

SOP Manager Time Tracking



MAKING HEALTHCARE SAFER
SOINS DE SANTÉ PLUS SÉCURITAIRES

Managing Your Team's
Time in Workday

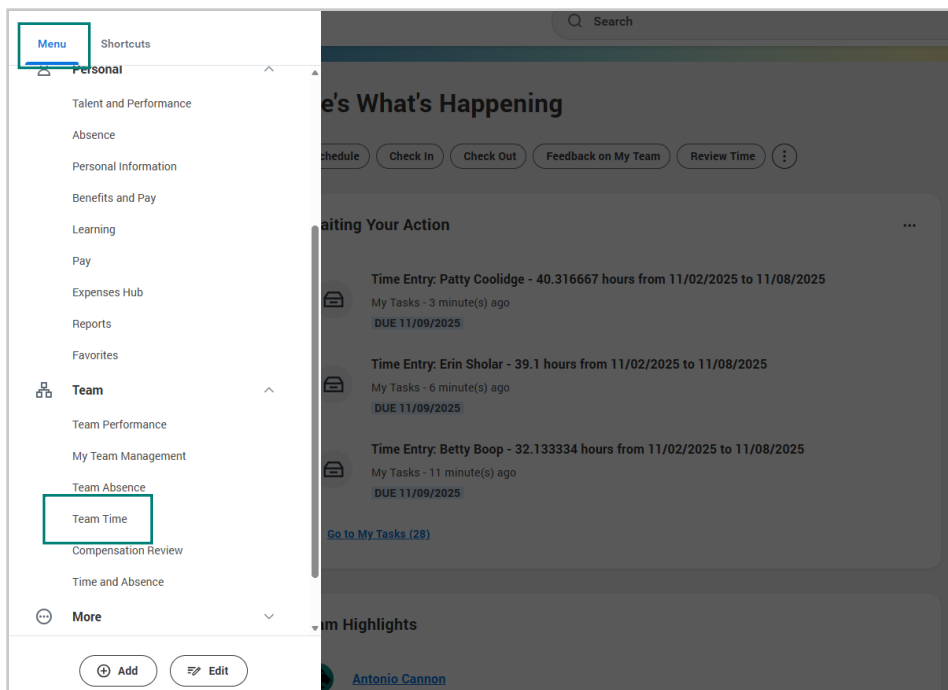


workday®

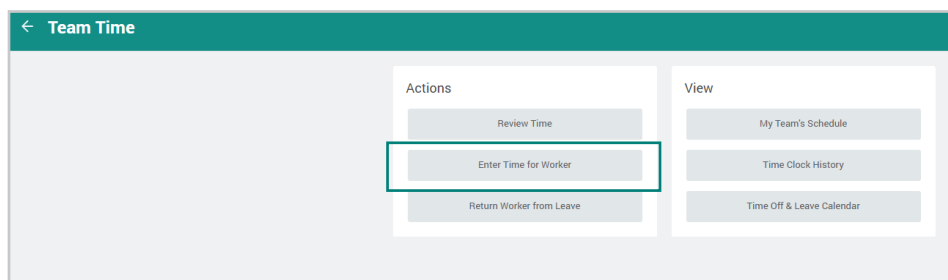
Access a Worker's Time

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.

- 1 From the **Home Page**, select **"Menu"**, and scroll down to select **"Team Time"**.

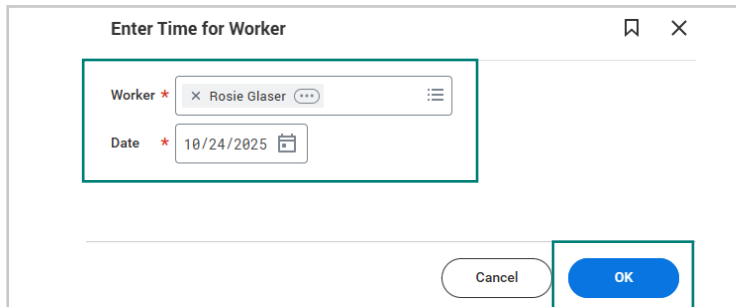


- 2 Select **"Enter Time for Worker"** under **"Actions"** section.



