

Human Resource Management System

Workday Job Aid Time Entry



Time entry is managed through Workday. Employees can enter their time and correct previous time entries. Once entered, Managers can approve or send back time entries.

- Employees
- People Managers
- Human Resources

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1. Time Entry Overview

Workday enables employees and managers alike to easily perform the steps involved in the time entry submission/approval process. There are three variations on entering time depending on your role at the County. For those employees that work a set schedule each week, the system will automatically enter either the number of hours they work each day or the specific hours they are on the clock. It should be noted that these employees are still required to review and edit (if needed) their time each week. For employees whose work schedule is not consistent week after week, they will be required to enter their time for each day they work. In all cases, the employee is required to **SUBMIT** their time during their last shift of the week.

Once an employee **SUBMITS** their time a task will show up in their manager's Workday Inbox. This provides the manager with the details required for them to evaluate the submitted time. If the manager **APPROVES** the time entry submission a notification will be sent to the employee. For those requests **SENT BACK**, the employee will receive a task to process in their Inbox along with an explanation as to why it was not approved.



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2. Enter and Edit Time (Hours Only Reported)

The **Time** application is used by employees to enter/edit their Time in Workday. It is recommended that time be entered daily and required to be submitted during the employee's last shift for the week.

Note: Employees who work a set schedule and have the system enter their time are still required to review, edit their hours, and then **SUBMIT** their time during their last shift of the week.

Here are the steps required for an employee to submit their time using Workday.

1. Click the **Time** application on your Workday Home Page.
2. Click **This Week** or navigate to the appropriate week. (The following instructions apply to entering time for **Last Week**, as well.)

Note: Choosing **Select Week** navigates to a specific week in the past or the future instead of navigating incrementally using left and right arrows.

The screenshot shows the 'Enter Time' interface in Workday. On the left, under the heading 'Enter Time', there are four buttons: 'This Week (0 Hours)', 'Last Week (30 Hours)', 'Select Week', and 'Overtime Requests'. The 'This Week (0 Hours)' button is highlighted with a red border. On the right, under the heading 'View', there are four buttons: 'My Schedule', 'My Time Off', 'Time Off Balance', and 'Time Clock History'.



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3. A calendar view appears for the week selected. For time entries already entered a box will show up stating the type of hours worked along with the number of hours worked for that day. It will also denote if the hours have been submitted for approval.




4. To enter time click on the day you wish to enter time for and then click on the Enter Time button. Fill in the necessary fields and click OK.
 - a. Complete Enter Time form (* indicates required information).


Enter Time
02/03/2021


Time Type * 


Hours *


Details


Accrue Comp Time 


Grant 

Cost Center 

Location 

Program 

Activity 

Overtime Reason 

Comment

Note: The **Comment** field located directly under the **Overtime Reason** field must be filled in for Overtime to be considered for approval.

Note: The comment must include the time period of the overtime (e.g. 4p-6p) as well as an explanation of what the employee worked on during that period.

Note: If the OT includes multiple projects that were worked on they must all be listed in the **Comment** field and "Other" should be selected in the **Overtime Reason** field.



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Note: There may be times when the employee will need to fill in fields listed under the **Details** heading ([See Figure above](#)). This will typically occur when the employee is working on a project that is not part of their normal responsibilities. This would include putting work toward a specific grant, or cost center, as well as working at a location that is not their regular work location. If the employee has any questions regarding fields in this section they should contact their department's **Payroll Partner**.

- b. Once all pertinent information for the day has been entered, click **OK**.
- c. Click on the next day and repeat for the remaining days of the week.
- d. Click **Review** once all time has been entered.
- e. Perform a final review of the information you entered.
- f. Click the **Submit** button to submit the time to your manager for approval.

Note: Although time can be entered daily it should only be submitted once per week.



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3. Enter and Edit Time (In/Out Times Reported)

The **Time** application is used by employees to enter/edit their Time in Workday. It is recommended that time be entered daily and required to be submitted during the employee's last shift for the week.

