



FREQUENTLY ASKED QUESTIONS

MANAGER SELF SERVICE: Time Tracking–Entering and Approving Time for Direct Reports

THIS BOOKLET IS FOR THE PERSONAL USE OF ONLY THE INDIVIDUALS WHO HAVE ENROLLED IN THIS SPECIFIC WORKDAY TRAINING COURSE. YOU MAY MAKE COPIES ONLY AS NECESSARY FOR YOUR OWN USE. ANY DISTRIBUTION, EVEN WITHIN YOUR ORGANIZATION, IS STRICTLY PROHIBITED UNLESS WORKDAY HAS AUTHORIZED SUCH DISTRIBUTION IN WRITING.

© 2013 Workday, Inc. All rights reserved. Workday, the Workday logo, Workday Enterprise Business Services, Workday Human Capital Management, Workday Financial Management, Workday Resource Management and Workday Revenue Management are all trademarks of Workday, Inc. All other brand and product names are trademarks or registered trademarks of their respective holders.

Version 19 (March 2013)

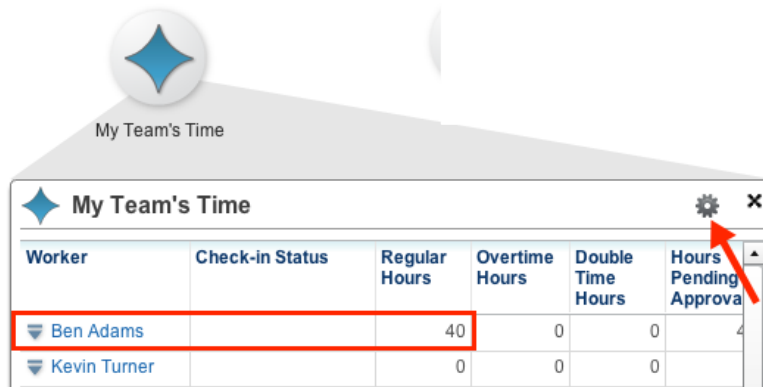
TABLE OF CONTENTS

Manager Self-Service Time Tracking.....	4
How do I Access a Worker's Time and View Their Hours in Time Tracking?	4
How do I Modify, Edit or Delete Their Time Previously Submitted?	6
How Do I Approve, Send Back or Deny Time Submissions?	8
How Do I Submit a Worker's Time For Them?	9

MANAGER SELF-SERVICE TIME TRACKING

HOW DO I ACCESS A WORKER'S TIME AND VIEW THEIR HOURS IN TIME TRACKING?

- 1 You can view time directly from the **My Team's Time** worklet on your **All About Me** page.

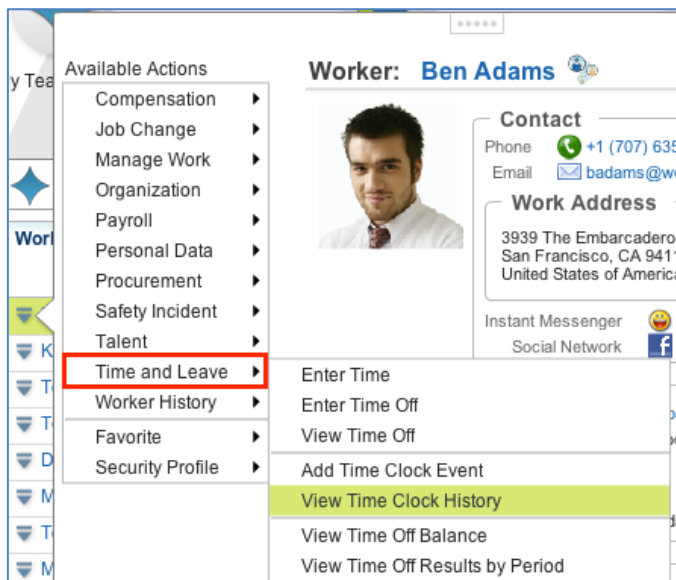


My Team's Time

Worker	Check-in Status	Regular Hours	Overtime Hours	Double Time Hours	Hours Pending Approval
Ben Adams		40	0	0	4
Kevin Turner		0	0	0	

Worker hours are customizable. Access the Settings icon to set the calendar range.