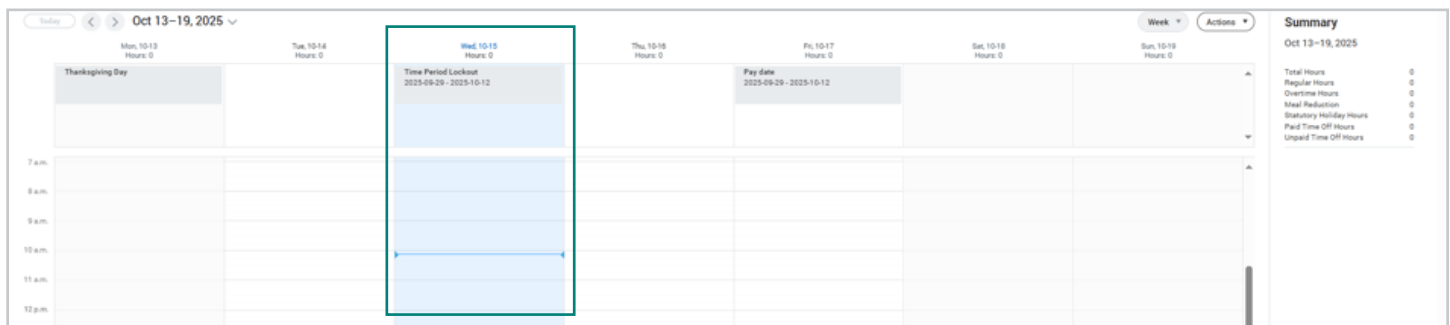
Access a Worker's Time

- 3 Select the employee in the “**Worker**” field, **change the date** as appropriate, click “**OK**”.



The screenshot shows a dialog box titled "Enter Time for Worker". It has a "Worker" field with a dropdown menu showing "Rosie Glaser" and a "Date" field with a calendar icon showing "10/24/2025". At the bottom, there are "Cancel" and "OK" buttons. The "OK" button is highlighted with a red box.

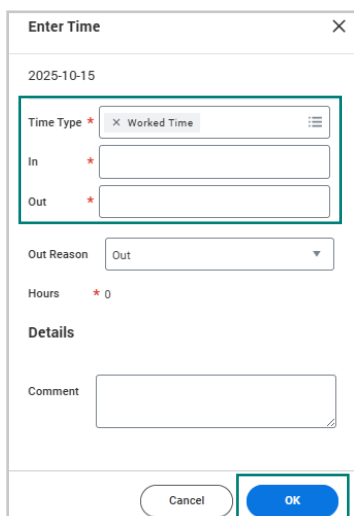
- 4 Click on the **date** you would like to enter hours for.



The screenshot shows a time tracking interface with a calendar for the week of October 13-19, 2025. The date "Wed, 10-15" is highlighted with a red box. The interface includes a "Summary" section on the right with various time tracking metrics.

- 5 Enter a “**In**” and “**Out**” Time and click “**OK**”.

Note: A 30 minute lunch will automatically deduct:



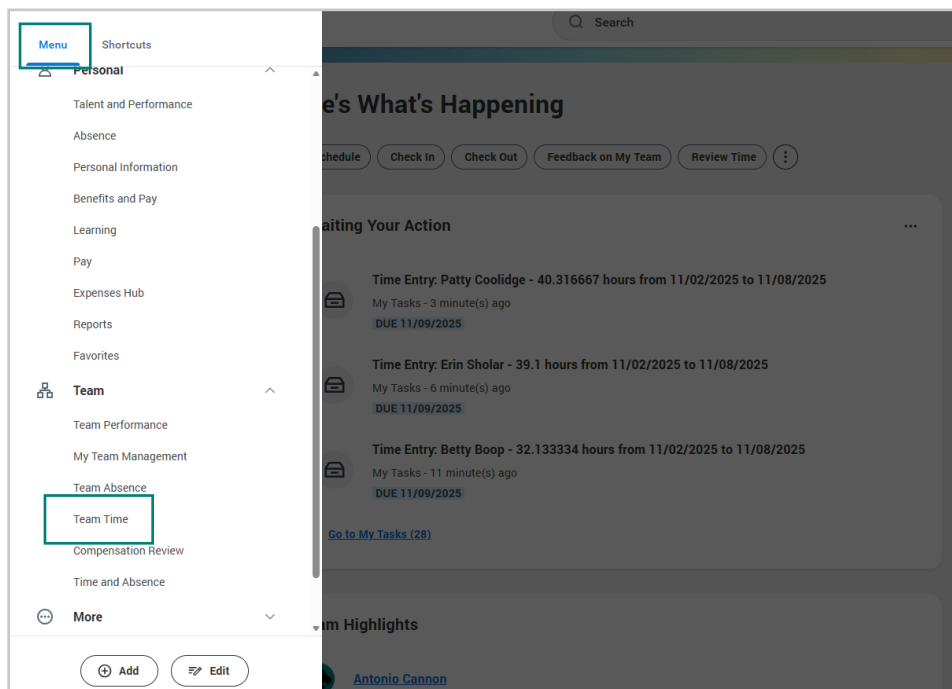
The screenshot shows a dialog box titled "Enter Time". It has a "Time Type" field with a dropdown menu showing "Worked Time". Below it are "In" and "Out" time fields, which are highlighted with a red box. There is also an "Out Reason" dropdown menu set to "Out" and a "Hours" field set to "0". At the bottom, there are "Cancel" and "OK" buttons. The "OK" button is highlighted with a red box.

