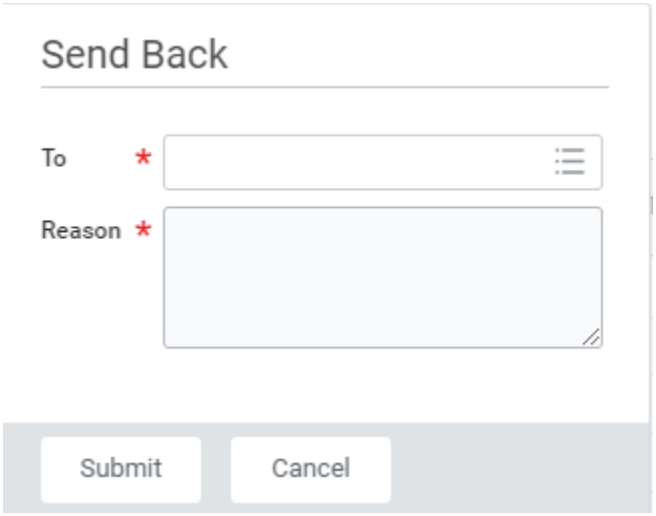
Rejecting a Timecard

- **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.



Step 1: Click Send Back.

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



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