



FREQUENTLY ASKED QUESTIONS

EMPLOYEE SELF SERVICE: Time Tracking–Entering Time and Time Off

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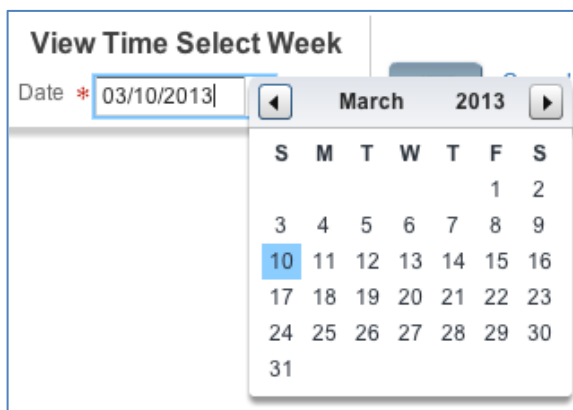
TIME TRACKING

HOW DO I ENTER TIME IN TIME TRACKING?

From the Workday **All About Me** page, click the **Time** worklet, and then choose **Select Week**.



- 2 Using the calendar, navigate to the appropriate week. Click **Ok**.







- 3 Use the arrows to navigate between weeks. You can also switch the focus of the view to day or week, or select today's date using the buttons on the right.

Enter Time

Ben Adams

Regular Hours: 0 Overtime Hours: 0 Double Time Hours: 0 Total Hours Worked: 0 [Change](#) Evening Shift Premium Hours: 0 Night Shift Premium Hours: 0

Enter Time  **Mar 04 – 10, 2013**    **Today** Day Week

Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10
Hours Entered: 0	Hours Entered: 0	Hours Entered: 0	Hours Entered: 0	Hours Entered: 0	Hours Entered: 0	Hours Entered: 0
				Pay date 02/25/2013 - 03/03/2013		Time Period End 03/04/2013 - 03/10/2013
9						

Use the drop-down menu to copy time from prior periods or to auto-fill hours.

Enter Time ▼

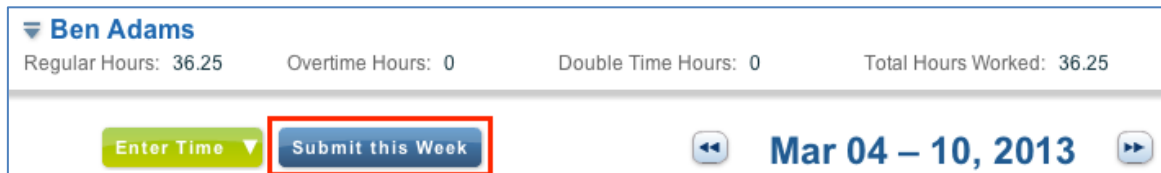
- Auto-fill from Prior Week
- Auto-fill from Schedule
- Clear
- Quick Add
- Request Time Off
- Run Calculations

- 4 To start entering time, click inside an hour segment to tag a time slot...

... then click the slot again to open a time entry card. Complete the details about the time worked, including all required items with a red asterisk. Click **Ok** to save the entry in the calendar.

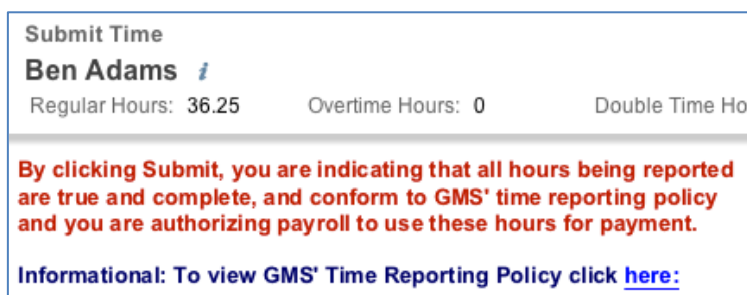
- 5 Complete the calendar entries according to the schedule of time worked.