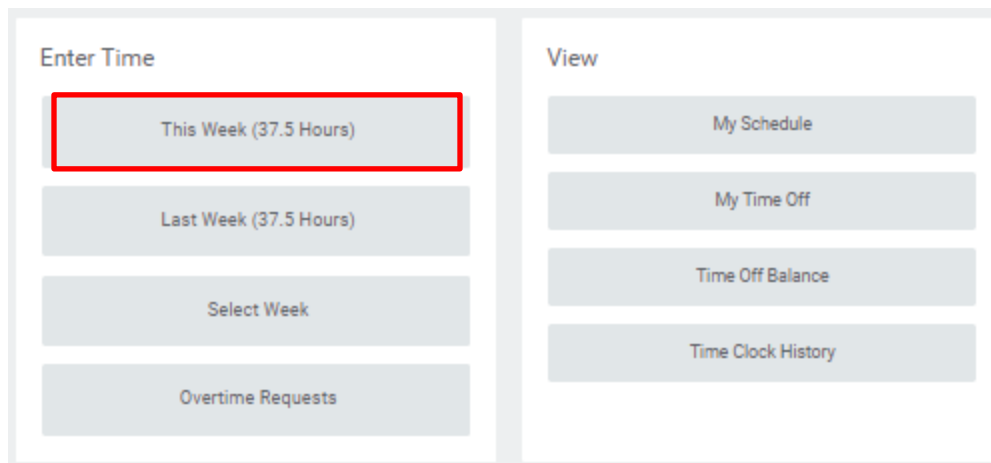
Note: Employees who work a set schedule and have the system enter their time are still required to review, edit their In/Out times, and then SUBMIT their time during their last shift of the week.

Here are the steps required for an employee to submit their time using Workday.

5. Click the **Time** application on your Workday Home Page.

6. Click **This Week** or navigate to the appropriate week. (The following instructions apply to entering time for **Last Week**, as well.)

Note: Choosing **Select Week** navigates to a specific week in the past or the future instead of navigating incrementally using left and right arrows.



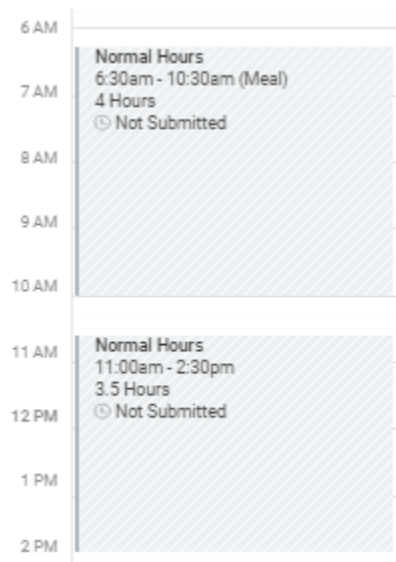
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7. A calendar view appears for the week selected. For time entries already entered the In/Out times for each period the employee was on the clock will be displayed under each day worked. Each box will list the type of hours (e.g. Normal), the In/Out times worked for that period, the corresponding total hour count, and the status of the submission (e.g. Not Submitted, Submitted, or Approved).

Note: For a period that ends just before a break, the selected **Out Reason** is "Meal". For an end-of-day period, the selected **Out Reason** is "Out". Only the Meal reason is listed on the calendar display.



8. To enter time click on an open spot on the day you wish to enter time for. To edit time click on the period you wish to update.

Note: The Enter Time page will display after the calendar is clicked. If an existing time is clicked the page will be filled in. If a blank area is clicked, an unfilled Enter Time page will display.



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9. Update the Enter Time form (* indicates required information) and then click the **OK** button.

Enter Time 08/23/2021

Time Type *

In *

Out *

Out Reason

Hours * 0

Details

Grant

Cost Center

Location

Program

Activity

Comment

OK Cancel

Note: There may be times when the employee will need to fill in fields listed under the **Details** heading ([See Figure above](#)). This will typically occur when the employee is working on a project that is not part of their normal responsibilities. This would include putting work toward a specific grant, or cost center, as well as working at a location that is not their regular work location. If the employee has any questions regarding fields in this section they should contact their department's **Payroll Partner**.

