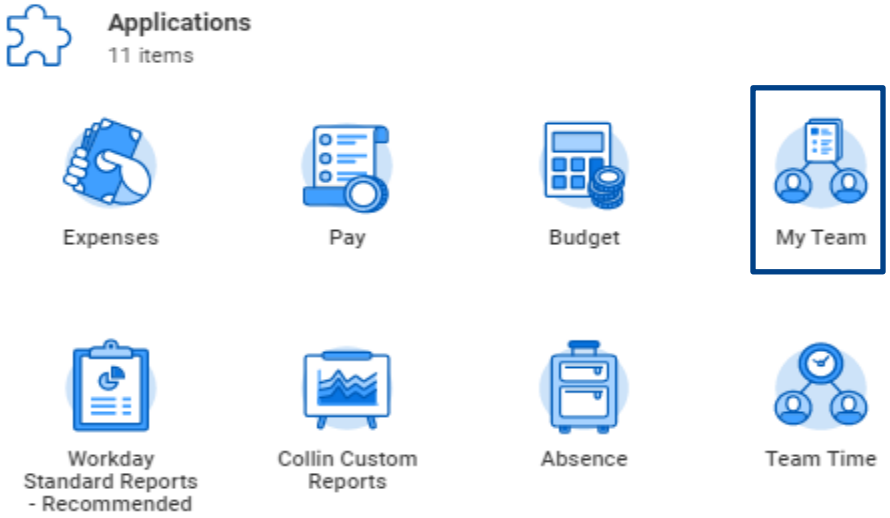
Time Tracking: Manage Your Team's Time

Manager

Time Tracking provides many administrative tasks and reports for managers to track and manage worker time. The options available depend on time entry configurations, business process security policies, and applications configured for your organization.

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. The steps below outline start from the My Team application.

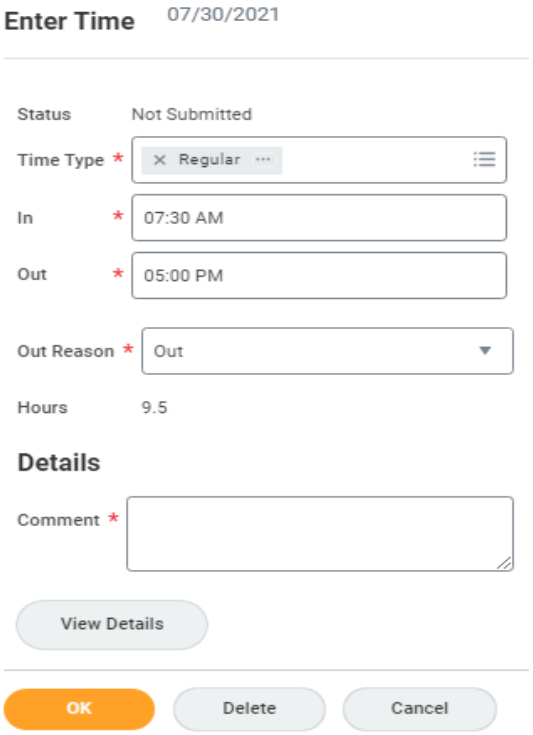


1. Click the worker's **Related Actions** , and select **Time and Leave** > **Enter Time**.
2. Enter a Start Date.
3. Click **OK**. The worker's time calendar displays their time block entries.

VIEW A WORKER'S TIME BLOCK DETAILS

1. From a worker's time entry calendar:
2. Click a time block.

3. Click the **View Details** button.
    a. Click the **Reported** tab to view a worker's time.
    b. Click the **Calculated** tab to view time calculation information.
    c. Click the **History** tab to view the entire process history of a particular time entry.



APPROVE, SEND BACK, OR DENY SUBMITTED TIME

The following steps show how to approve a worker's submitted time from a manager's Inbox as part of a business process. However, managers can also approve time from other areas of Workday, such as within the **Review Time** report.

From your Inbox:

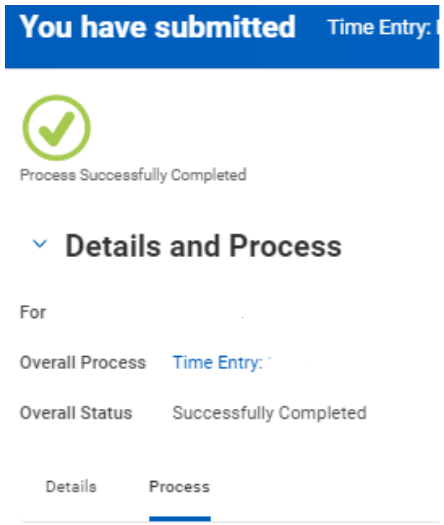
1. Access and review the submitted time entry in the Entries to Approve section.

