Objective

This tip sheet provides Managers and Timekeepers with the step-by-step information needed to Review and Approve Time, Review Team Time, Edit Time, Enter Time, and View Standard Hours.

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Time Tracking in Workday: Refresher

- **Managers** and **Timekeepers** with non-exempt workers are responsible for reviewing and approving non-exempt workers' time.

- **Managers** and **Timekeepers** also have the ability to edit and enter time on behalf of their workers.

- **Managers must** review and approve the timesheet by **Monday at 10 AM EST**.

- **Timekeepers** must approve Timesheets by **Monday at 1 PM EST** to ensure that the worker is paid.

- The approval process is as follows:

Worker Submits	Manager Initial Approval	Timekeeper Final Approval
By 9 PM Sunday	**By 10 AM Monday**	**By 1 PM Monday**

Review & Approve Time Notification

Managers and **Timekeepers** will receive notifications when a worker submits a timesheet for review. To update and manage your notifications settings, follow the steps below.

1. Click the **Workday Settings** icon located in the top right hand corner of the Workday homepage.

2. Click **My Account → Change Preferences**.

3. From the Change Preferences page scroll down to the **Parent Notification Type** table.

4. Select the **Business Processes** tab in the left hand column.

5. In the **Approvals** row update the **Send Notifications Via Channels** field to the desired **Notification Process.** The options are: Disabled, Daily Digest Email, and Immediate Email.

   - Disabled: Refrain from receiving all emails

   - Daily Digest Email: Summary view of all inbox items for the day in one email

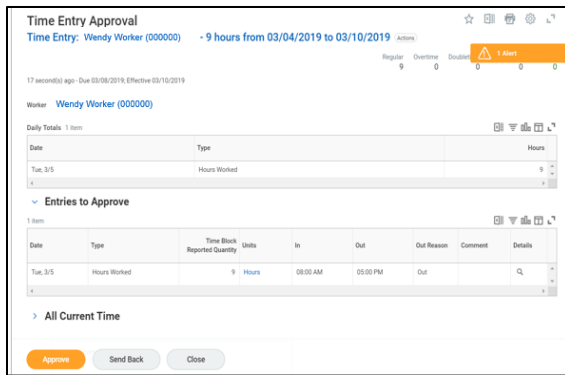   - Immediate Email: Live email notifications for each inbox item that you receive in Workday

Review & Approve Individual Time

1. In Workday, you will receive a new inbox item to review/approve time. **Click** the inbox item on the homepage.
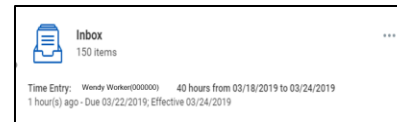
Note: Alternatively, if you are a Manager, you can review time from the **My Team** application by selecting the worker's name and choosing **Actions → Review by Week for Worker**.

2. From your inbox, select the inbox item titled Time Entry: Worker Name.

3. **Review** the hours submitted in the timesheet for accuracy and completeness.

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Note: The daily time total is at the top of the timesheet under **Daily Totals.** Detailed daily time is located below under **Entries to Approve**.

4. Select **Approve** if the timesheet submission is correct *or* select **Send Back** if the timesheet is incorrect and needs to be updated *by the worker*.

    Note: If you would like to **Send Back** the timesheet**,** skip to step 6.

5. If you **Approved** the timesheet, select **Done** on the next page. You have successfully approved the worker's timesheet.

6. If you selected **Send Back,** you must provide a **Reason** on the next page. Select **Submit.** The worker will receive a notification with your reason and be prompted to edit the timesheet.
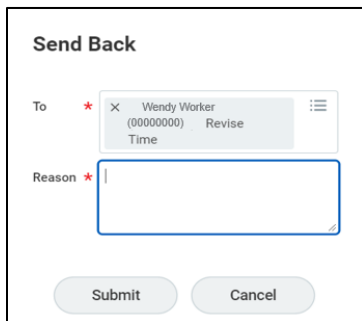

The Review Time functionality under the Team Time application is helpful to use as an auditing tool to access a snapshot view of your workers' time submitted.

It is best practice for *Timekeepers* to use this feature to mass approve time. *Managers* should review and approve time using their Workday inbox to individually approve timesheets.

1. Select the **Team Time** application from the Workday homepage.

2. Under Actions, select **Review Time.**

    Fill in the fields on the **Review Time** page: Date, Workers, Show, and Period Schedule. The **Date** field pre-populates to the current date, but you can change this to another date.
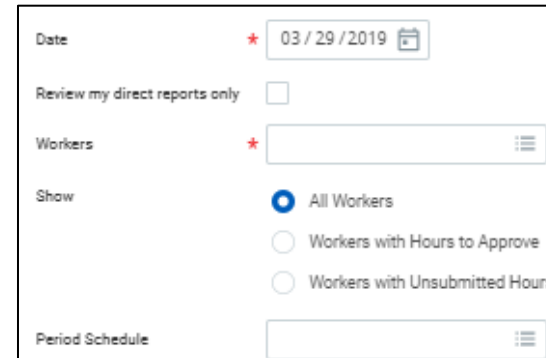

Note: The fields marked with a red asterisk (*) are required fields.