- 6 Hours worked are displayed across the top of the calendar, and are updated with every entry made. When finished, click the **Submit this Week** button.



The screenshot shows a user interface for Ben Adams. At the top, it displays 'Ben Adams' with a dropdown arrow. Below this, it shows 'Regular Hours: 36.25', 'Overtime Hours: 0', 'Double Time Hours: 0', and 'Total Hours Worked: 36.25'. At the bottom, there is a green 'Enter Time' button with a dropdown arrow, a blue 'Submit this Week' button (highlighted with a red box), and a date range 'Mar 04 – 10, 2013' with navigation arrows on either side.

- 7 Depending on your company's business process, you may need to confirm the submission.



The screenshot shows a 'Submit Time' confirmation screen for Ben Adams. It displays 'Regular Hours: 36.25', 'Overtime Hours: 0', and 'Double Time Ho'. Below this, there is a red text block: 'By clicking Submit, you are indicating that all hours being reported are true and complete, and conform to GMS' time reporting policy and you are authorizing payroll to use these hours for payment.' At the bottom, there is a blue text block: 'Informational: To view GMS' Time Reporting Policy click [here](#):'.

To confirm, click **Submit** again.

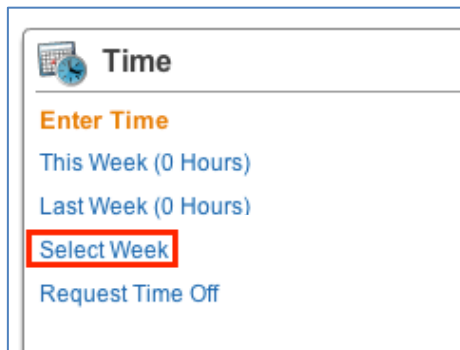
- 8 Manager approvals are required.



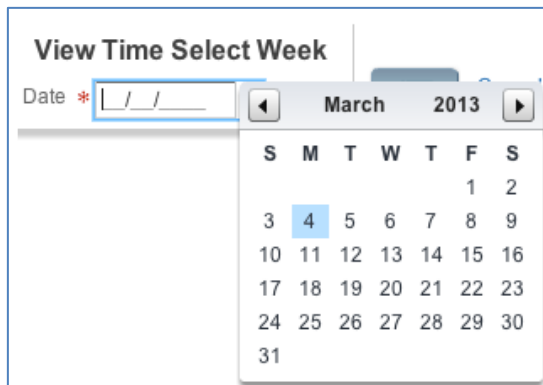
The screenshot shows a 'You have submitted::' screen. At the top, it says 'Time Entry: Ben Adams - 36.25 hours from 03/04/2013 to 03/10/2013' with a dropdown arrow and 'Actions'. Below this, there is a 'Next Steps' section. It shows a profile picture of Enrique Vasquez and the text 'Approval by Manager Enrique Vasquez - Due 04/10/2013'. Below this, there is a 'Details and Process' section. It shows 'For Ben Adams', 'Overall Process Time Entry: Ben Adams - 36.25 hours from 03/04/2013 to 03/10/2013', 'Overall Status In Progress', and 'Due Date 04/10/2013'.

HOW DO I MODIFY OR DELETE TIME PREVIOUSLY SUBMITTED?

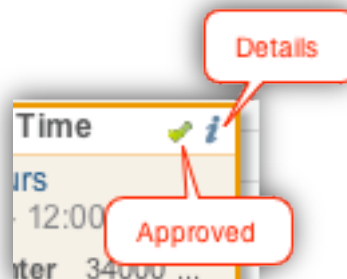
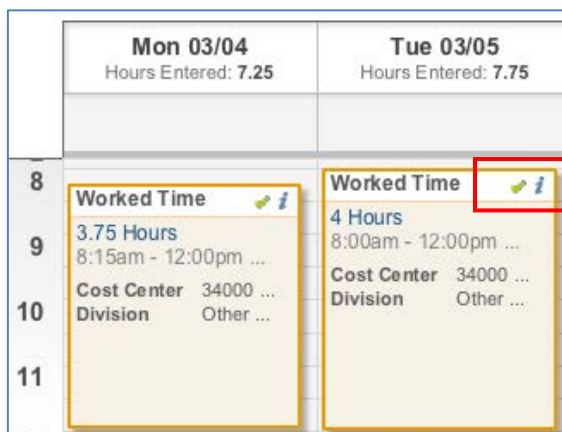
- 1 Select the **Select Week** link in the **Time** Worklet.



