

Time Reporting

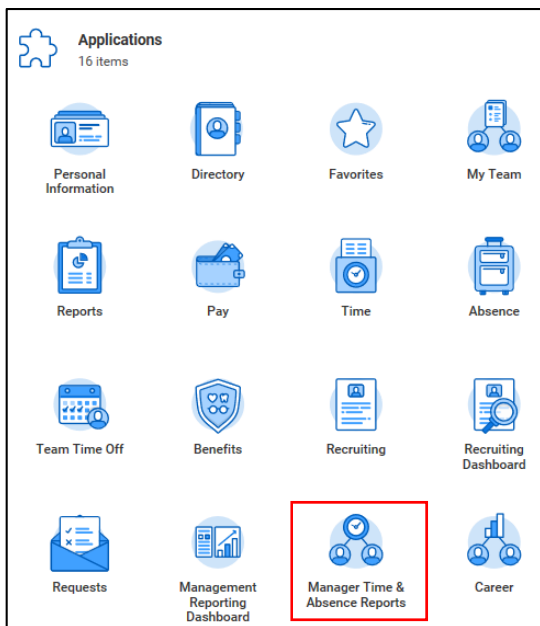
As a manager, you are expected to review and approve time and absence requests submitted by your team members. To assist you in completing this responsibility, you have access to a variety of Workday reporting capabilities.



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.



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

Review Time

Date *

Review my direct reports only

Workers (empty)

Show All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Period Schedule

Job Exempt Status All Workers
 Exempt
 Non-Exempt

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

← Review Time

Sep 15 - 28, 2018

> **Search Criteria**

NOTE: You can't approve unsubmitted hours.

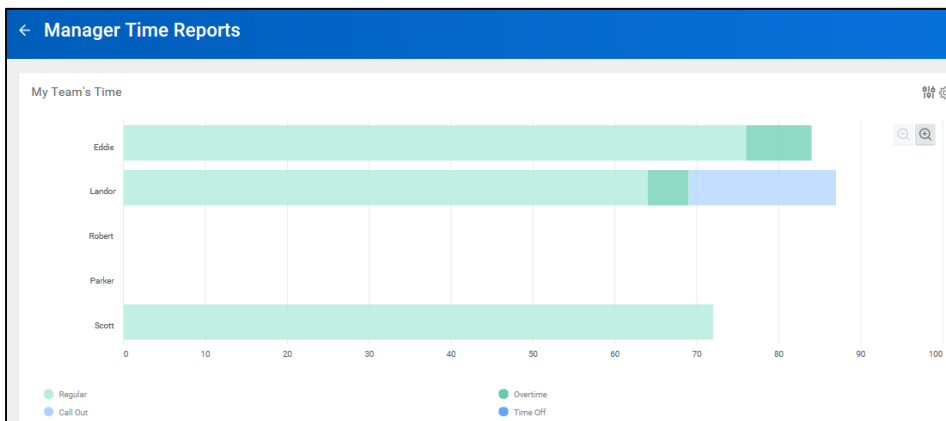
Time Period Summary 5 items

	Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours
<input type="checkbox"/>	Eddie	12	0	0
<input type="checkbox"/>	Landon	0	0	0
<input type="checkbox"/>	Robert	0	0	0
<input type="checkbox"/>	Salome	0	0	0
<input type="checkbox"/>	Scott	24	0	0

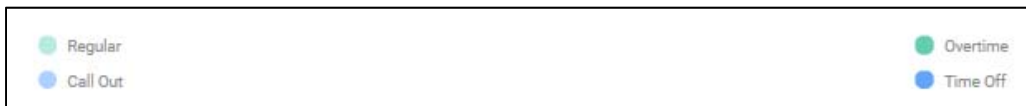
- From the **Time Period Summary**, you can select multiple workers to approve at one time, then click **Approve**. This is the quickest and recommended way to review and approve entries in Workday.

Time Period Summary 5 items 2 selected		
<input type="checkbox"/>	Worker Name	Hours to Approve
<input checked="" type="checkbox"/>	Eddie	12
<input type="checkbox"/>	Landon	0
<input type="checkbox"/>	Robert	0
<input type="checkbox"/>	Salome	0
<input checked="" type="checkbox"/>	Scott	24

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



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



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

Worker	Regular	Overtime	Call Out	Time Off	Time Not Submitted	Time Not Approved
Eddie	76	8	0	0	0	96
Landon	64	5	18	0	95	0
Robert	0	0	0	0	0	0
Parker	0	0	0	0	0	0
Scott	72	0	0	0	0	80

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**.

Time Not Submitted	Time Not Approved
	96
95	
	80

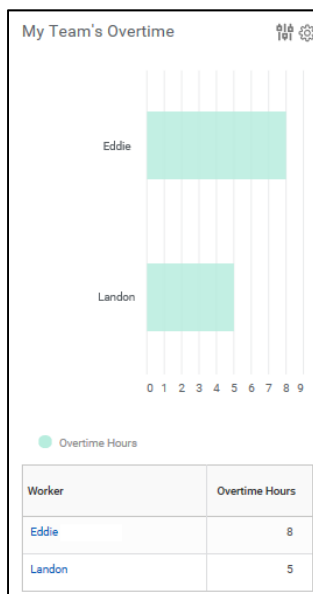
11. Click **View More** for further details, including an extended or adjusted time period.

