

Overview

This job aid explains how Managers can manage their team’s time and time off. Managers can support the time off processes for their direct reports, but employees should take ownership of requesting and correcting their own time off. While entry and approval remain bi-weekly, there will be an expectation of consistency for managers to approve time sheets in a timely manner to prevent overrides and errors for time entry.

Applicable unit administrators and/or Senior Vice Presidents will be notified when timesheets are not approved in a timely manner by managers, and when timesheets are approved without correction of errors.

Note: If you have time off or leave and no interim/acting backup has been identified for you, then you will need to delegate approval tasks in Workday. Please refer to the *Delegation* job aid.

Process Flow: Approve Time or Time Off

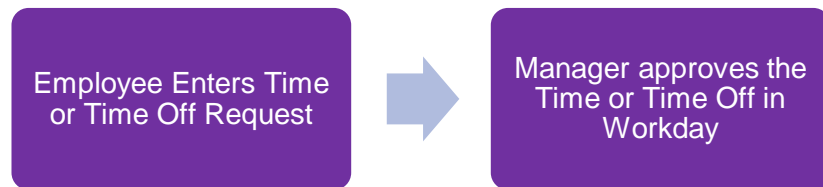


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Assign Work Schedule

As a manager, you will need to assign and maintain work schedules different from the default of 8:30 to 5:00. Time Off and Holidays will not populate correctly if the appropriate schedule is not created. The employee cannot enter their time off request as Workday will not recognize the employee as actively working on that day.

Note: For Part Time workers, to ensure they are paid Holiday appropriately, their Work Schedule must be accurate before the holiday time is submitted.

1. From the Workday search bar, enter and select **Assign Work Schedule**.
2. The **Assign Work Schedule** screen displays.
3. Select the **Worker**.
4. Enter the **Start Date**.
5. Enter the **End Date**, if applicable.
6. Select one of the following options:

Note: The **Schedule to Copy From** and **Schedule History** will default below.

- Start from Current Schedule
 - Start from Blank Schedule
 - Start from Another Worker's Schedule
 - i. Select a worker in the adjacent field.
 - Start from Work Schedule Calendar
 - i. Select a worker in the adjacent field.
7. Click **OK**.
 8. Click the **+ icon** to add a new schedule or click the **- icon** to

remove a schedule.

9. To edit a schedule, click **Pattern Details**, modify the schedule as necessary, and click **Done**.
10. Click **OK**.

Approve Time Entry

Once a direct report submits their time, it routes to you as their manager to review and Approve, Send Back, or Deny.

1. From the Workday Inbox, locate and select the **Time Entry** task.
2. Review the Daily Totals for the worker.

Daily Totals 5 items	
Date	Type
Mon, 8/16	Regular
Tue, 8/17	Regular
Wed, 8/18	Regular
Thu, 8/19	Regular
Fri, 8/20	Regular

3. Review the Entries to Approve.
4. Select one of the following options:
 - **Approve:** If selected, the time entry for the worker is approved.
 - **Send Back:** If selected, a Send Back screen appears. Select the worker in the **To** field and enter the **Reason** for sending the time entry back. Click **Submit**.

Note: The time entry routes back to the worker to correct. Once re-submitted, return to Step 1 in this section.

Manage Team's Time & Time Off *Workday Job Aid for Managers*

- **Deny:** If selected, a Deny screen appears. Enter the **Reason** for denying the time entry. Click **Submit**.
Note: This cancels the entire business process.
- **Close:** If selected, the task will save in your Inbox to return to later.

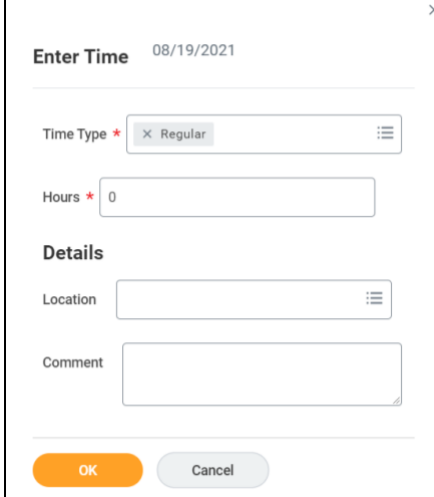
Enter Time on Behalf of an Employee

As a manager, you can enter time off for employees on your team including those on Intermittent FMLA or Short-Term Disability (STD).

1. From the Workday home page, click the **Team Time** application.
2. In the Actions column, select **Enter Time for Worker**.
3. Search for and select the **Worker**.
4. Enter the **Date** for the time entry.
5. Click **OK**.
6. The Enter Time calendar displays.
Note: Approved time is Green. Pending time is Gray.
7. Click on the date you wish to enter time for.