- Once all pertinent information for the period has been entered, click **OK**.
- Create additional periods (if necessary) for that day to define all hours worked.
- Repeat this process for the remaining days of the week.
- Click **Review** once all time has been entered.
- Perform a final review of the information you entered.
- Click the **Submit** button to submit the time to your manager for approval.

Note: Although time can be entered daily it should only be submitted once per week.



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4. Approve and Send Back Time Entry using the Workday Inbox

Managers will receive a **Time Entry Approval** request in their Inbox whenever one of their employees submits their completed timesheet. The information provided is a daily breakdown of hours worked by the employee. The manager is to review the request and either approve it or send it back to the employee for corrections.

Note: Managers are required to approve each of their employee's timesheets by 11 AM of the following Monday.

Note: Managers are to make it a point to process all items in their Inbox each workday. Many tasks found there are considered time-sensitive and need to be completed for processes like Payroll to run properly.

1. On the Workday homepage, click the **Inbox** icon and then click on the specific Time Entry Approval item listed.
2. Review the information provided and determine if it can be approved in its current state or if adjustments are needed.
 - a. To approve click on the **Approve** button at the bottom of the page. An optional comment can be entered at this time in the comment box at the bottom of the page.
 - b. If adjustments need to be made by the employee enter a comment explaining what needs to be changed and then click the **Send Back** button. This will send a task to the employee's Inbox which will show the manager's comments so that the employee knows what they need to do to get their time submission approved.
 - c. Click **Done**.



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5. Approve and Send Back Time Entry using the Team Time app

Managers have the option of reviewing and approving their staff's time submissions one by one via the Workday Inbox. However, if they wish to perform this task in bulk they can do so using the **Team Time** app.

Here are the steps performed by a manager to review and approve their team's time using the **Team Time** app.

1. Open the Team Time app in Workday. 
2. Under the **Actions** menu click on the **Review Time** option.
3. On the **Review Time** popup:
 - a. Enter a date within the week you are seeking to review. (Defaults to today's date).
Note: The information displayed will be for the entire week, not just the date entered.
 - b. Select the category of worker to review using the Show option. (Defaults to All Workers).
 - c. Click OK.
4. Review the Summary details directly above the **Time Period Summary** grid.



NOTE: You can't approve unsubmitted hours.

12 All Workers 2 Workers with Submitted Time 1 Workers with No Time Entered 9 Workers with Unsubmitted Time 3 Workers with Alerts - Workers with Incomplete Time Entries

Time Period Summary 12 Items

Worker Name	Totals			Breakdown										
	Unsubmitted Time	Submitted Time	Approved Time	Regular	Holiday	Straight Time Overtime / Extra Hours	Overtime	Paid Time off	Comp Hours Earned	Unpaid Time	Total Reg. Holiday and PTO Hours	Scheduled Weekly Hours		
<input type="checkbox"/>	37.5	0	0	37.5	0	0	0	0	0	0	0	37.5	37.5	
<input type="checkbox"/>	0	35	0	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	7	7	21	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	0	7	28	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	7	28	0	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	35	0	0	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	7	0	28	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	0	0	0	0	0	0	0	0	0	0	0	0	35	
<input type="checkbox"/>	35	0	0	35	0	0	0	0	0	0	0	35	35	
<input type="checkbox"/>	14	0	21	14	0	0	0	21	0	0	0	35	35	
<input type="checkbox"/>	35	0	0	35	0	0	0	0	0	0	0	35	35	



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- **All Workers** – Represents the total count of employees whose timesheet is approved by you.
- **Workers with Submitted time** – Represents the count of employees that have submitted time for this week that has yet to be approved.
Note: If there was an alert raised on the employee's timesheet they will not be listed in this category even if they have submitted time awaiting approval. Instead, they will be counted in the Workers with Alerts section.
- **Workers with No Time Entered** – Represents the count of employees that have no time entered for the week.
- **Workers with Unsubmitted Time** – Represents the count of employees that have time entered, but have yet to submit it.
- **Workers with Alerts** – Represents the count of employees that have alerts listed on their timesheet.

Note: Clicking any of these counts will filter the **Time Period Summary** grid to just those employees that make up that count.