2. Click the magnifying glass icon's **Related Actions** in the Details column to view more information.

3. Click **Approve**, **Send Back**, **Deny**, or **Close**. If you deny or send back the request, you will need to enter a reason.
4. After approving, select the **Process** tab under Details and Process to verify the submitted information is correct.

MODIFY OR DELETE A WORKER'S TIME

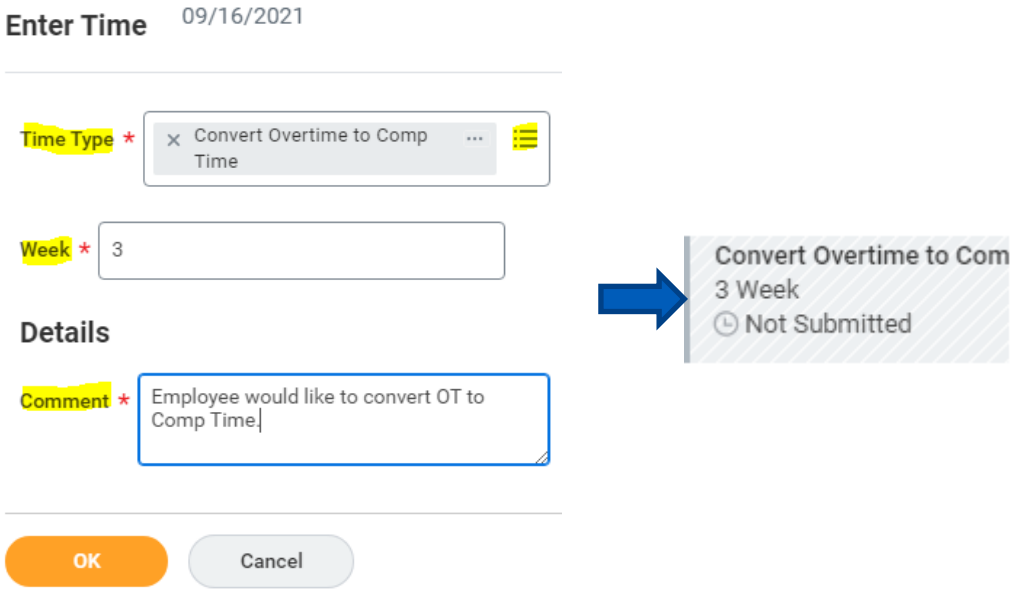
1. From the worker's time entry calendar:
2. Click a **time block**.
3. Click either **OK** or **Delete**.
4. If you need to **Delete** the entry, a **Comment** is required.
5. If you modified any details, you will need to re-submit your timesheet by clicking **Review**.
6. Click **Submit** to authorize the new information and to send it to your manager for approval.
7. Click the **Details and Process** arrow and the magnifying glass icon's **Related Actions** under Reported Time Block or Calculated Time Block to view more information.
8. Click the **Process** tab to view the approval status.
9. Click **Done**.



CONVERT OVERTIME TO COMP TIME

Eligible employees will be able to convert overtime to comp time during the week when overtime was earned.

1. Go to **Enter Time** page (employee's timesheet)
2. Click on any time block that is empty.
3. Click on X to remove the current Time Type and use the 3 bars to find the Time Type called **Convert Overtime to Comp Time**
4. Type in the **week number** of this month (Week 1, 2, 3,4 or sometimes 5)
5. Put in a Comment
6. Click **Ok**
7. A worker is ready to Review and Submit their time for their manager's approval.
8. When a worker is ready to submit their timesheet for the week, select **Review** off the Enter Time page and then click **Submit**.