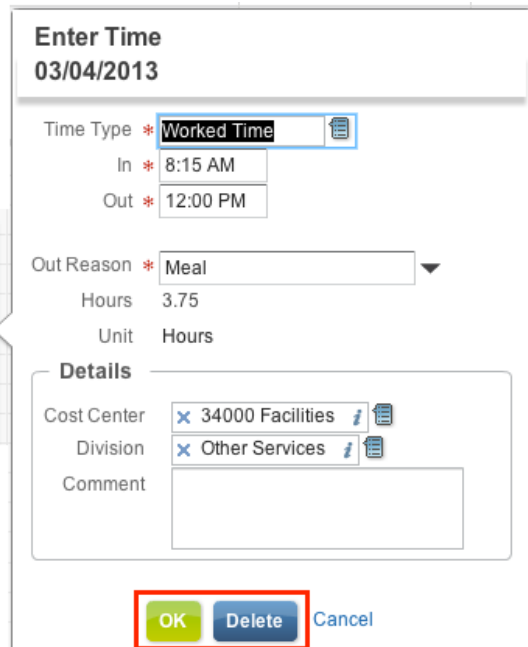
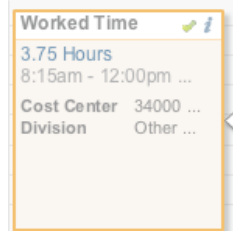
- 2 Type the week you wish to choose, or select it from the calendar. Click **Ok**.



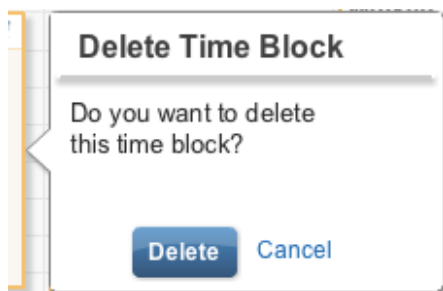
- 3 Hours for the week will display on the calendar. Approved items are indicated by a check mark. To see all the details related to the entry, click the *i* icon.



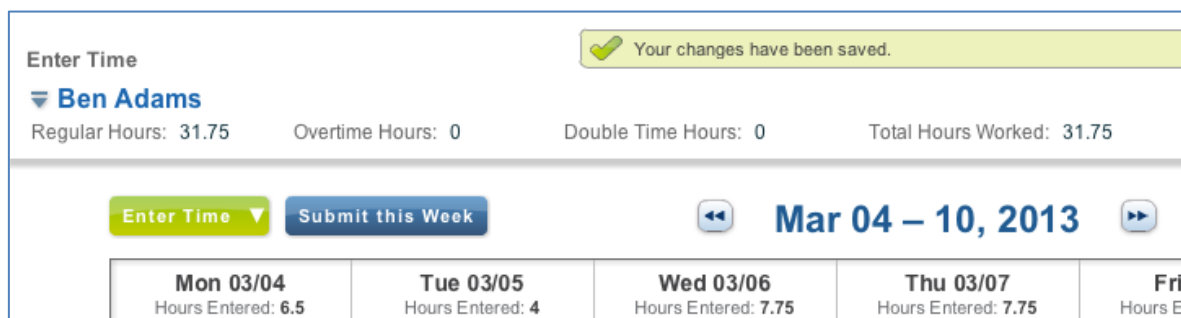
- 4 If you are editing time, click **Ok** after making your corrections. To remove the time block entirely, click **Delete**.



- 5 If you are deleting a time block, you will need to confirm it.




- 6 Your new hour totals will be updated. Once your changes have been saved, you will need to re-submit the week.