In the **Review Time** task, a manager can approve multiple employees at the same by leveraging the **Time Period Summary** grid. By checking off each employee and clicking the **Approve** button at the bottom of the page all of the selected employee's timesheets will be approved.

Note: Any selected employee whose timesheet does not meet the criteria for approval, will have their timesheet remain in its current state.

Now let's take a closer look at the **Time Period Summary** grid and how it can be used to review a worker's timesheet.

Important: Only submitted time can be approved. If a worker has unsubmitted time listed, you must instruct them to submit their time and inform them that any unapproved time cannot be sent to Payroll for processing.

1. To begin, click the checkbox next to the employee's name(s) whose time you wish to approve.

Note: If any of your employees are required to provide specific details (e.g. Program, Activity, etc.) on their timesheet, you must confirm that this information has been entered before approving their time. As this additional information is not required for all employees, Workday will not generate any alerts if it is missing.

2. To confirm that the proper entry of **Time Details** by an employee has been entered, click on the employee's name in the **Worker Name** column of the **Time Period Summary** grid.
3. On the next page scroll to the bottom and review the **Entries to be Approved** grid.



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4. Confirm that all the required **Time Detail** information is listed in the **Worktags** column.

Worktags
Activity: ITS Administration Program: IFT Fd 16 - ITS
Activity: ITS Administration Program: IFT Fd 16 - ITS
Activity: ITS Administration Program: IFT Fd 16 - ITS
Activity: ITS Administration Program: IFT Fd 16 - ITS
Activity: ITS Administration Program: IFT Fd 16 - ITS 📍 Location: BRENTWOOD HEALTH CENTER
Activity: ITS Administration Program: IFT Fd 16 - ITS

5. If everything looks in order click the **Approve** button at the bottom of the page.
6. If there is missing information, click the **Send Back** button to have the timesheet sent back to the employee. Include a comment instructing the employee of the corrections needed.
7. If no **Time Details** need to be reviewed, click the **Approve** button at the bottom of the page.
8. All selected employees whose timesheet was properly filled out will have their time approved and sent to payroll.



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6. Time Entry Submission & Approval Schedules

For the County, time submission is performed weekly. Employees with a set schedule will find that their daily hours have been entered for them. Those with varying schedules will be required to enter their own time. [Click here](#) to go to the Lesson that explains how to enter time in Workday. All employees are required to review and **SUBMIT** their time during their last shift for the week.

Here are some key points regarding weekly time submission.

- A weekly **time period** starts at 12:00 AM Monday and ends on the following Sunday at 11:59 PM.
- An employee is to **submit** their time during their last shift for that week.
- Managers must **approve** their employee's time submission by 11 AM on Monday for the previous week.
- Payroll runs every other Tuesday.
- A **Time Period Lockout** is a point on the calendar when no changes can be made to time entries for the specified period. This occurs on Mondays at 11:00 AM.
- The Wednesday before Payday is when the time period opens back up for adjustments.

Important: All historical time adjustments **MUST** be made and approved ASAP once the period reopens so that the **Retro Payroll** process can pick those adjustments up and process them. Failure to approve requests in a timely fashion could have a negative impact on the employee's timesheet.

Important: Payroll periods that are more than 30 days in the past are locked and the **Retro Payroll** process will no longer look at them.



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7. Entering Grant and Activity Information

When entering time through Workday there may be situations when an employee will need to provide additional details on the work they performed. This typically happens when the work for that week differs from what they typically work on. When this occurs the employee will need to enter information in the **Details** section of the **Enter Time** page.

Important: If you have questions on which fields you need to fill in for this section speak with your department's Payroll representative.

Below is information on when to use each of the fields of the **Detail** section of the **Enter Time** page.

- **Grant** – For projects that the County will receive money back from.
- **Cost Center** – Only used for Overtime when the work performed is for a Cost Center that is different from the employee's regular Cost Center.
- **Location** – Only used if the employee is working at a different location from where they typically work.
- **Program & Activity** - These fields are only required by certain departments (e.g. IT, Health Services, etc.). Please check with your Payroll Rep to see if you are required to use these fields.