Alternatively, to view a workers time calendar entries, from a worker's related action icon, select **Time and Leave > View Time Clock History**.



Available Actions

- Compensation
- Job Change
- Manage Work
- Organization
- Payroll
- Personal Data
- Procurement
- Safety Incident
- Talent
- Time and Leave**
 - Enter Time
 - Enter Time Off
 - View Time Off
 - Add Time Clock Event
 - View Time Clock History**
 - View Time Off Balance
 - View Time Off Results by Period
- Worker History
- Favorite
- Security Profile

Worker: Ben Adams

Contact

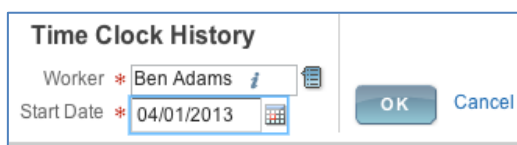
Phone +1 (707) 635-
Email badams@wo

Work Address

3939 The Embarcadero
San Francisco, CA 9411
United States of America

Instant Messenger
Social Network

- 2 Navigate to the appropriate start date, either by typing or using the calendar. Click **Ok**.



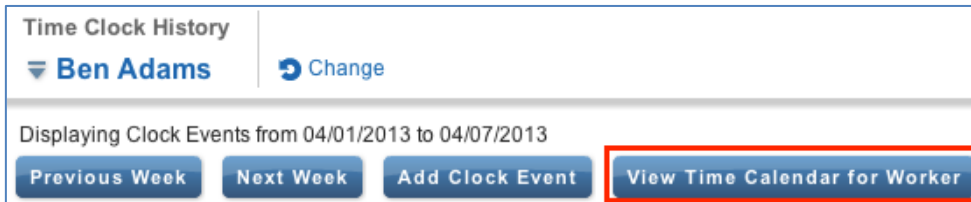
Time Clock History

Worker * Ben Adams

Start Date * 04/01/2013

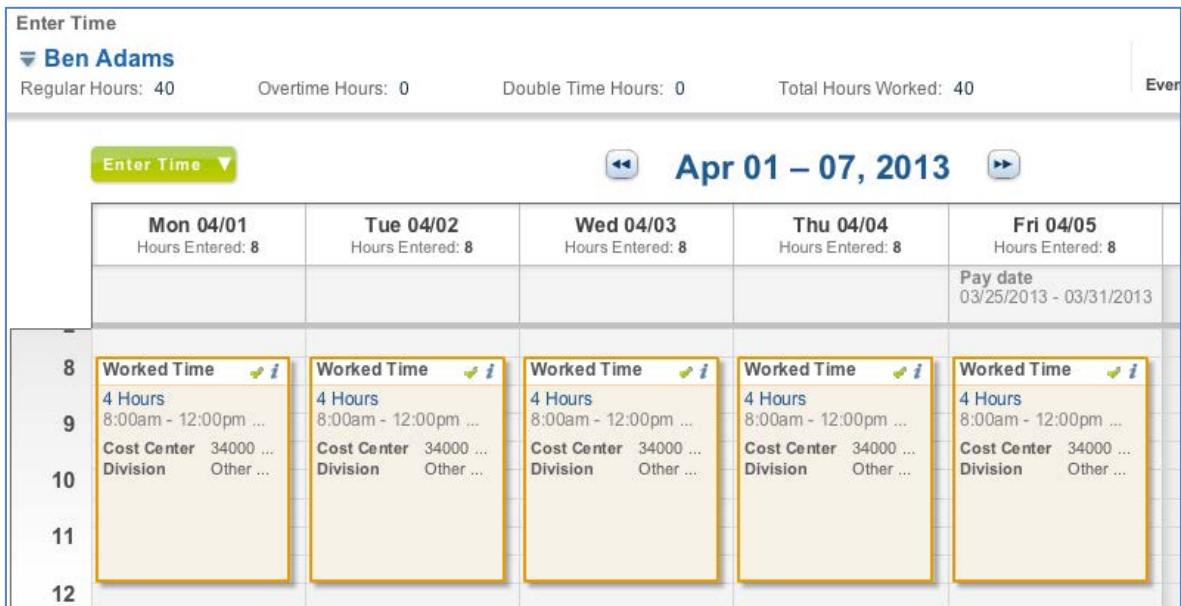
OK Cancel

- 3 From the Time Clock History page, click the **View Time Calendar for Worker** button.