REVIEW TIME FOR MULTIPLE WORKERS

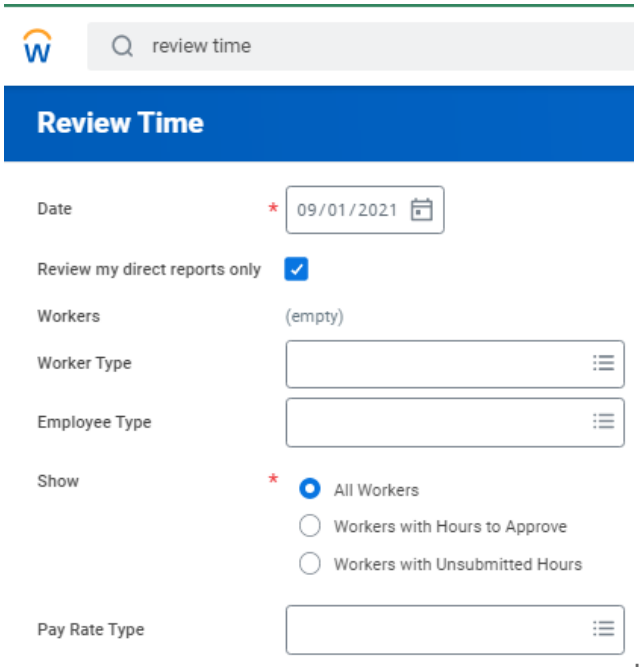
From the Home page:

1. Search for and select the **Review Time** report or use the application called **Team Time**

and from there select **Review Time**.

Note: The filter options on the first page will vary based on manager security and tenant configuration.

2. Enter a Date.
3. Use the filter options to narrow the results of employees or select **All Workers**.
4. Click **OK**



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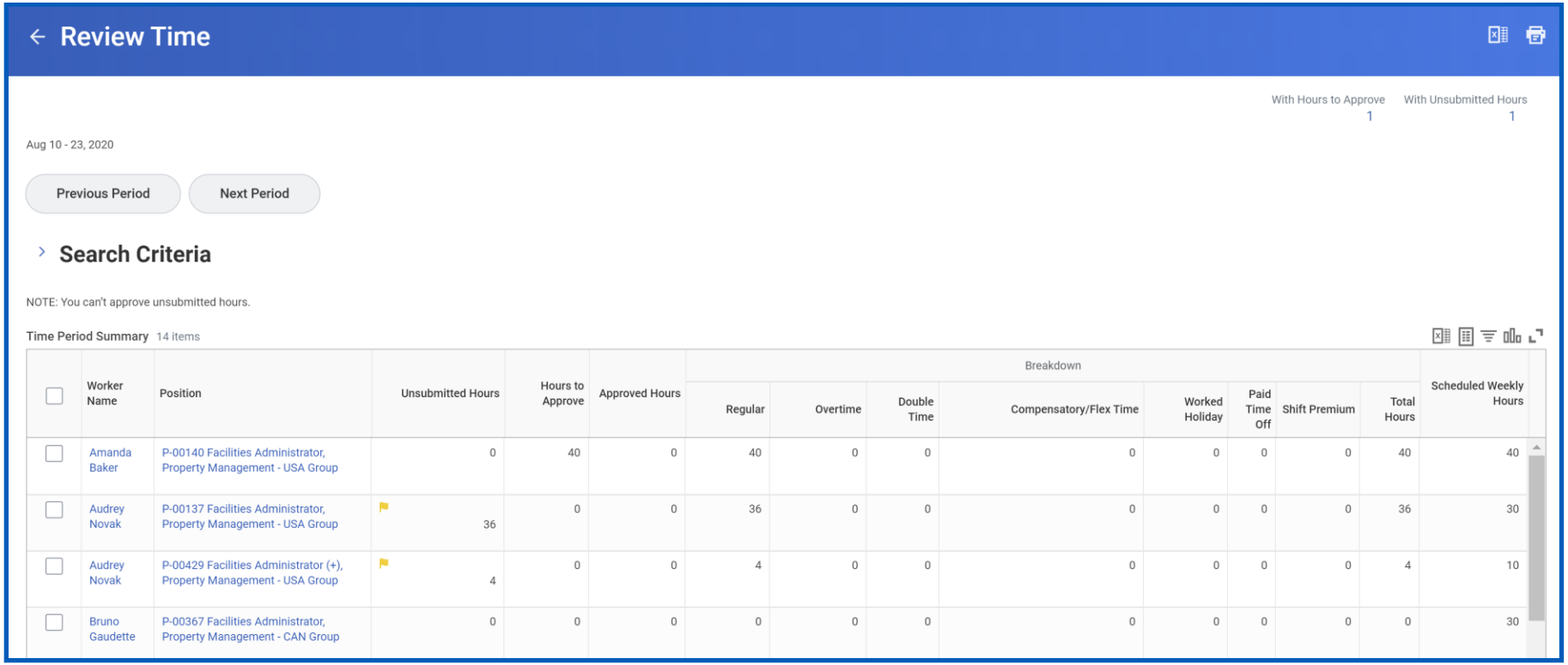

You can review your team's time at a glance with the Time Period Summary table. A Position column displays if one of your direct reports has multiple positions, but this column will not appear if all workers have only one position. You can see how Workday categorizes hours for each worker, such as hours to approve or overtime hours. Use the Previous Period and Next Period buttons to navigate between periods. You can click 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 using the Enter Time for Worker button.

