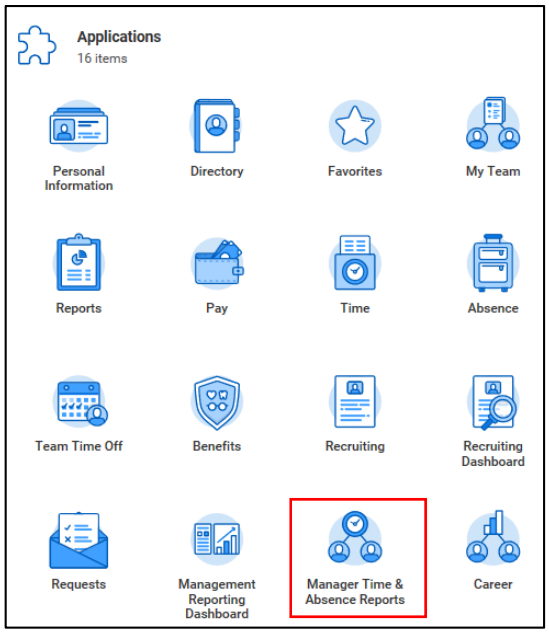
Time Reporting

As a manager, you are expected to review and approve time and absence requests submitted by your team members. To assist you in completing this responsibility, you have access to a variety of Workday reporting capabilities.

Note: Workday differentiates between Time and Absence. Time refers to the hours you've worked each week. Absence refers to your time away from work.

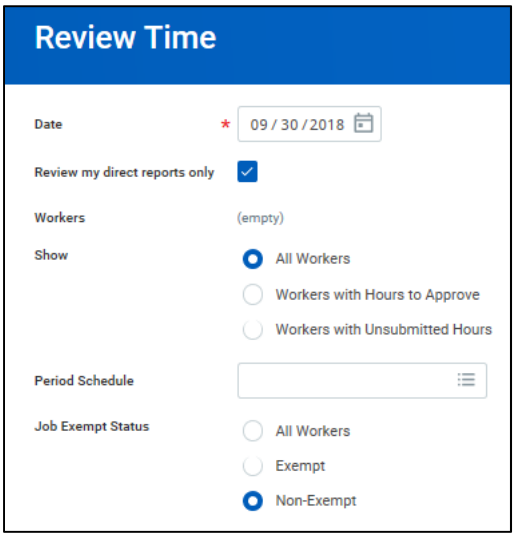
Manager Time Reports

1. From your Workday homepage, click the **Manager Time & Absence Reports** application.



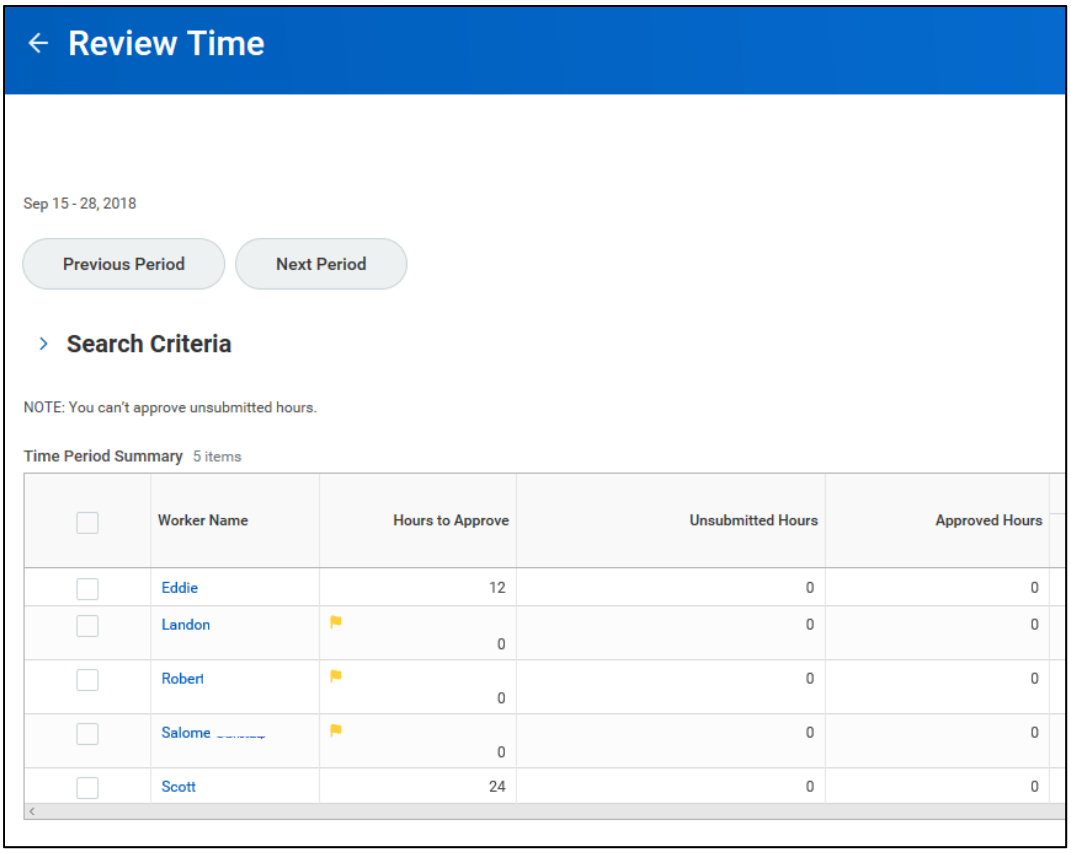
2. In the upper right-hand corner, you will find a variety of related actions. Use this as a starting point for completing additional time-related actions, such as reviewing time, entering time for a worker, or viewing the Time Off & Leave Calendar. A particularly useful element of this menu is the **Review Time** action.

