

TIMEKEEPER REVIEWER

This chapter specifically focuses on NANCE, Classified Substitutes, Academic Hourlies, Professional Experts, Short Term, and Student workers including Federal/CalWORKs work study.

As a **Manager**, a critical function of your role is insuring that employees time and attendance is properly tracked and recorded. The following chapter will support you in understanding how to track and approve time in Workday.

As a **Timekeeper Reviewer**, you need to ensure that the time entries reflect reality and that they are assigned to the appropriate budget. The following chapter will support you in understanding how to track and review time in Workday.

WHAT IS A TIMEKEEPER REVIEWER?

With electronic time entry, there will only be **one level** of approval rather than the two or more levels of approvals paper timesheets may have had in the past. To assist managers with this process, they can identify a **Timekeeper Reviewer** who can review the hourly employees' time before approval. The timekeeper reviewer will have the ability to review employees' time as well as update the Smartkey assigned to that employee as necessary (such as tutors who work under more than one budget). The role of the reviewer is only to review the time worked and make any Smartkey updates; **the manager is ultimately responsible for approving the time worked.**

REVIEW TIME

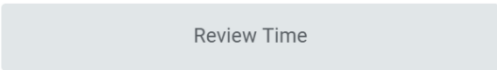

NOTE: It is recommended that the timekeeper reviewer reviews time by the end of day on Monday for the time submitted in the prior week.

From the **Home** page:



1. Click the **Team Time** application.

Review Time

2. Select  in the Actions section.
3. Click  or type to change the **Date** to the Monday of the prior week.
4. Click on the **Workers field** and select **Employees by Organization**. Select the appropriate organization that you are a Timekeeper Reviewer for.

5. Either check all workers names or select **CTRL + A** and click **Enter** this select all workers in the field.

Review Time

Date * 10 / 02 / 2017 calendar icon

Review my direct reports only ☐

Workers *

- X Worker 1
- X Worker 2
- X Worker 3
- X Worker 4
- X Worker 5

[More \(7\)](#)

Employee Type

Show

☒ All Workers

☐ Workers with Hours to Approve


☐ Workers with Unsubmitted Hours

6. Leave the Show field as **All Workers**.


7. Click  .

8. All workers and their hours will display.

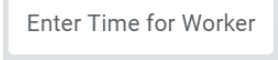
9. Yellow flags help identify potential problems for these types of workers.
 - a. If the flag is in the **Hour to Approve column** with a 0, then the worker forgot to enter their time into Workday. Was the worker supposed to work this week? If so, contact the worker to have them enter and submit their time in Workday.
 - b. If the flag is in the **Unsubmitted Hours column**, then the worker entered

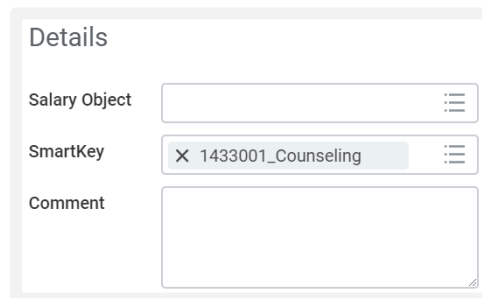
time but forgot to click  . Contact the worker and have them click Submit.

- c. If there is no flag, then that means, the worker entered and submitted their time appropriately.

Worker Name	Hours to Approve	Unsubmitted Hours
Worker 1	 0	0
Worker 2	0 	15
Worker 3	17	0

10. Employees are responsible for making corrections to their reported time if errors are made. If the number of hours does not reflect reality, contact the worker and have them edit their hours and resubmit. If the position selected is not correct, contact the worker and have them edit the position.
11. If a worker's time needs a smartkey applied that is different than their main default smartkey, then you will need to click on the worker's name.

- a. Click  at the bottom left.
- b. The worker's time blocks display. Click on the time block that needs to be modified.
- c. Type the appropriate smartkey in the **Smartkey** field.



The image shows a 'Details' form with three fields: 'Salary Object' with a dropdown menu, 'SmartKey' with a dropdown menu showing 'X 1433001_Counseling', and 'Comment' with a text area.

- d. Click  . **Repeat for each time block and for each worker, as needed.**

12. Once you have reviewed all workers time, contact your Manager so that they can approve the time.