<p>← All Grants</p> <ul style="list-style-type: none"><input type="radio"/> DPW 525-5037 Suffolk County Pavement marking Installation, Construction 076093<input type="radio"/> DPW 525-5406 Suffolk County Pedestrian Safety Action Plan, Final Design 076149<input type="radio"/> DPW 525-5539 Suffolk County Road 7, Wicks Road at I-495 Interchange, Study 076089<input type="radio"/> DPW 525-5548 Suffolk County Resurfacing CR83 from Granny Rd to NY25, Preliminary Design 076172<input type="radio"/> DPW 525-5583 Suffolk County Resurfacing CR79 from NY27 to Scuttle Hole Rd, Final Design	<p>← Active Cost Centers</p> <ul style="list-style-type: none"><input checked="" type="radio"/> AAC-001-1315 AUDIT & CONTROL<input type="radio"/> BOE-001-1450 BOARD OF ELECTIONS<input type="radio"/> CFB-166-1975 Campaign Finance Board<input type="radio"/> CFB-167-1976 CFB Administration<input type="radio"/> CIV-001-1430 CIVIL SERVICE<input type="radio"/> CIV-039-1317 EMHP: GENERAL ADMINISTRATION<input type="radio"/> CLK-001-1410 COUNTY CLERK ...<input type="radio"/> CLK-001-1412 COUNTY CLERK: MICROGRAPHICS	<p>← All Locations</p> <ul style="list-style-type: none"><input checked="" type="radio"/> 2ND DISTRICT COURT<input type="radio"/> 6TH DISTRICT COURT<input type="radio"/> ADJUNCT_FACULTY<input type="radio"/> ADMIN/MAINT/PUMP & SCREEN<input type="radio"/> ADMINISTRATION BUILDING<input type="radio"/> ALCOHOL & SUBSTANCE ABUSE SERVICES<input type="radio"/> BEACH LANE BRIDGE OPERATOR<input type="radio"/> BOARD OF ELECTIONS BLDG<input type="radio"/> BRENTWOOD HEALTH CENTER<input type="radio"/> BRIDGES STORAGE<input type="radio"/> CANINE FACILITY	<p>← Programs</p> <ul style="list-style-type: none"><input type="radio"/> HSV Pesticide Notification Law 512_XNYSDEC<input type="radio"/> HSV PETTING ZOO 373_XINELIGPHP<input type="radio"/> HSV PH and Env. Lab<input type="radio"/> HSV PLASTICS 435_XINELIGPHP<input type="radio"/> HSV Preschool Flow-thru<input type="radio"/> HSV Preschool Quality Assurance Reviews<input type="radio"/> HSV Prim. & Prev. Care (under 21) - Must add activity<input type="radio"/> HSV PRIVATE WATER SUP 280_XNYSDEC<input type="radio"/> HSV Prntl Care/Inf Mort - Must add activity<input type="radio"/> HSV PUBLIC FUNCTIONS 390_CEHFPP<input type="radio"/> HSV Public Health Emergency	<p>← Activity</p> <ul style="list-style-type: none"><input type="radio"/> vaccine distributions<input type="radio"/> ALL CV19 EOC activities<input type="radio"/> ALL CV19 Facility disinfection<input type="radio"/> ALL CV19 Feeding for COVID-19 quarantine persons<input type="radio"/> ALL CV19 Feeding for underserved due to COVID-19<input type="radio"/> ALL CV19 General financial support<input type="radio"/> ALL CV19 High-risk population sheltering<input type="radio"/> ALL CV19 IT general support<input type="radio"/> ALL CV19 IT telework support<input type="radio"/> ALL CV19 Labor or payroll assistance<input type="radio"/> ALL CV19 Maint or Security for facility support for vacc adm<input type="radio"/> ALL CV19 Medical services incl
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8. Request Overtime (Hours Only Reported)

For an employee to work overtime they must receive approval from their manager as well as their manager's manager. Overtime requests are submitted using the **Time** application.