3. Here you can filter by **Workers with Hours to Approve**, **Workers with Unsubmitted Hours**, and by **Job Exempt Status**.

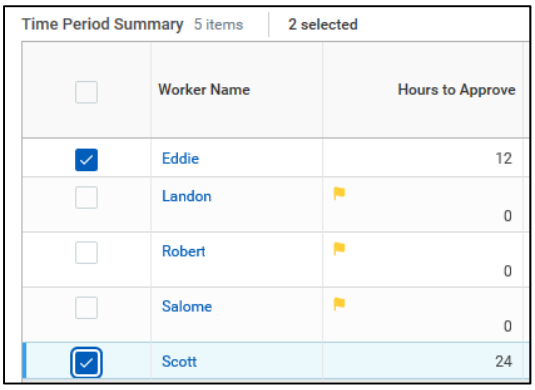


4. Note that regardless of the date entered, the report will identify the current pay period.

5. This **Review Time: Time Period Summary** report is interactive. Here you can see the various types of entries in the breakdown, and take action by worker.

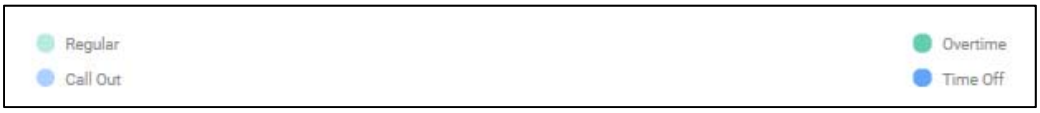


6. From the **Time Period Summary**, you can select multiple workers to approve at one time, then click **Approve**. This is the quickest and recommended way to review and approve entries in Workday.

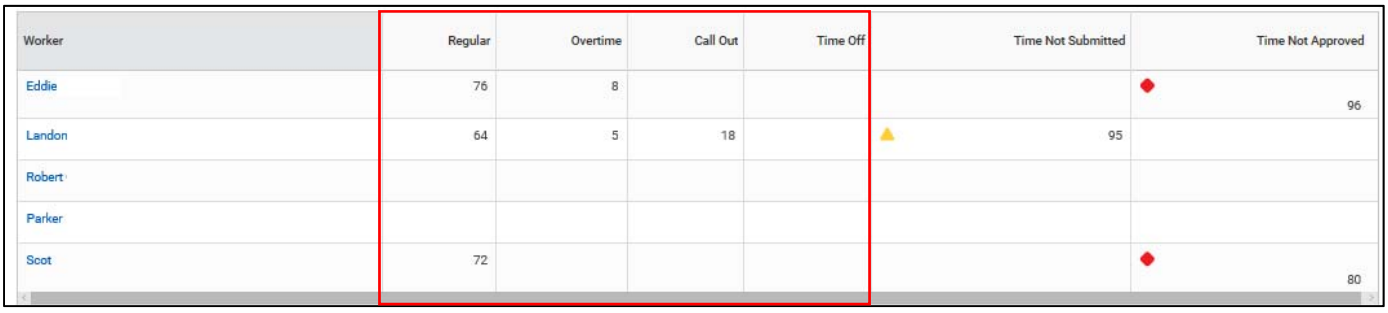


7. Return to the Manager Time Report application homepage. You'll see an overview of your team's entered time and absence, by employee.