APPROVE MULTIPLE WORKERS' TIME

A manager can add an Application called **Team Time** and once they click on that Application from their home page, they can select **Review Time** from the Actions section.

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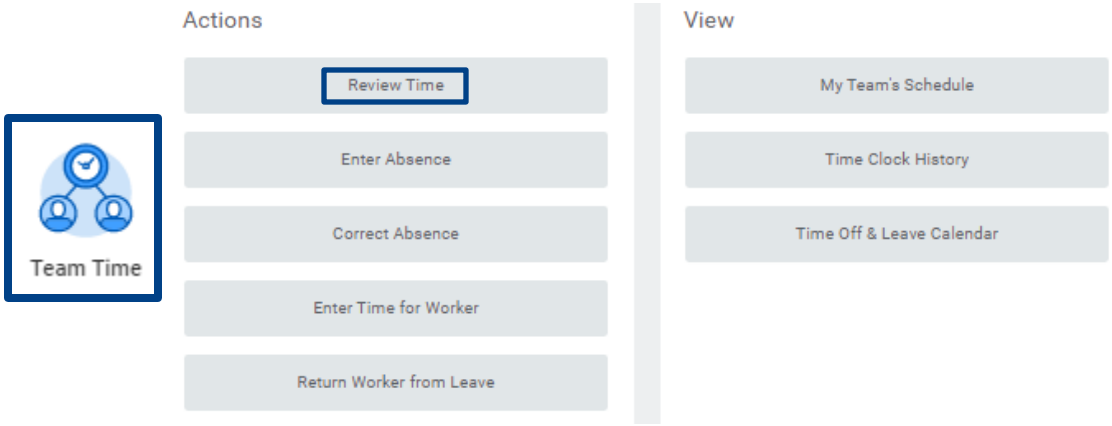


From the **Review Time** report:

Select the corresponding checkbox for each worker you wish to approve time for.