1. Click the **Overtime Requests** link on the Enter Time tab.

Enter Time	View
This Week (0 Hours)	My Schedule
Last Week (28 Hours)	My Time Off
Select Week	Time Off Balance
Overtime Requests	Time Clock History

2. Then click the **New Request** button at the bottom of the page. This will open the **Request Overtime** page.

Request Overtime

Start Date * 08/27/2021

End Date * 08/27/2021

Total Hours * 0

Cost Center

Location

Program

Grant

Activity

Overtime Reason

Comment

enter your comment

Attachments



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3. Fill in all required fields (* indicates required information) and any other ones (e.g. Overtime Reason, Comment) that are needed for your specific request. Once complete, click the **Submit** button.

Note: The overtime that has been approved and worked must also be entered and submitted by the employee on their timesheet for payroll to process it.

Note: Instructions on how to enter time in Workday can be found by [Clicking Here](#). The same steps listed in that lesson are performed for entering overtime worked. The key difference is that the **Time Type** must be set to "Overtime" as opposed to the default of "Normal". In addition, an **Overtime Reason** must be selected as well as a **Comment** entered containing the hours worked and an explanation of the work performed.



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9. Request Overtime (In/Out Times Reported)

For an employee that logs their time in In/Out periods, these are the instructions on how to request overtime. Employees must remember that this request must be approved by their manager as well as their manager's manager. Overtime requests are submitted using the **Time** application.

1. Click the Overtime Requests link on the Enter Time tab.

Enter Time	View
This Week (0 Hours)	My Schedule
Last Week (28 Hours)	My Time Off
Select Week	Time Off Balance
Overtime Requests	Time Clock History

2. Then click the New Request button at the bottom of the page. This will open the Request Overtime page.

Request Overtime

Date * 09/23/2021

Start Time *

End Time *

Total Hours 0

Overtime Reason *

Comment

enter your comment

Attachments

Note: The **Comment** field located directly under the **Overtime Reason** field must be filled in for Overtime requests to be considered for approval.

Note: The comment must include the expected time period of the overtime (e.g. 4p-6p) as well as an explanation of what the employee will be working on during that period.

Note: If the request includes multiple projects that will be worked on they should all be listed in the **Comment** field and "Other" should be selected in the **Overtime Reason** field.



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3. Fill in all required fields (* indicates required information) and any other ones that are needed for your specific request. Once complete, click the **Submit** button.

Note: The overtime that has been approved and worked must also be entered and submitted by the employee on their timesheet for payroll to process it.

Note: Instructions on how to enter time in Workday can be found by [Clicking Here](#). The same steps listed in that lesson are performed for entering overtime worked. The key difference is that the **Time Type** must be set to "Overtime" as opposed to the default of "Normal". In addition, an **Overtime Reason** must be selected as well as a **Comment** entered containing the hours worked and an explanation of the work performed.



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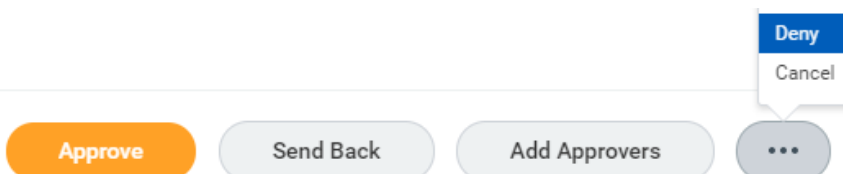


10. Approve Overtime Requests (Managers)

Overtime requests submitted through Workday always require a two-level approval. The first approval is performed by an employee's manager and the second approval is performed by the manager of the manager. Once an employee's overtime request is submitted an approval task is created and routed to the Manager's **Inbox**. To view these tasks, the manager will access their Inbox and look for the tasks that start with **Request Overtime**. If the manager approves the Overtime request a similar approval task is sent to the manager's manager for final approval.

