

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.**

TIME APPROVAL IN WORKDAY

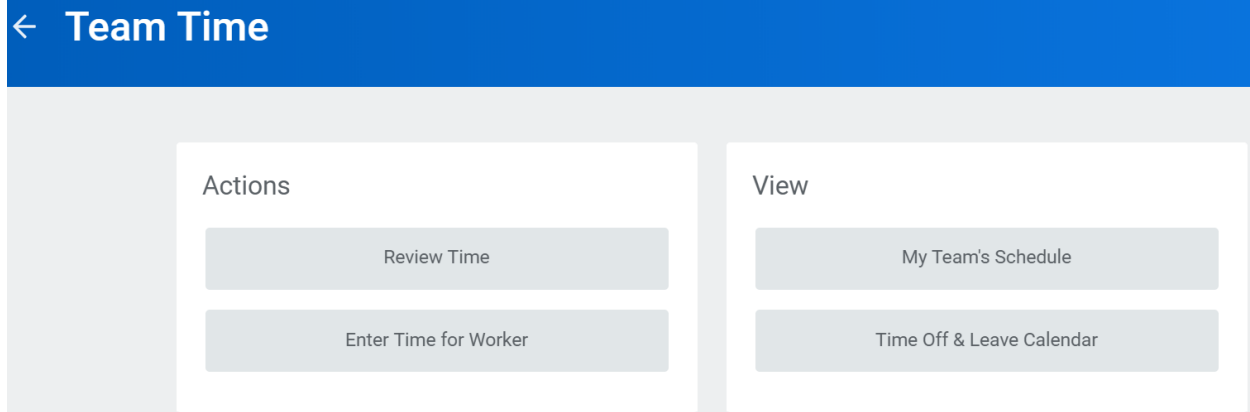
For employees who are actively entering time into Workday, they **MUST** submit their time **WEEKLY**. This is the biggest change with electronic time entry and is designed to assist all employees (including managers) to report time efficiently and correctly. Timekeepers are requested to **REVIEW** time weekly. Managers are also requested to **APPROVE** time weekly.

We recommend that all timekeepers login to Workday on a Monday of each week to review worker time from the previous week. Once you have finished reviewing, let your manager know so that they can log in and approve. 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.



REVIEW TIME

Within the **Team Time** application, you can review all of your employees' time from a single screen.

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 that is approved in advance will be reflected as displayed in the approval grid pictured above.



The Yellow Flag

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

- If the flag is in the **Hours to Approve column** with a 0, then the worker forgot to enter their time into Workday.
- 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 or timekeeper reviewer, 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.*