

## TIME APPROVAL IN WORKDAY

As a manager or supervisor, you are responsible for reviewing and approving your employee's time entry through Workday.

All employees **MUST** submit their time in Workday **WEEKLY**. This is designed to assist all employees (including managers) to report time efficiently and correctly. Managers are required to **APPROVE** time weekly as well. We recommend that all managers login to Workday on Monday or Tuesday of each week to review and approve employee's time from the previous week. Time approval is more sensitive in the Workday system due to lock-outs of pay periods resulting in employees not being able to enter or approve time once the pay period closes.

## MY TEAM'S SCHEDULE

As a manager/supervisor you can view a weekly calendar that provides each of your workers' set schedules (including time off requests that have already been approved). This can give you a great snapshot of which employees are supposed to be here during the week, their scheduled hours, and the hours they should be working that week. You can also navigate forward in the calendar or go back to review past weeks.

Employees are put into Workday with a set work schedule based on their job family and initial assignment. New employee schedules are agreed to and entered into Workday during the hire process. If an employee's work schedule needs to change, the employee **MUST** get manager approval and submit a **Change in Work Schedule** form to HR. This form can be accessed on the District's [Forms Depot Page](#).

## TIME OFF & LEAVE CALENDAR

As a manager/supervisor you can also view a monthly calendar that shows all time off requests (approved and submitted) to get a better picture of when employees will be out and ensure your Department has the coverage it needs!

## VIEW MY TEAM'S SCHEDULE

From the **Home** page:



1. Click the **Team Time** application.
2. Under the View section select **My Team's Schedule**.
3. Enter the Worker's Name and select the date you would like to view their schedule.
4. If you would like to select multiple employees, click on the box next to **Workers** and click **My Team**.

5. Either individually click the check box next to each employee OR press CTRL ALT [A] and push the space bar. This will select all items listed.

OK

6. Click .
7. This will show you a weekly calendar view in which you view your team member's set schedules.

## ← My Team's Schedule

Today < > Aug 26 – Sep 1, 2018 View Week

	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31
Employee 1	8:30 AM ✓ Appro	8:30 AM ✓ Appro	8:30 AM ✓ Appro	8:30 AM ✓ Appro	8:30 AM ✓ Appro
Employee 2	8:30 AM ✓ Appro	8:30 AM ✓ Appro	8:30 AM ✓ Appro	8:30 AM ✓ Appro	8:30 AM ✓ Appro
Employee 3	8:00 AM ✓ Appro	8:00 AM ✓ Appro	8:00 AM ✓ Appro	8:00 AM ✓ Appro	8:00 AM ✓ Appro
Employee 4	8:00 AM ✓ Appro	8:00 AM ✓ Appro	8:00 AM ✓ Appro	8:00 AM ✓ Appro	8:00 AM ✓ Appro

## VIEW TIME OFF & LEAVE CALENDAR

From the **Home** page:



1. Click the **Team Time** application.
2. Under the View section select **Time Off & Leave Calendar**.
3. This will show you a monthly calendar view in which you view your team member's requested and approved time off. Time Off requests that have been submitted, but have not been approved, will appear in grey. Time Off requests that have been submitted and approved will have a green check box next to them.

## Time Off and Leave Calendar

Today < > July 2018 View Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 ✓ Bryan Banville	3 ✓ Bryan Banville	4 Independence Day	5 ✓ Blanca Cummings ✓ Bryan Banville ✓ Jacqueline Osborne	6	7
8	9	10	11 ✓ Lorena Carpenter	12 ✓ Blanca Cummings ✓ Bryan Banville ✓ Lorena Carpenter	13	14
15	16	17	18	19	20	21
22	23	24 ✓ Bryan Banville	25	26 ✓ Blanca Cummings	27	28
29	30	31	1 ✓ Bryan Banville	2 ✓ Bryan Banville	3	4