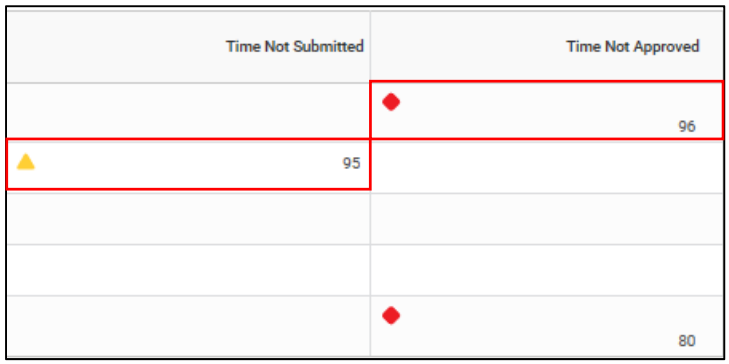
8. Note that the time is segmented by color, as shown in the key.



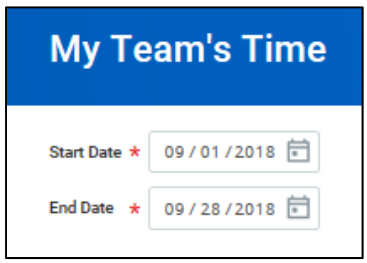
9. Scroll down for a detailed report of each worker's entered time, by type.



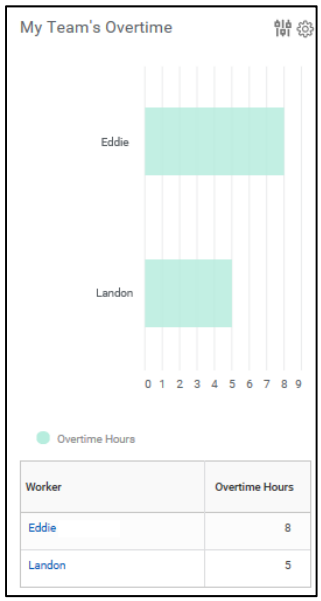
10. Here, you'll also see a breakdown of **Time Not Submitted** and **Time Not Approved**. Time Not Submitted is marked with a **yellow triangle**; Time Not Approved is marked with a **red diamond**.



11. Click **View More** for further details, including an extended or adjusted time period.

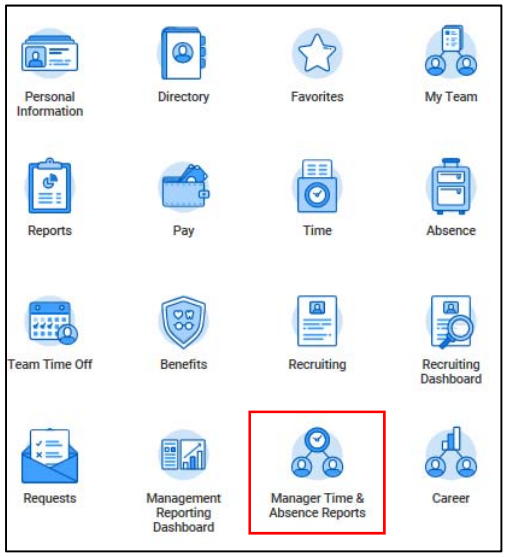


12. In the upper right-hand corner, you will also find **My Team's Overtime**. This includes a summary of all team overtime hours, by worker.



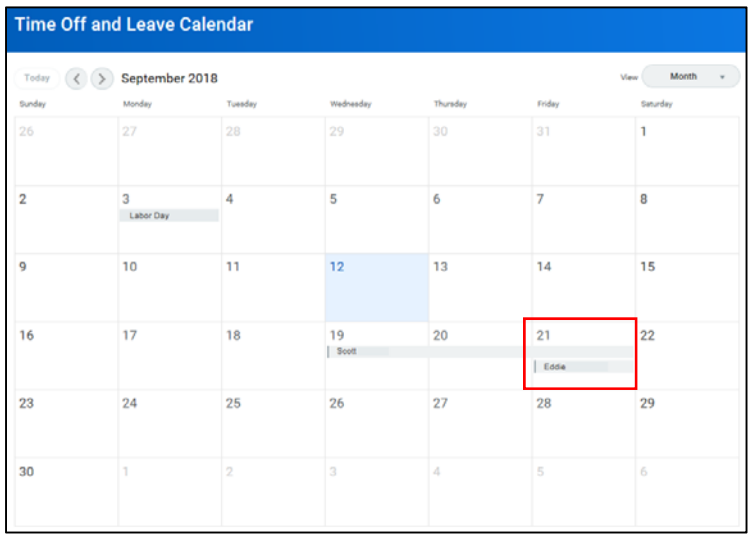
Team Time Off

13. You have similar reporting capabilities for Time Off. From your Workday homepage, click the **Manager Time & Absence Reports** application.

