

SOP Time Scheduling Hub for Managers



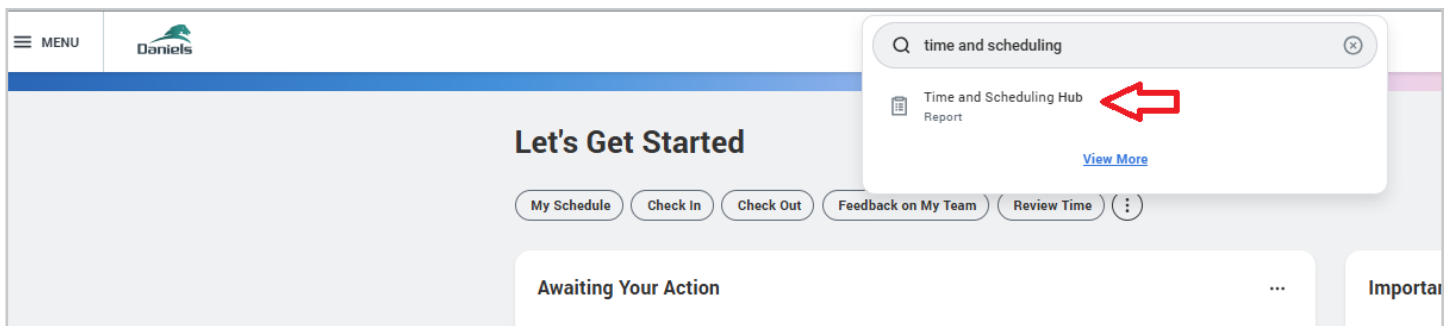
MAKING HEALTHCARE SAFER
SOINS DE SANTÉ PLUS SÉCURITAIRES

A guide demonstrating
the functionality of time
on the scheduling
hub in Workday

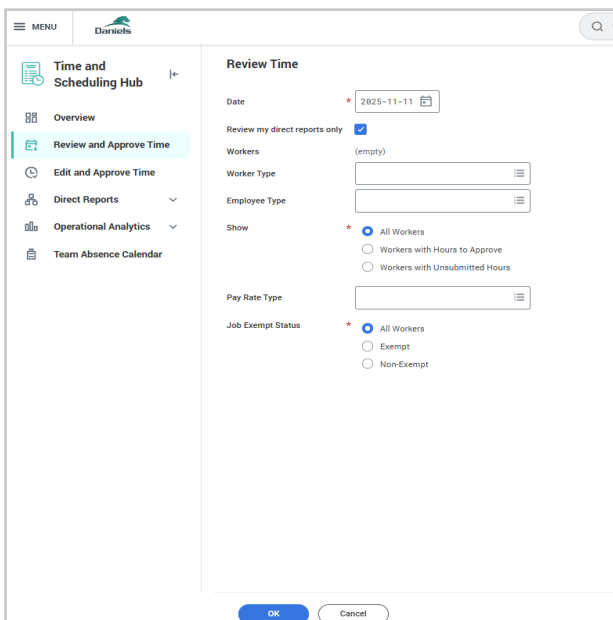


Workday Time Scheduling Hub

- 1 Start on the **“Home Page”**.
- 2 In the search box type **“time and scheduling”**. Select **“Time and Scheduling Hub”** from the search results.



- 3 The left column on the hub's home screen list the **“included tasks”**.
- 4 On the **“Overview Tab”** this page highlight the **“Team Action, Needs Review, My Team today & in Progress”**.
- 5 Back to the left column, click on **“Review and Approve Time”** tab. In this tab you can view a certain date, select a specific employee or your entire team. Once completed or leave as default click **“OK”**.



Workday Time Scheduling Hub

- 6 Managers/Supervisors can approve time by selecting the **“Edit and Approve Time”** tab. Managers/Supervisors can approve a worker’s time by day or week and instantly view workers’ hour summaries.

Page1: Once you click **“OK”**, see Page 2.

Page2: Once all the alerts are cleared the Manager/Supervisor will be given the option to **“Approve”** and **“Submit”** at the bottom of the **“Edit and Approve Time”** page.

Page1

Edit and Approve Time

Date: 2825-11-11

Review: ☒ Direct Reports only
☐ By Organization
☐ By Worker

Start Day of Week: Sunday

Filter Workers By

Worker Type:

Employee Type:

Pay Rate Type:

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

OK Cancel

Page 2

Edit and Approve Time

Time Approval Summary: 5 Workers with Alerts, 0 Workers without Alerts, 2 Workers with Approved Time Entries

Weekly Summary: 98 Total Approved Hours, 8 Total Time Off Hours

Today < > Feb 9-15, 2025 You can filter from week to week

Workers with Alerts (5)
Workers without Alerts (0)
Workers with Approved Time Entries (2)

clicking on > will allow you to expand and see the employee with the alerts

- 7 Select the **“Operational Analytics”** tab then the **“Team Insights”** tab. Here Managers/Supervisors will be able to review **time, time clock history, enter time for an employee** and view employees who have scheduled days off or on a Leaves of absence.
- 8 Select the **“Team Absence Calendar”** tab to review any upcoming absences team members have taken that the Manager/Supervisor should be aware of.