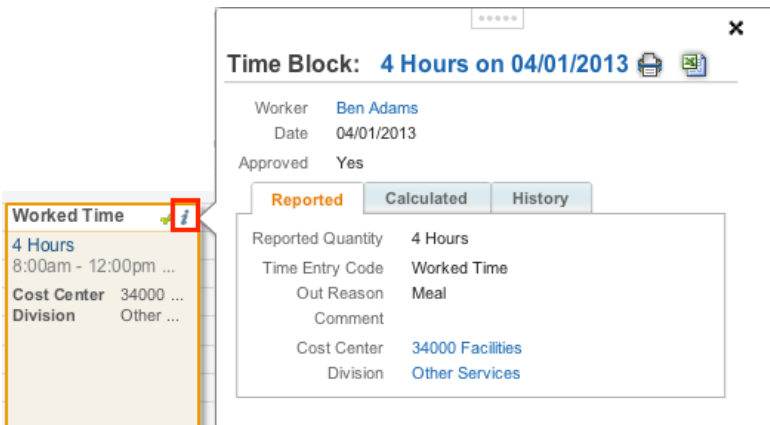


You have the option of resetting the start date again. Click **Ok**.

- 4 The worker's time calendar displays showing their individual time block entries.



- 5 Click on the information icon to preview the time block. Select the tabs for different information about the entry.



HOW DO I MODIFY, EDIT OR DELETE THEIR TIME PREVIOUSLY SUBMITTED?

- 1 Select the **Select Week** link in the **Time Worklet**.

Enter Time

Ben Adams

Regular Hours: 40 Overtime Hours: 0 Double Time Hours: 0 Total Hours Worked: 40

Enter Time Apr 01 – 07, 2013

Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05
Hours Entered: 8	Hours Entered: 8	Hours Entered: 8	Hours Entered: 8	Hours Entered: 8
				Pay date 03/25/2013 - 03/31/2013
Worked Time 4 Hours 8:00am - 12:00pm ... Cost Center 34000 ... Division Other ...	Worked Time 4 Hours 8:00am - 12:00pm ... Cost Center 34000 ... Division Other ...	Worked Time 4 Hours 8:00am - 12:00pm ... Cost Center 34000 ... Division Other ...	Worked Time 4 Hours 8:00am - 12:00pm ... Cost Center 34000 ... Division Other ...	Worked Time 4 Hours 8:00am - 12:00pm ... Cost Center 34000 ... Division Other ...

- 2 Click a time block to open the content.

Enter Time

04/05/2013

Time Type * Worked Time

In * 8:00 AM

Out * 12:00 PM

Out Reason * Meal

Hours 4

Unit Hours

Details

Override Rate 0.00

Cost Center X 34000 Facilities

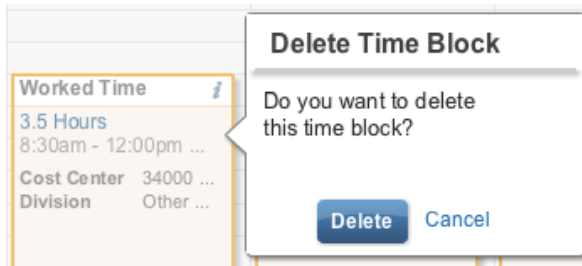
Division X Other Services

Comment

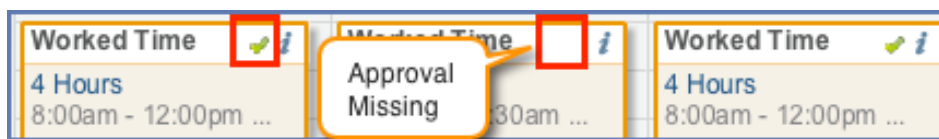
OK Delete Cancel

If editing, make corrections and changes to the time block; when finished, click **Ok**.
Click **Delete** if you wish to remove the time block completely.