1. Click on the specific overtime request listed in the Inbox to be reviewed.
2. On the right side of the page, the manager will see the details of the request.
3. The manager has four options concerning the processing of an overtime request.
 - a. They can click the **Approve** button to process the request. If this is the immediate supervisor an approval task will be sent to the manager's manager for final approval. If it is the manager's manager, their approval will generate a notification that is sent to the employee.
 - b. They can click the **Send Back** button requesting the employee to make changes to the request before resubmitting it. During this process, the manager will enter a reason as to why the request is being sent back. This reason should provide the employee with the necessary information to make adjustments that will cause the manager to approve the request. This task will generate a task for the employee that will reside in their Inbox.
 - c. They can click the **Add Approvers** button to include additional individuals in the approval process for this request.
 - d. Finally, they can click the **Deny** button to deny the request. The manager will enter a reason for the denial. This task will generate a notification that will be sent to the employee.

NOTE: All options are located at the bottom of the page.



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11. Flexible Schedules (Employees)

There is a small population of County workers that are assigned to work a flexible schedule. If you are a member of that population, this lesson applies to both you and your manager.

The term **Flexible Schedule** states that although an employee has a set number of hours that they work per week, the hours they work on any given day during that week can differ. In fact, the hours worked on a given day of the week can fluctuate from week to week.

Being able to work a flexible schedule is considered a privilege here at the County. Those employees who are afforded that opportunity are required to follow specific rules regarding the tracking of their time.

1. Weekly schedules are to be posted (in Workday) based on your department's rules regarding time entry.

Note: It is considered a best practice to have the schedules posted a minimum of two weeks in advance (when possible).

2. Employees are to follow their entered scheduled hours per day and report them accurately.

Note: Anytime a change to a schedule is required for a date in the past the employee must reach out to their manager or Payroll Representative to make the necessary adjustment(s). Employees are only able to update their schedules for today or a day in the future.

Here are the steps an employee follows to define their schedule for a given week:

1. Click on the Time application from the Workday Homepage.
2. From the View section, click on the My Schedule option.
3. Use the navigation buttons at the top of the screen to display the week you wish to update.



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4. Click on the first day of the week you wish to update.

Note: If this schedule change is for a specific period enter the **End Date** at the top of the screen.

Note: If you will be working the same hours each day update the information displayed under the **Daily Schedule** section.

Note: If you will be working different hours each day, or you wish to change your mealtime, click on the **Edit Days Individually** button.

5. For same-hour changes update the **In/Out** times and then click **OK**.

6. For different hour changes, after you have clicked on the **Edit Days Individually** button, make the necessary adjustments to the hours listed.

Note: Make sure to maintain the same total hour count as the original unless your total hours for the week have changed.

7. Once all changes have been made, click the **OK** button.

IMPORTANT: DO NOT click on the **OK** button located at the bottom of the **Edit My Schedule** page unless you have made changes on that screen. Doing so will update your schedule with the times listed for all days going forward unless an End Date was entered. Always click the **Cancel** button if no changes were made.

You will be returned to the My Schedule screen where you will see the updates you made reflected on the calendar schedule before you.



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12. Flexible Schedules (Managers)

For managers whose staff are afforded the privilege to work a flexible schedule the burden of overseeing their schedules and confirming their accuracy lies with the manager. Employees can change their schedules for any future period. There are no approvals required when an Employee adjusts their weekly schedule in Workday. It is the responsibility of the manager to carefully review each weekly submitted timesheet to confirm that the correct hours were worked for the week.

IMPORTANT: Any changes to an employee's work schedule for events that occurred in the past can only be performed by the employee's manager or the department's Payroll Representative.

Using the **Team Time** application, the manager can review their team's work schedule as well as make changes to it on the employee's behalf.

1. Click on the **Team Time** application located on the Workday Homepage.
2. Under the **View** section click on the **My Team's Schedule** menu item.
3. Enter the **Date** you wish to start from. (System will default to today's date).
4. Select the **Worker(s)** you wish to view.
5. Click the **OK** button.

You will be presented with a screen that lists the selected employees' schedules for the week requested. Hovering over an individual time box will display the details of said box. The calendar navigation buttons at the top of the screen allow the manager to access the defined work schedule for a given week.

Changing the work schedule for a member of your team can be performed from the **My Team Schedule** grid that is displayed after step 5 above.

1. Click on the day-specific time box of the employee you wish to update.
2. Update the **In/Out** times as well the **Meals** time (as necessary).
3. Click the OK button.