3. Check the **Review my direct reports only** box if necessary.

    Note: Unchecking the box will enable you to approve time for a larger number of workers. Managers should check this box to review your direct reports' timesheets.

4. In the **Workers** field, click the drop-down menu for more options. Click into My Team, All Workers, Workers by Manager, or Employees by Organization as applicable and select the workers for which you wouldlike to review time.

Review Team Time

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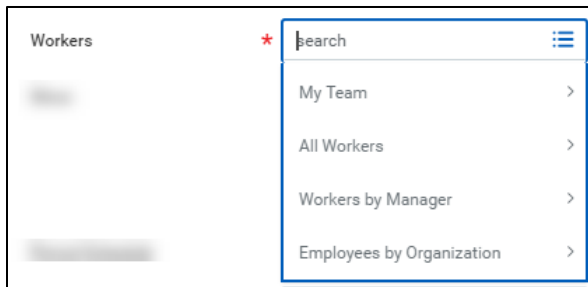
Note: To select **all names** at once, hit CTRL+A and hit Enter.

5. In the **Show** field, select one of the following: All Workers, Workers with Hours to Approve, or Workers with Unsubmitted Hours.

6. Select **Weekly** or **Monthly** in the **Period Schedule** field as applicable.

7. Click **OK.**

8. Select **Hourly** for the **Pay Rate Type**.

9. Now, you should be able to view all selected workers' timesheets and hours submitted for your review.

10. Select the **Penn icon** on the top left of the page to be navigated back to the Workday homepage.

    Note: To learn more about approving time using team time, visit the Time Tracking Advanced: Timekeepers tip sheet for additional guidance.

Edit Time on Behalf of Worker

1. Search the worker's name in the Workday search bar.

    Note: Alternatively, if you are a Manager, you can access a worker's profile through the **My Team** application icon from the Workday homepage.

2. From the worker's profile, click **Actions → Time and Leave → Enter Time.**

3. Select the **Date** for which you want to edit time and click **OK.**

4. Select the time block you want to edit using the calendar view.
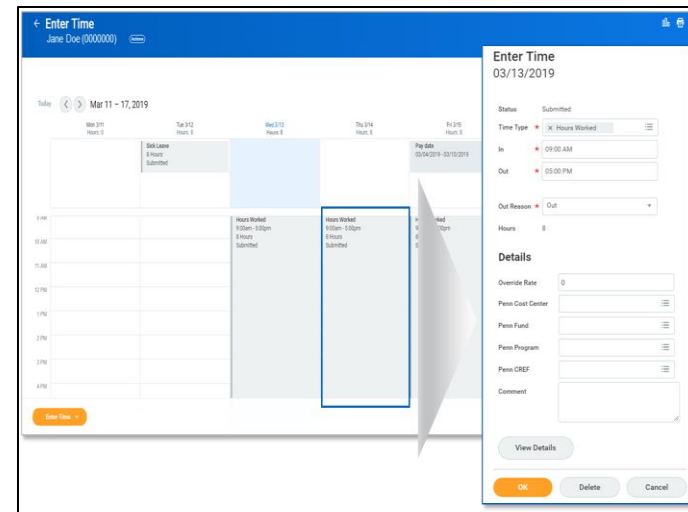
5. Select the **Time Type** using the drop-down list.
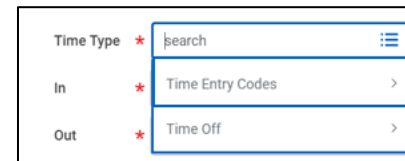
Note: You will only be able to view the time entry codes for which the worker is eligible.

6. Edit the **In**, **Out**, and **Out Reason** fields as needed.

    Note: When entering or editing time for a worker, time is rounded to 15-minute intervals. For example, if you enter an In time for 9:05 AM, it will adjust to 9 AM. If you enter an In time for 9:11 AM, it will adjust to 9:15 AM.

7. If applicable, enter costing allocation information under **Details**. More information on entering costing allocations by time can be found in the tip sheet for Time Tracking Advanced: Managers and Timekeepers.
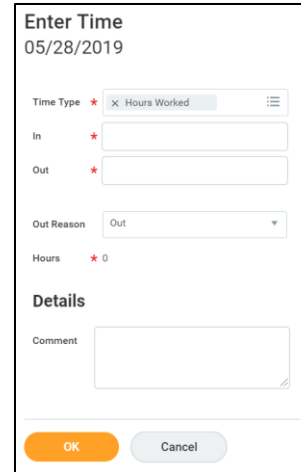
    Note: Updating override rates is for Timekeepers only. To view more information on adding costing overrides, visit the Time Tracking Advanced: Timekeepers tip sheet.