Note: To Delete a time entry, select the time block, and click **Delete**. Review the Delete Time Block pop-up then click **OK**. Then, skip to Step 14 in this section.

8. The Enter Time screen displays.



9. The **Time Type** defaults. Modify as necessary.
10. Enter the **Hours**.
11. Enter the **Location**.
12. Provide a **Comment**, if applicable.
13. Click **OK**.
14. Click **Review** in the bottom right corner.
15. Click **Submit**.
Note: The time entry will automatically approve as it was entered by the Manager.

Approve Time Off Request

Once a direct report submits their time off request, it routes to you as their manager to review and Approve, Send Back, or Deny.

Note: Managers approve all time off types except emergency time off.

1. From the Workday Inbox, locate and select the **Absence Request** task.
2. Review the Request Details. Click **View Balances** to view the worker's balance for each Time Off Plan.

Note: Only Time Off types that track balances and for which the employee is eligible will be displayed on the balance screen.

3. Select one of the following options:
 - **Approve:** If selected, the time off request for the worker is approved.
 - **Send Back:** If selected, a Send Back screen appears. Select the worker in the **To** field and enter the **Reason** for sending the Time off request back. Click **Submit**.

Note: The time off request routes back to the worker to correct. Once re-submitted, return to Step 1 in this section.
 - **Deny:** If selected, a Deny screen appears. Enter the **Reason** for denying the time off request. Click **Submit**.

Note: This cancels the entire business process.
 - **Close:** If selected, the task will save in your Inbox to return to later.

Enter Time Off on Behalf of an Employee

As a manager, you can enter time off for employees on your team including those on Intermittent FMLA or Short-Term Disability (STD).

1. From the Workday home page, click the **Team Time** application.
2. In the Actions column, select **Enter Absence**.
3. Search for and select the **Worker**.
4. Click **OK**.
5. The Absence Calendar displays.

Note: Approved leave absence is Green. Pending leave of absence is Gray.
6. Click on the date(s) you wish to enter a time off request on behalf of the employee
7. Click **Request Absence** on the bottom left corner.
8. The Select Absence Type screen pop-up displays.
9. Select the absence **Type**.
10. Click **Next**.
11. The Enter Absence screen displays.
12. Review the Request, including the **From, To, Type, and Quantity per Day**.

Note: Click **Edit Quantity per Day** to change the default of 8 hours, any **Comments**, and click **Done**.
13. Drag-and-drop or click **Select Files** to attach supporting documentation for applicable time off categories.
14. Click **Submit**.

Note: The Time off request will automatically approve as it was entered by the Manager.

Correct Time Off on Behalf of an Employee

As a manager, you can enter time off for employees on your team including those on Intermittent FMLA or Short-Term Disability (STD).

1. From the Workday home page, click the **Team Time** application.
2. In the Actions column, select **Correct Absence**.
3. Search for and select the **Worker**.
4. Click **OK**.
 - To correct the time off type, click the **X** next to the existing **Type**, and enter the correct one.
Note: You can correct time off type individually.
 - Correct the **Quantity per Day if needed**.
5. Enter a **Comment**, if necessary.
6. Click **Submit**.

Note: The time off correction will automatically approve as it was entered by the Manager.

Assign Employee Delegation for an Approved Leave of Absence

If a direct report is placed on a leave of absence, you will receive a notification informing you of the approved leave type and dates of the leave for that employee. You will also receive a Workday Inbox To Do task to review and approve the Workday Delegation for their leave.

Note: If no Interim/Acting has been identified for a manager placed on Leave, you need to assign a delegate to be able to approve their assigned BPs.

1. From the Workday Inbox, locate and select the **Delegation for Employee Name** task.
2. Review the New Delegation details.
3. Select one of the following options:
 - **Approve:** If selected, the delegation for the worker while on leave is approved.
 - **Deny:** If selected, a Deny screen appears. Enter the **Reason** for denying the delegation. Click **Submit**.
Note: This cancels the entire business process.
 - **Save for Later / Cancel:** If selected, the task will save in your Inbox to return to later.

View Team Absence Calendar

1. From the Workday home page, click the **Team Time** application.
2. In the View column, select **Team Absence Calendar**.
3. Select the **Organizations**.
4. Search for and select the **Workers**. Click on the workers you want to include
5. Select **Include Self**, if applicable.
6. Click **OK**.
7. The Team Absence Calendar displays.

Note: Approved absence shows as Approved with a green check mark. Pending absence shows as Submitted with a gray check mark.

8. Use the arrows to toggle through each week's absence.
9. Select the **Week** drop down to view the schedule by **Day**, **Four Days**, **Week** or **Month**.