1. Click **Approve**.
2. Review the approved time by clicking the **Time Approved** arrow.
3. Click **Done**.

DELEGATE TO ANOTHER MANAGER DURING YOUR LEAVE

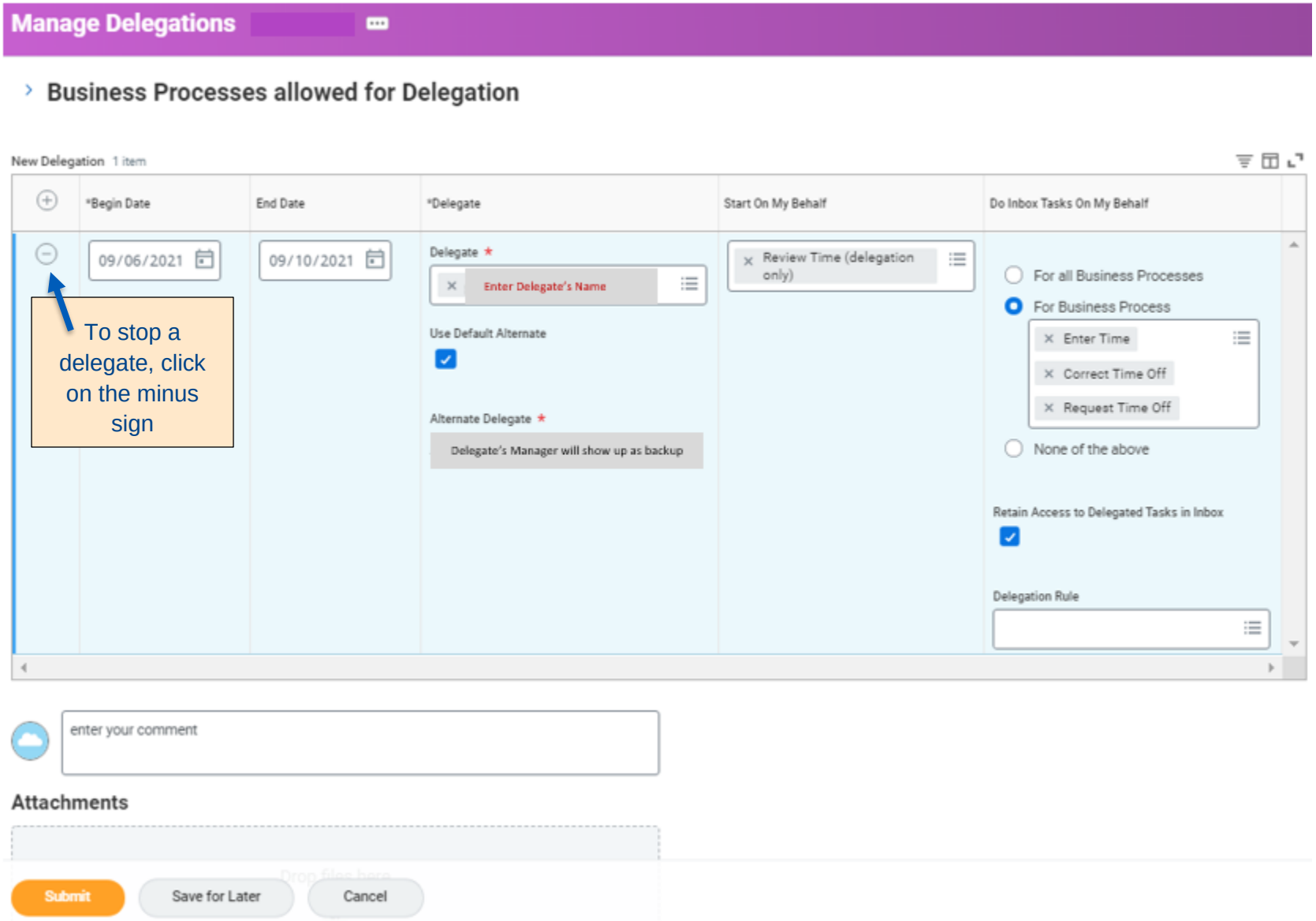
Administrators and other authorized users can also set up and manage delegations for other workers.

Business Process Administrators can view and manage a worker's delegation settings, enabling them to request delegation changes for the specified worker.

1. Access the **Manage Delegations** task:
2. Click **New Delegation**.
3. Specify a Begin Date and an End Date
4. In the **Delegate** field, type in the manager that you would like to give access to your employees.

5. Optionally, select the **Use Default Alternate** check box (selected by default). Workday populates the Alternate Delegate field with the Primary Manager of each delegate, and automatically adds the Primary Manager of each new delegate that you add.
6. In the **Start on my Behalf** field, select what access you would like the delegate to have. Normally you would only select ***Review Time (delegate only)***
7. In the **Do Inbox Tasks On My behalf** field, Select the initiating actions the delegate can perform.
    a. Most commonly used are **'Enter Time'**, '**Correct Time Off**' and "**Request Time off'**
8. Select **Retain Access to Delegated Tasks in Inbox** if you want to get notifications and access the tasks from your own Inbox as usual. If you retain access, then either you or your delegate can complete each task. This allows both you and your delegate to receive Inbox notifications for the workers and once one of you completes the task, it will disappear out of both your Inboxes.
9. Optionally, attach any supporting files, such as an email message accompanying the requested delegation change, to be included as part of the business process event. You can:
    a. Drag and drop files into the **Attachments** section of the business process toolbar.
    b. Use the **Attachment**s icon to select one or more files to attach to the business process event.

    You can view attached files associated with the event in the **Attachments** column on the **Delegation History** tab.
10. To add more delegations, add a row to the delegations' grid by clicking the + icon, and then repeat steps 2 through 8. When you finish setting up your delegations, click **Submit**.
11. To stop a delegation, remove the row associated with the delegation from the grid, and then click **Submit** (refer to image below)


Manage Delegations
Business Processes allowed for Delegation
New Delegation 1 item
*Begin Date
End Date
*Delegate
Start On My Behalf
Do Inbox Tasks On My Behalf
09/06/2021
09/10/2021
Delegate *
Enter Delegate's Name
Use Default Alternate
Alternate Delegate *
Delegate's Manager will show up as backup
Review Time (delegation only)
For all Business Processes
For Business Process
Enter Time
Correct Time Off
Request Time Off
None of the above
Retain Access to Delegated Tasks in Inbox
Delegation Rule
To stop a delegate, click on the minus sign
enter your comment
Attachments
Drop files here
Submit
Save for Later
Cancel