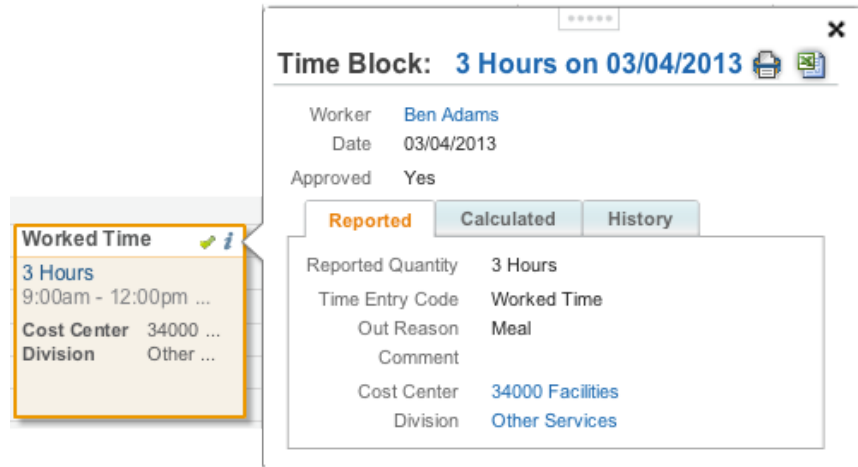


Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08
Hours Entered: 6.5	Hours Entered: 4	Hours Entered: 7.75	Hours Entered: 7.75	Hours Entered: 7.75

Approvals are required.

HOW DO I VIEW DETAILS ABOUT MY SUBMITTED TIME?

- 1 From a **Time Block** on your Enter Time calendar, click the  icon to view detailed information about your time entry.



Time Block: 3 Hours on 03/04/2013

Worker: Ben Adams
Date: 03/04/2013
Approved: Yes

Reported | Calculated | History

Reported Quantity: 3 Hours
Time Entry Code: Worked Time
Out Reason: Meal
Comment:
Cost Center: 34000 Facilities
Division: Other Services

Worked Time
3 Hours
9:00am - 12:00pm ...
Cost Center: 34000 ...
Division: Other ...

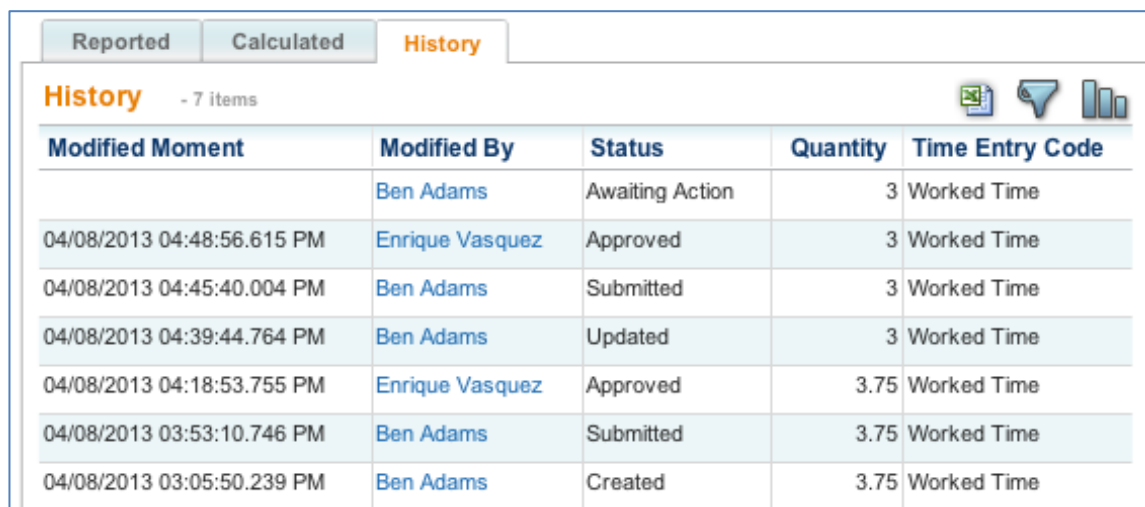
- 2 Click on **Calculated** to view cost center information.