Note: Repeat steps 1 – 3 for any other day-specific time boxes that need to be updated.

4. Click the Workday icon to return to the Workday homepage.



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13. Managers Updating an Employee's Timesheet

After a manager/supervisor enters an absence for an employee they may also need to make adjustments to that employee's timesheet. This is often the case when an employee's timesheet is prepopulated by Workday. In that instance, the Normal Hours block on the timesheet will need to be adjusted to accommodate the recently added Absence block.

The following are the steps performed by a manager/supervisor to update an Employee's Timesheet.

1. In the Search bar enter the employee's name whose timesheet you wish to review.
2. Click on the employee's name from the result set displayed.
Note: This will take you to the employee's profile page.
3. Click the **Actions** button.
4. On the menu that displays, scroll down to the **Time and Leave** option and place your mouse over it.
5. On the sub-menu that displays next, click on the **Enter Time** menu item.
Note: This will display the **Enter Time for Worker** pop-up.
6. Confirm that the **Worker** and **Date** information is correct.
7. Click the **OK** button.

Note: This will bring up the employee's timesheet displayed on the Enter Time page.

8. Find the day or days in which an **Approved Absence** exists along with the **Normal Hours** block that Workday prepopulated.

Note: You need to update/remove the **Normal Hours** block on the Day or Days that an absence block (e.g. Sick) is also listed.

Note: If the **Absence** block is the same number of hours that the **Normal Hours** block is then you need to remove the **Normal Hours** Block.

Note: If the two blocks are not equal then the hours in the **Normal** block must be updated so that the total hours between the **Normal Hours** and the **Absence** hours equal the hours that the employee typically works on that day.



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9. Click on the **Normal Hours** block that you wish to update/remove.

Note: This will cause the **Enter Time** popup to display.

10. If your intention was to remove the entire **Normal** block click the **Delete** button at the bottom of the Popup.

Note: A popup will display asking the manager to confirm the deletion of the **Time Block**.

11. Click **OK** to confirm the deletion.

Note: This will return you to the **Enter Time** screen.

Note: You will see the adjustments you made reflected on the page.

12. At this point you can click the **Workday** symbol at the top of the page to be returned to the Home page.

13. If instead, your intention was to reduce the number of **Normal Hours** so that the total of **Normal** and **Absence** hours equals the employee's typical hours worked for that day, you will need to overwrite the value in the **Hours** field with the correct value.

14. Once that is done, click the **OK** button.

Note: This will return you to the Enter Time screen.

Note: You will see the adjustments you made reflected on the page.

15. At this point you can click the **Workday** symbol at the top of the page to be returned to the Home page.

This completes the steps required for a Manager/Supervisor to update an employee's timesheet after they submitted an absence request on their behalf.



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Change Log				
Revision Number	Date of Change	Affected Lesson	Action	Initials
1.1.1.1	09/15/2021		Log Created	RK
1.1.1.2	11/04/2021	Time Entry & OT Request Lessons	Updated titles of lessons	RK
1.1.1.3	12/8/2021	Approve and Send Back Time Entry	Added Note to Manager – Approve timesheet by...	RK
1.1.1.4	12/17/2021	Approve and Send Back Time Entry	Changed approval Deadline from 12 PM to 11 AM.	RK
1.1.1.5	2/8/2022	Approve and Send Back Time Entry	Added note about managers processing tasks in their Inbox	RK
1.1.1.5	2/8/2022	Time Entry Submission & Approval Schedules	Explain the lock-out periods for weeks one and two of a payroll period. Also, point out the limitations of when a historical update can be made.	RK
1.1.1.5	2/8/2022	Entering Grant and Activity Information	Provide greater details surrounding when to use each of the fields in the Details section of the Enter Time page.	RK
1.1.1.6	01/11/2023	Request Overtime (Both Lessons).	Added note explaining a comment is required for Overtime submissions (Request and Time Sheet).	RK
1.1.1.7	01/21/2023	Request Overtime (Both Lessons).	Added note about using "Other" Overtime Reason when the request is for multiple projects.	RK
1.1.1.8	05/05/2023	Managers Updating an Employee's Timesheet	Created Lesson	RK