- 3 Confirm the block deletion by clicking **Delete**.



- 4 Time block revisions will need to be submitted.




Click Submit this Week to initiate the approval process.



- 5 Depending on your business process, manager submissions of edits complete the process.

You have submitted::

Time Entry: Ben Adams - 3.5 hours from 04/01/2013 to 04/07/2013 Actions

 **Process Successfully Completed**

Details and Process

For Ben Adams

Overall Process Time Entry: Ben Adams - 3.5 hours from 04/01/2013 to 04/07/2013

Overall Status Successfully Completed

Due Date 04/12/2013

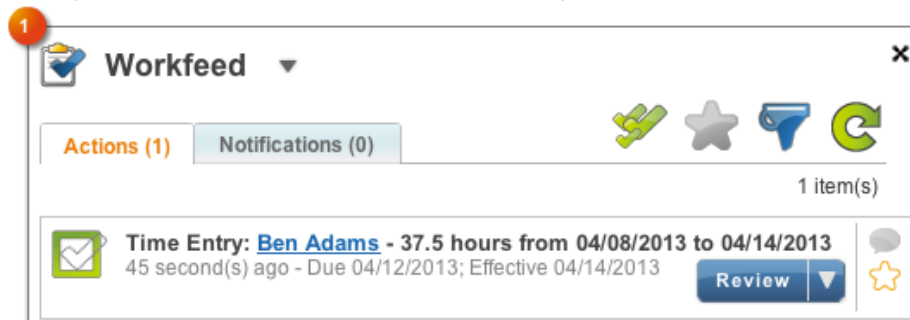
Details **Process**

Process History - 3 items

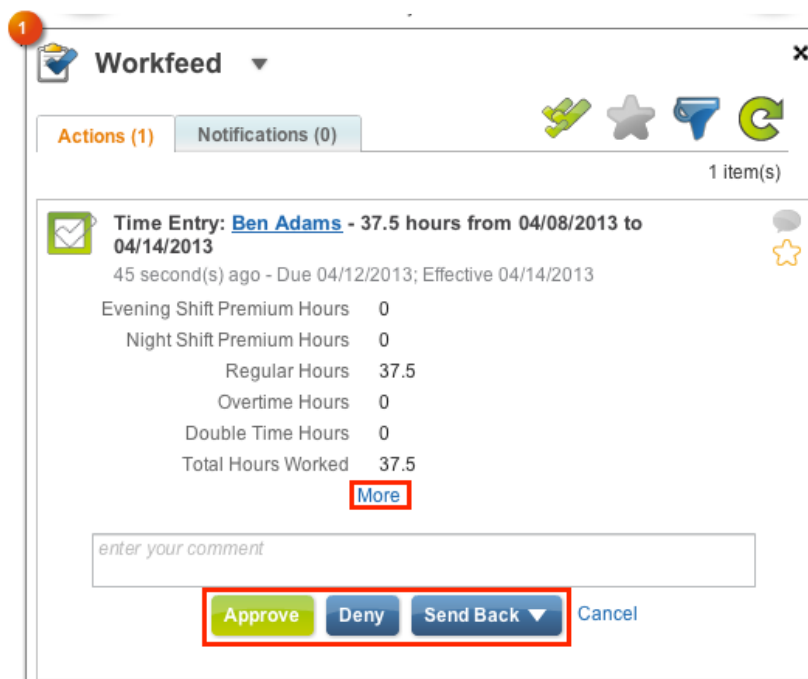
Process	Step	Status	Completed On	Due Date	Person
Enter Time	Enter Time	Submitted	04/10/2013 02:45:04 PM	04/12/2013	Enrique Vasquez
Enter Time	Approval by Project Manager	Not Required		04/12/2013	
Enter Time	Approval by Manager	Not Required		04/12/2013	

HOW DO I APPROVE, SEND BACK OR DENY TIME SUBMISSIONS?