Modify or Delete Worker's Time

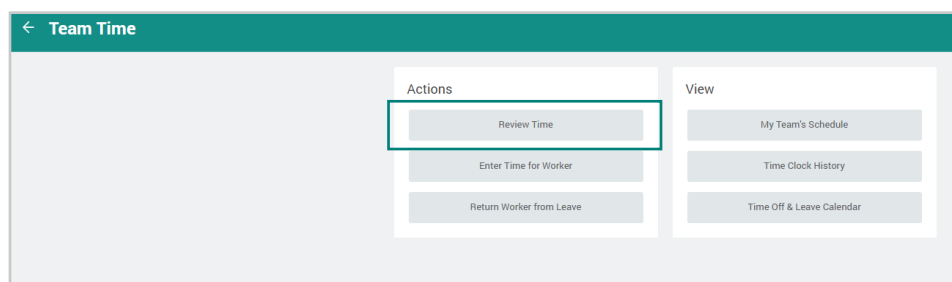
- 1 From the **worker's time entry calendar**, select a **time block**.
- 2 Select either **"OK"** or **"Delete"**.
- 3 If you modified any details, select **"Review"**.
- 4 Select **"Submit"** to authorize the new information.
- 5 From the pop-up, select **"View Details"**.
- 6 Select the **"Details 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 Here, you can view the approval status.

Review Time for Multiple Workers

- 1 From the **Home Page**, select **“Menu”**, and scroll down to select **“Team Time”**.



- 2 Select **“Review Time”** under **“Actions”** section.



Review Time for Multiple Workers

- 3 **Enter a date** and use the filter options to narrow the results of employees, and click **“OK”**.
- 4 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.

Manager Insights Hub

- Overview
- Hiring and Staffing
- Time & Scheduling**
 - Time & Scheduling Over...
 - Team Absence Calendar
 - Edit and Approve Time
 - Review and Approve Time** ✓
 - Scheduled vs. Actuals
- Budget and Resources
- Performance
- My Team
- Suggested Links
 - Assess My Team's Pote...
 - Manage Succession Plan
 - Compare Team
 - My Team's Performance...

Review Time

Date * 2025-10-15

Review my direct reports only ☒

Workers (empty)

Worker Type

Employee Type

Show *
☒ All Workers
☐ Workers with Hours to Approve
☐ Workers with Unsubmitted Hours

Pay Rate Type

Job Exempt Status *
☒ All Workers
☐ Exempt
☐ Non-Exempt

OK Cancel

Review Time

Aug 22 - Sep 4, 2022

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

13 All Workers
1 Workers with Submitted Time
11 Workers with No Time Entered
Workers with Unsubmitted Time
Workers with Alerts
Workers with Incomplete Time En...

Time Period Summary 14 Items

Worker Name	Position	Totals						B
		Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Double Time	Compen
☐ Amanda Baker	P-20140 Facilities Administrator, Property Management - USA Group	0	0	40	40	0	0	

Approve Multiple Workers' Time

- 1 From the **“Review Time”** report, select the corresponding **checkbox for each worker** you wish to approve time for.
 - a) Select **“Approve”**.
 - b) Review the approved time by selecting the **“Time Approved”** arrow.

Time Period Summary	
☐	Top box approves all employees
☐	
☐	
☐	
☐	

Edit and Approve Time

- 1 From the **“Edit and Approve Time”** report, select the date you want to edit or approve time for.
 - a) Choose how you want to view the report:
 - Direct Reports Only (this is the default)
 - Organization
 - Worker
 - b) **Select the day** that begins the week for the time you are editing or approving.
 - c) Select **“OK”**.