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8. Select **OK.**

9. Select **Submit** to confirm the adjustment to the timesheet.

   Note: Once the timesheet has been re-submitted, the worker will receive a notification that their timesheet has been re-submitted on their behalf. The worker will be advised to review the timesheet within 2 weeks.

Enter Time on Behalf of Worker: Manual Entry

1. Search the worker's name in the Workday search bar.

   Note: Alternatively, if you are a Manager, you can access a worker's profile through the **My Team** application icon from the Workday homepage.

2. From the worker's profile, click **Actions → Time and Leave → Enter Time.**

3. In the **Worker** field, the worker will auto-populate since you have routed to their profile.

4. Input the **Date** for which you'd like to enter time. Select **OK.**

5. On the **Enter Time** page, click the day of the week for which you'd like to enter time.

6. Enter the **Time Type**, **In** time, **Out** time, and **Out Reason** in the corresponding fields. This represent one 'time block'. Add additional time blocks for the day as necessary.

Note: When entering or editing time for a worker, time is rounded to 15-minute intervals.

7. Select **OK** to save.

8. You can now view the new time block on the worker's timesheet. Select **Submit** to submit the timesheet.

9. Click **Submit** again. This will follow the standard approval flow process.
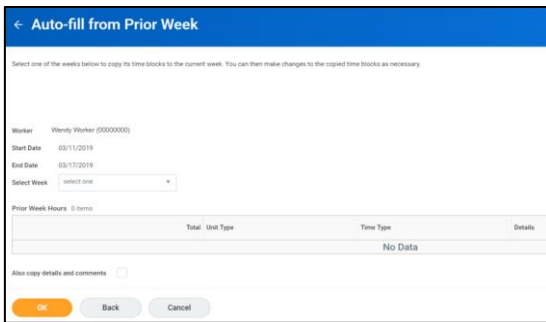
10. Select **Done.**

Enter Time on Behalf of Worker: Auto-Fill

1. Search the worker's name in the Workday search bar.

   Note: Alternatively, if you are a Manager, you can access a worker's profile through the **My Team** application icon from the Workday homepage.

2. From the worker's profile, click **Actions → Time and Leave → Enter Time.**

3. In the **Worker** field, the worker will auto-populate since you have routed to their profile.

4. Input the **Date** for which you'd like to enter time. Select **OK.**

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5. On the **Enter Time** page, select the **Enter Time** button on the bottom of the page to view more options.

6. Select **Auto-Fill from Prior Week.**
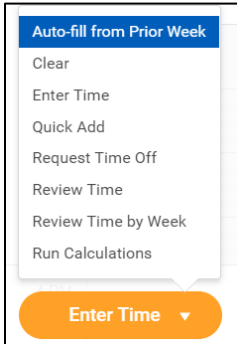
7. In the **Select Week** field, select a prior week using the drop-down list.


8. Once you select the week, total hours will auto-populate in the **Prior Week Hours** field.

   Note: This will auto-populate the same number of hours worked from the prior week for *this week.*

9. Verify the hours are correct for this week.

10. Select **OK.**

11. You will be routed to the original **Enter Time** page.

12. Select **Submit** to submit the timesheet.

13. Click **Submit** again. This will follow the standard approval flow process.

14. Select **Done.**

Enter Time on behalf of Worker: Quick Add

1. Search the worker's name in the Workday search bar.

   Note: Alternatively, if you are a Manager, you can access a worker's profile through the **My Team** application icon from the Workday homepage.

2. From the worker's profile, click **Actions → Time and Leave → Enter Time.**

3. In the **Worker** field, the worker will auto-populate since you have routed to their profile.

4. Input the **Date** for which you'd like to enter time. Select **OK.**

5. On the **Enter Time** page, select the **Enter Time** button on the bottom of the page to view more options.
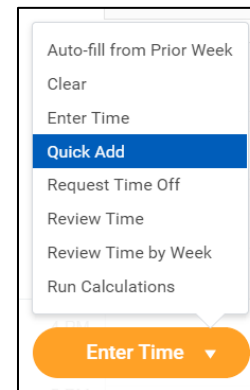
6. Select **Quick Add.**

7. On the **Quick Add** page, the dates pre-populate to the current week.

8. The **Time Type** field pre-populates to hours worked, Update if necessary.

9. Select **Next.**

10. Enter the **In** time, **Out** time, and **Out Reason** in the corresponding fields. This represents one 'time block'.

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Note: You can add or remove additional time blocks by clicking the Add or Remove buttons.

11. Select the applicable days for which you'd like to enter time.

12. Select **OK.**

13. You will be routed to the original **Enter Time** page.

14. Select **Submit** to submit the timesheet.

15. Select **Submit** again. This will follow the standard approval flow process.

16. Select **Done.**

View Standard Hours for Workers

1. Select a worker through the **My Team** application.

   Note: Alternatively, you search the worker's name in the search bar on the Workday homepage.

2. From the worker's profile, select **Jobs → All Current Jobs**.

3. View the worker's weekly hours, total salary, and total base pay.

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