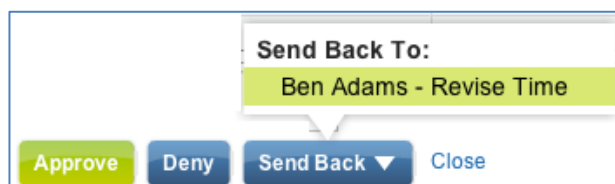
- 1 From your **Workfeed** hover over the time entry action, and select the **Review** button.



- 2 In the expanded worklet, review the time entry information. You can see the worker's time entry calendar by clicking **More**. Click the **Deny** button to deny approval of the submission, which removes the action from the manager's workfeed, and leaves the worker submission untouched. The worker will not be able to resubmit the entries until an edit is made to them.



- 3 By clicking the **Send Back** button, the worker receives a workfeed notification to revise the time entries and resubmit them.



HOW DO I SUBMIT A WORKER'S TIME FOR THEM?

- 1 Managers can submit time for a worker only through the **Enter Time** task. From the worker's related action icon, select **Time and Leave > Enter Time**.

Available Actions

- Compensation
- Job Change
- Manage Work
- Organization
- Payroll
- Personal Data
- Procurement
- Safety Incident
- Talent
- Time and Leave**
- Worker History
- Favorite
- Security Profile

Worker: **Ben Adams**

Contact

Phone: +1 (707) 635-0421 (Telephone)

Email: badams@workday.net

Work Address

3939 The Embarcadero
San Francisco, CA 94111
United States of America

Instant Messenger: badams

Social Network: f, , in,

Enter Time

Enter Time Off

View Time Off

Add Time Clock Event

- 2 Select the appropriate date or week in the time entry calendar.

Enter Time for Worker

Worker * Ben Adams

Date * 04/01/2013

OK Cancel

- 3 If the worker has created time blocks, but has not submitted them for approval, the Submit this Week button will not be available. The manager will need to either enter time for the worker, or make an edit to an existing time block, such as by typing a comment.

Enter Time

Ben Adams

Regular Hours: 22.5 Double Time Hours: 0

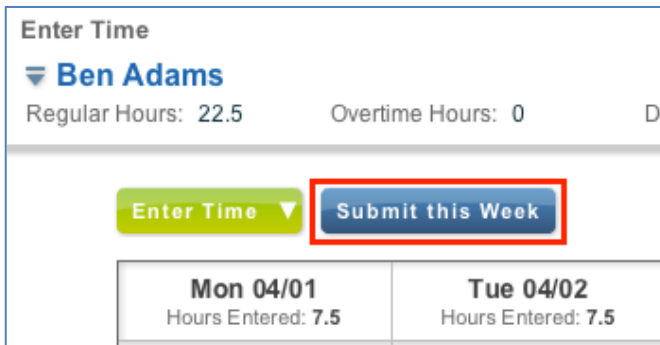
Submit button missing

Enter Time

Apr 01

Mon 04/01	Tue 04/02	Wed 04/03
Hours Entered: 7.5	Hours Entered: 7.5	Hours Entered: 7.5

- 4 Once a change to the time entry calendar has been made, the **Submit this Week** button becomes available. Click this button to submit the time, and then confirm the submission.



Enter Time

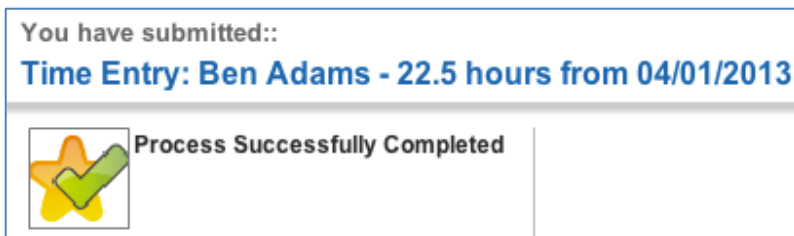
Ben Adams

Regular Hours: 22.5 Overtime Hours: 0

Enter Time Submit this Week

Mon 04/01 Hours Entered: 7.5 Tue 04/02 Hours Entered: 7.5

- 5 Depending on your company's business process, once the time entry calendar has been submitted by the manager, no further action is needed.



You have submitted::

Time Entry: Ben Adams - 22.5 hours from 04/01/2013

Process Successfully Completed