

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.

TEAM TIME APPLICATION



The **Team Time** application provides easy access to tasks that you will use to review, enter time, and approve time for your employees. This also will provide a snapshot of your contracted employees set schedules and a Time Off & Leaves Calendar showing which of your employees will be out on any given day.

← Team Time

Actions

Review Time

Enter Time for Worker

View

My Team's Schedule

Time Off & Leave Calendar

REVIEW TIME

Within the **Team Time** application, you can review and approve all of your employees' time from a single screen. This action allows managers to also sort employee time approvals by All Workers, Workers with Hours to Approve, or Workers with Unsubmitted Hours. Managers are recommended to **DISREGARD** any **Time Entry Approval** Inbox Items and approve time using the **Team Time** application grid.

Time Period Summary 4 Items

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Time off requests are encouraged to be submitted in **ADVANCE** and are processed using a calendar view, enabling users to scroll through the months to make their selections. Time Off Requests will be sent to your Workday Inbox. Managers are asked to **APPROVE** Time Off Requests through their Workday Inbox in advance. Time Off that is approved in advance will be reflected under approved hours as displayed in the time grid pictured above.



The Yellow Flag

When reviewing your employee's time, you may notice a yellow flag that shows up in the grid.

- a. If the flag is in the **Hours to Approve column** with a 0, then the worker forgot to enter their time into Workday.
- b. If the flag is in the **Unsubmitted Hours column**, then the worker entered time but

forgot to click

Submit

Once an employee has submitted hours, they will move to the **Hours to Approve** column and all yellow flags will disappear related to that employee.

ENTER TIME FOR WORKER

As a manager/supervisor, you have the ability to enter time for a worker in last minute circumstances, emergencies, or simply as a back-up. This may be required if an employee is out sick the last day of a pay period and their time needs to be entered and approved. *This is NOT to be used to make corrections to time entry unless absolutely necessary. Employees are strongly recommended to be responsible for making corrections to their reported time, if errors are made.*

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 initial job 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!

TIME OFF APPROVALS

Managers and supervisors will approve time off requests in Workday. Time Off requests should be submitted in advance (i.e. vacation) or they may be submitted with weekly time entries such as sick, comp time used, etc.

Time Off requests that are submitted in advance will be sent to managers/supervisors' Inbox in Workday. Please note time off requests may be made during weekly time submission.