Reported | **Calculated** | History

Date: 03/04/2013
Calculated Quantity: 3
Time Calculation Tag: Regular
Cost Center: 34000 Facilities
Division: Other Services

- 3 Click **History** to view the entire process history of a particular time entry.



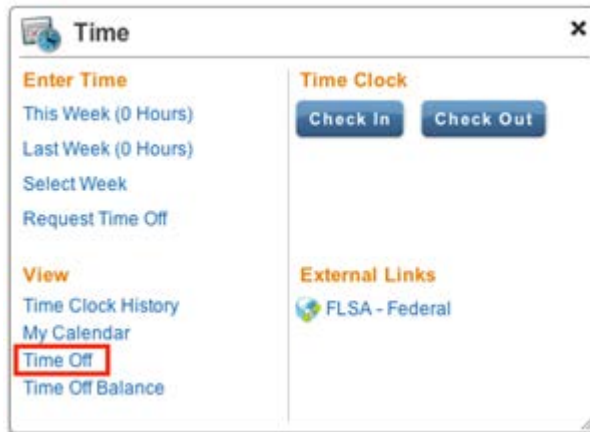
Reported | **Calculated** | **History**

History - 7 items

Modified Moment	Modified By	Status	Quantity	Time Entry Code
	Ben Adams	Awaiting Action	3	Worked Time
04/08/2013 04:48:56.615 PM	Enrique Vasquez	Approved	3	Worked Time
04/08/2013 04:45:40.004 PM	Ben Adams	Submitted	3	Worked Time
04/08/2013 04:39:44.764 PM	Ben Adams	Updated	3	Worked Time
04/08/2013 04:18:53.755 PM	Enrique Vasquez	Approved	3.75	Worked Time
04/08/2013 03:53:10.746 PM	Ben Adams	Submitted	3.75	Worked Time
04/08/2013 03:05:50.239 PM	Ben Adams	Created	3.75	Worked Time

HOW DO I REQUEST TIME OFF THROUGH TIME TRACKING?

- 1 Before requesting time off, use the **Time Off** link on the Time worklet to view your time off balances.



Choose to view either your previous time off requests, or your time off balance:

My Time Off:
Ben Adams Actions

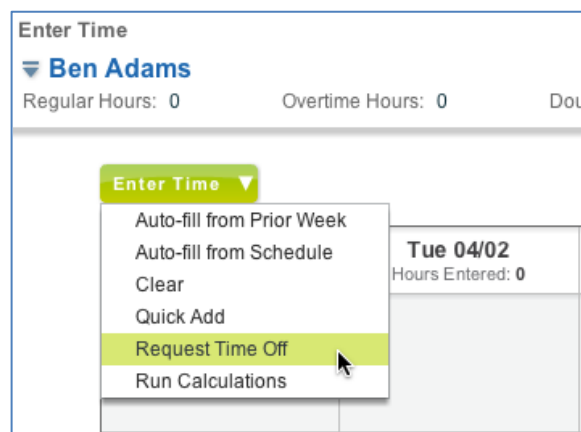
Organization: Global Modern Services >> Property Management Department
Manager: Enrique Vasquez

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests - 70 items

Date	Day of the Week	Type	Requested	Unit of Time
12/30/2010	Thursday	Holiday (Hours)	8 Hours	
12/29/2010	Wednesday	Holiday (Hours)	8 Hours	

- 2 From the Enter Time page, off of the **Enter Time** drop-down menu, select **Request Time Off**.



- 3 Complete the steps for requesting time off as found in the document.

Time Off Requests

To add a new time off entry, click the add row button.

Click to open.

+ *Date	Day of the Week	*Type	Position	*Requested	Unit of Time
 <input type="text" value="___/___/___"/>		<input type="text" value="enter search text"/>		<input type="text" value="0"/>	