My Team's Time

Start Date * 09 / 01 / 2018

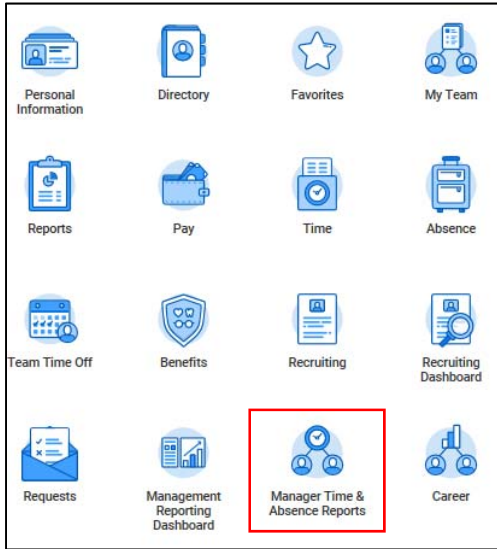
End Date * 09 / 28 / 2018

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

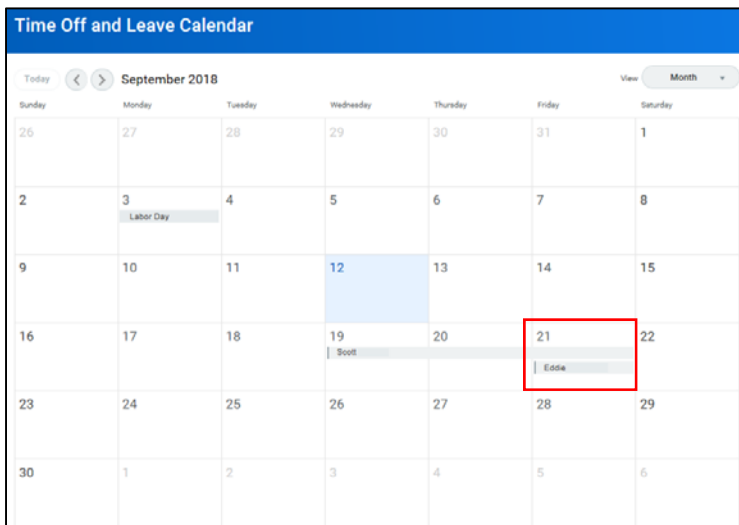
13. You have similar reporting capabilities for Time Off. From your Workday homepage, click the **Manager Time & Absence Reports** application.



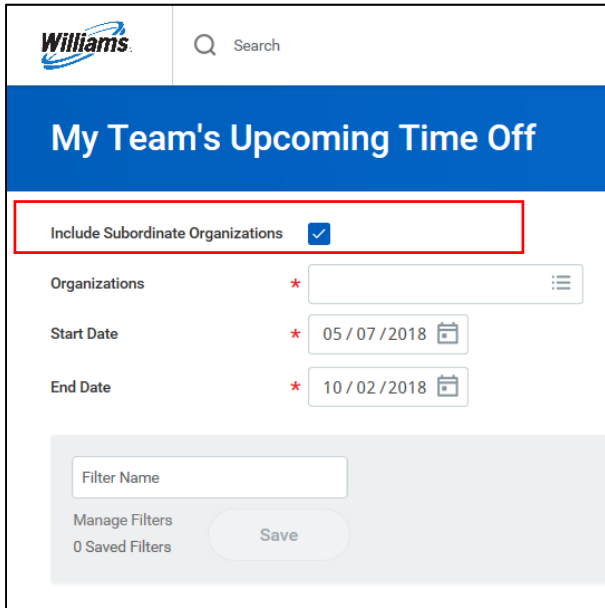
14. For a consolidated calendar view of your team’s time off, click **Time Off & Leave Calendar** in the upper right-hand corner.



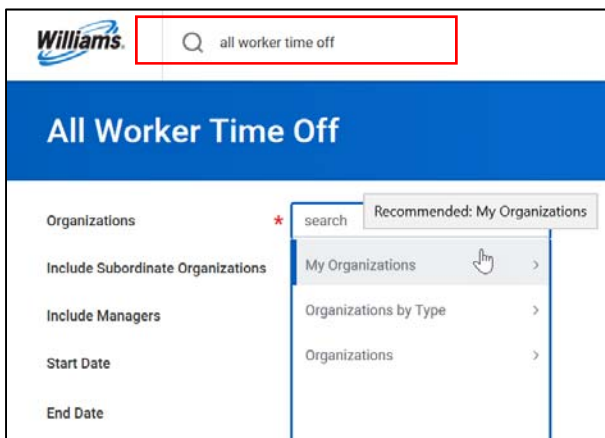
15. Here you will see all approved time off in the selected time frame. Here you can view any overlapping upcoming absences, such as Scott and Eddie’s below.



- 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.

The screenshot shows the top portion of a web application interface. At the top is a blue header bar with a back arrow, the text 'All Worker Time Off', and an 'Actions' button. Below the header is a 'Details' section with a right-pointing arrow. Underneath, it indicates '131 Items' and provides icons for filtering, sorting, and other actions. A table structure is visible with the following columns: Time Off Entry, Supervisory Organization, Worker, Request Type, Time Off/Absence Table, Type, Unit of Time, Time Off Date, Entered On, Approval Date, Approved, Pending, and Denied.

This screenshot shows a 'Column Preferences' dialog box. It contains a list of columns with checkboxes and menu icons. The columns listed are: Time Off Entry, Supervisory Organization, Worker, Request Type, Time Off/Absence Table, Type, Unit of Time, Time Off Date, Entered On, Approval Date, Approved, and Pending. All checkboxes are checked. At the bottom of the dialog are two buttons: 'Apply' (orange) and 'Reset' (grey).