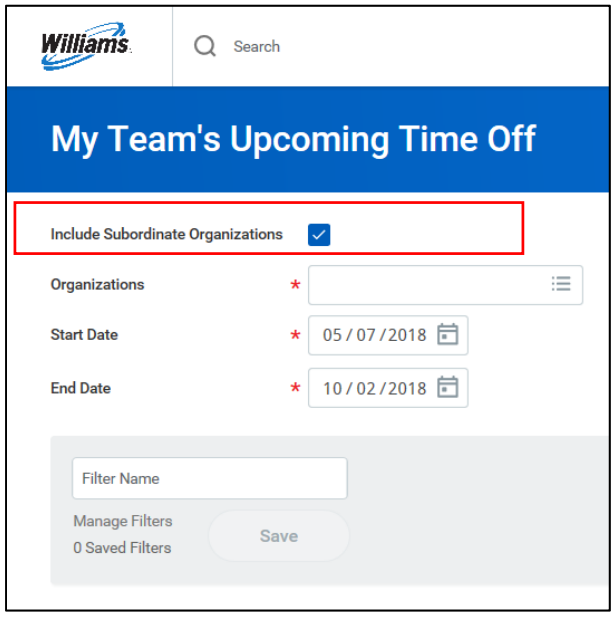


14. For a consolidated calendar view of your team's time off, click **Time Off & Leave Calendar** in the upper right-hand corner.

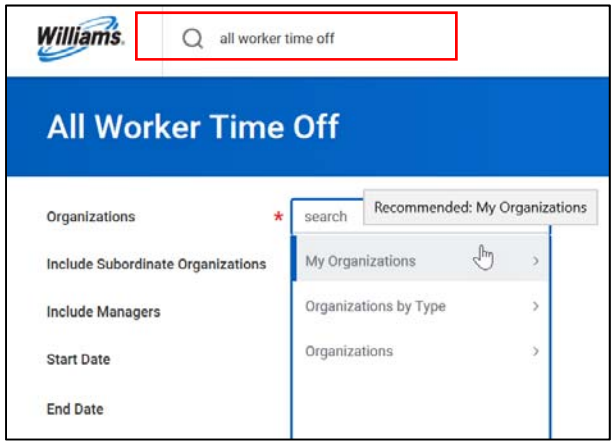
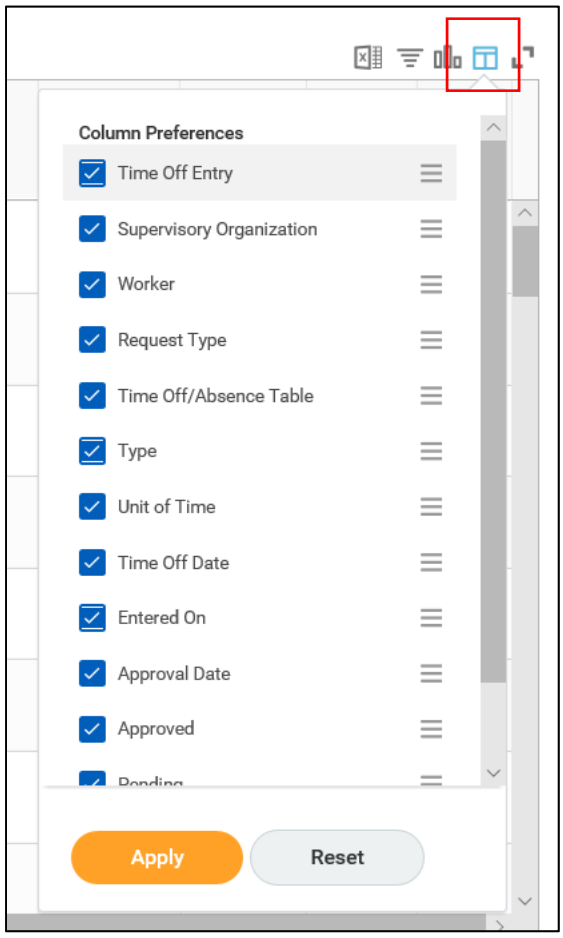
15. Here you will see all approved time off in the selected time frame. Here you can view any overlapping upcoming absences, such as Scott and Eddie's below.



16. You can also view the approved time off using your **My Team's Upcoming Time Off** report from the center of your Manager Time & Absence Reports page. Select **View More** and you can select your supervisory organization and **Include Subordinate Organizations** if applicable. Select the date range and apply a filter name if desired, click save and then submit.



17. As a manager, you also have visibility into requested and approved time off for all workers in your purview. Search '**All Worker Time Off**' to view approved or requested absence requests for your organizations. You can include subordinate organizations, managers, and you can define the date range.



18. This report provides worker time off detail such as Supervisory Organization, Request Type, Time Off Date, Date Entered, Pending, Approved or Denied status and you can filter/arrange the report to suit your needs.