Time Entry, Review & Approval

Managers: Use this job aid to enter, edit, review and approve time.

Getting started:

Managers should run and view the following reports from the Time and Absence dashboard prior to reviewing and approving time each week. You may also need to adjust Holiday hours for the current pay period. See *Holiday Adjustment -Manager Job Aid*.

- **Audit - Employees with No Time Entered**
- **Audit - Employees with Unsubmitted Time**
- **Audit - Employees with Unapproved Time**
- **Compare Reported and Scheduled Hours** - if scheduled hours are not met, enter time off so that weekly scheduled hours are met. Refer to *Manager – Time Off Job Aid.*

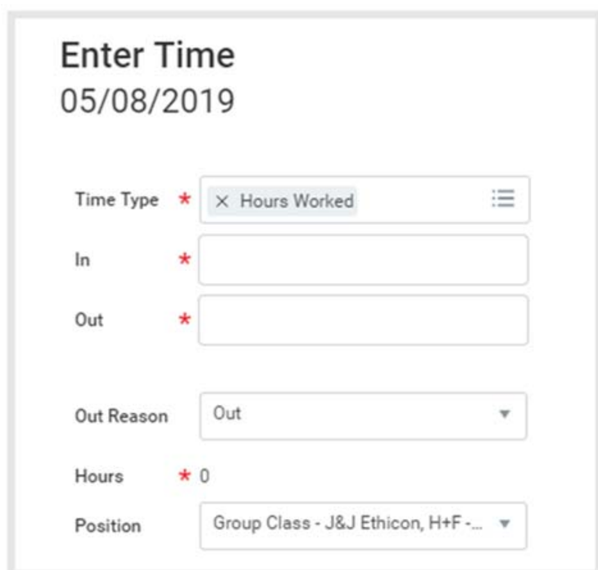
Please Note:

- Follow the instructions for Prior Period Adjustments if editing time for a prior pay period.
- For an associate whose total hours for the week are less than their scheduled weekly hours, managers will need to add available time off to bring associates up to their scheduled weekly hours (per PTO policy).
- Workday periodically performs service updates which may result in the system being temporarily unavailable. Generally, these downtimes do not exceed 4 hours and are performed during non-peak times.

Meals/Breaks:

- Make sure non-exempt (hourly) are checking in /out for meal times. If an associate has worked at least 5 hours and did not check out, Workday will create an alert that warns them to add the meal period (if they took one) to the time block, if applicable.
- All associates should be taking a break after 5 straight hours of work. Our recommended practice is to provide a 30-minute meal period. Most state requirements range between 20 to 30 minutes. Managers will be provided a report to help monitor and audit for meal breaks are part of the review/approval process.

Enter or edit time on behalf of an associate:



1. From the Workday home page, click on **Time and Absence**
2. In the "Tasks" menu, click on **More** and select **Enter Time for Worker**
3. In the **Worker** field, use the prompt to search for the associate
4. The **Date** field will auto-fill with today's date, click **OK** to continue
5. Locate the date you want to enter time for and select the corresponding time block. If editing a time block, select the time block you want to edit.
6. **Time Type**: Use the prompt to select the time type
7. Enter or edit the **In** and **Out** times
8. **Out Reason:** Complete this field with the "Out" option. This field will only display depending on the time type.
9. **Position** (Health Fitness): Select the position you are entering or editing time for.
10. Review your entries and click **OK**.
11. Select **Review**, view the summary and acknowledgment, then select **Submit.**

Review and approve time (inbox method):

1. From the Workday homepage, go to your inbox
2. Click on the **Time Entry** request and review the **Entries to Approve** section. You may have to use the scroll bar to see additional columns.
3. In the "Details" column, click on the magnifying glass to drill down on the details of a specific time block
4. If there are page **Alerts** (in orange), click on the alert to review the details. Alerts are displayed to the right of the page and at the top of the page.
5. Once you have reviewed the time entries, select **Approve**, **Send Back** or **Close**. If sending back, add comments to explain the reason it is being sent back.

Entries to Approve

5 items

Date	Type	Time Block Reported Quantity
Mon, 4/22	Hours Worked	5.75
Tue, 4/23	Hours Worked	6.5
Wed, 4/24	Hours Worked	5.5
Thu, 4/25	Hours Worked	6.5
Fri, 4/26	Hours Worked	5

Review and approve time (review time task):

1. From the Workday homepage, click on **Time and Absence**
2. In the "Task" menu, click on **Review Time**
3. Use defaults or filter to select which workers to include and click **OK** to continue
4. In the "Time Period Summary" table, review the **Hours to Approve** column
5. To drill into the details of a specific worker, click on the associate's name
6. **Health Fitness:** For associates with multiple positions, click on **Other Position Totals** to view more information.
7. While viewing the time entries for an associate, you have the option to: **Approve**, **Enter Time for Worker**, or **Send Back**. Use the arrow at the top of the page to return to the "Time Period Summary" table.
8. Otherwise, back on the "Time Period Summary" table, select the checkbox for each associate's time to be approved. **Only submitted time may be approved.** After selecting all checkboxes, click on **Approve**.
9. The next screen will display a summary of your actions and Time Not Approved as well as links to **Review Time** and **Enter Time for Worker**.

Time Period Summary

115 items | 3 selected

☐	Worker Name	Position	Hours to Approve
☑	[redacted]	Health Fitness Specialist, H+F - St Elizabeth Wilton P Hebert Health & Wellness Center (Tony Buagas)	1
☑	[redacted]	Personal Trainer (+), H+F - St Elizabeth Wilton P Hebert Health & Wellness Center (Tony Buagas)	5.5
☑	[redacted]	Personal Trainer - Group (+), H+F - St Elizabeth Wilton P Hebert Health & Wellness Center (Tony Buagas)	1