

Time: Manage Team Time

Overview

This quick reference guide covers how to approve time submitted by direct reports directly from your Inbox as well as the Team Time app. The Team Time app also provides managers quick access to reports and tasks related to team time such as reviewing time for multiple workers and entering time for a direct report.

Icons:

- Required Field
- Prompt to Select
- Edit Existing Information
- Add Row
- Remove Row

Time Entry Approval from Your Inbox

1. After logging into Workday, click the Inbox icon at the top right corner. The number that appears on the icon represents the number of items currently awaiting your approval or review.



2. Click the Inbox item for **Time Entry** on the left and view the details in the main area of the screen.
3. Review the **Entries to Approve**.

Commented [optional? Can't

Date	Type	Hours
Mon, 4/24	Regular Hours	8
Tue, 4/25	Regular Hours	8
Wed, 4/26	Regular Hours	8
Thu, 4/27	Regular Hours	8
Fri, 4/28	Regular Hours	8

- To approve the entered time, click **Approve**.
- If there is something the employee needs to revise, select **Send Back**, and enter a Reason. The event will be sent to the team member to modify.
- If the time is not approved, click **Deny**.
- If you wish to return to the Inbox item later, click **Close**.

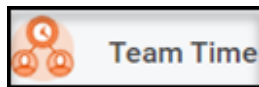
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Review Time Report for Time Approval

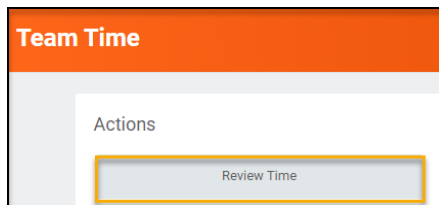
1. After logging into Workday, click the **Menu** in the top navigation bar to access the global navigation.



2. Click the **Team Time** app.




3. On the Team Time dashboard, click **Review Time** located under the **Actions** menu.




4. On the **Review Time** report, use the filter options to narrow the results.

Review Time


Date * 05/01/2023 

Review my direct reports only

Workers (empty)

Employee Type 

Show * All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Period Schedule 

- **Date:** Defaults to today's date.
- **Review my direct reports only:** Selected by default.
- **Workers:** (empty)
- **Employee Type:** Click in the field to change your selections, if applicable.

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- **Show:** Defaults to **All Workers**. You may change your selection to **Workers with Hours to Approve** or **Workers with Unsubmitted Hours** to narrow the results of the report.
 - **Period Schedule:** Leave blank to return Biweekly and Monthly. If you wish to select one of those options, you may choose from the All menu.
5. Click **OK**.
 6. The **Review Time** report will display Worker Name with totals for Unsubmitted Time, Submitted Time and Approved Time. In addition, you will see the breakdown of Regular Hours and Total Hours along with the Scheduled Weekly Hours. Note: Results are based on your search criteria.
 - You can click a worker's name to drill down to employee-specific time data, then use the arrows to navigate between individual workers.
 7. To approve time for workers from the **Review Time** report, select the checkbox next to worker(s) with Submitted Time and click **Approve**. NOTE: You cannot approve unsubmitted hours.

Worker Name	Totals			Breakdown								Scheduled Weekly Hours
	Unsubmitted Time	Submitted Time	Approved Time	Regular Hours	Overtime Hours	Comp Time Earned	Paid Holiday	Vacation Hours	Sick Hours	Comp Time Taken Hours	Total Hours	
[Worker]	0	0	0	0	0	0	0	0	0	0	0	35
[Worker]	0	0	0	0	0	0	0	0	0	0	0	17.5
[Worker]	0	40	4	44	0	0	0	0	0	0	44	35
[Worker]	0	0	0	0	0	0	0	0	0	0	0	35
[Worker]	0	0	0	0	0	0	0	0	0	0	0	35

8. The next screen will provide confirmation that you have approved time for the worker(s). Click the arrow next to **Time Approved** to see details. Click **Done** to close the screen.

You have approved time for 1 worker(s): 04/22/2023 - 05/05/2023

Do Another: Review Time, Time Not Approved, **Time Approved**

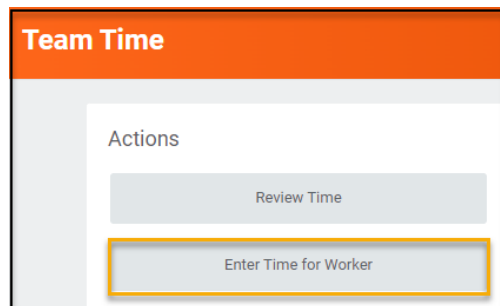
Related Links: Enter Time for Worker

Worker Name	Job Title	Approved Hours	Regular Hours	Overtime Hours	Comp Time Earned	Paid Holiday	Vacation Hours	Sick Hours	Comp Time Taken Hours	Total Hours	Scheduled Weekly Hours
[Worker]	[Job Title]	44	44	0	0	0	0	0	0	44	35

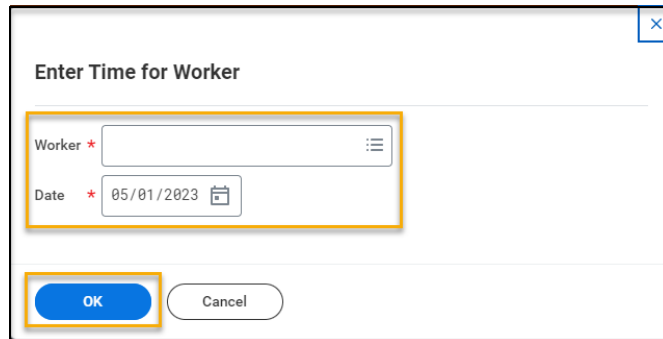
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Enter Time for Worker

1. On the **Team Time** dashboard, click **Enter Time for Worker** located under the **Actions** menu.

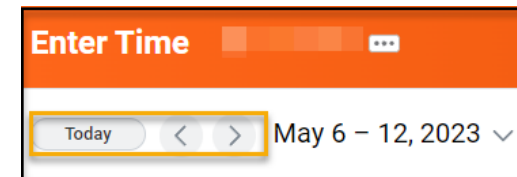


2. On the **Enter Time for Worker** screen, select the worker from the **My Team** menu or type the worker's name in the field. The **Date** field will default to today's date. Click **OK**.

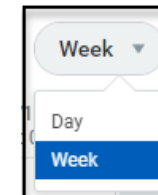


3. You are now in the **Enter Time** view for the selected worker.

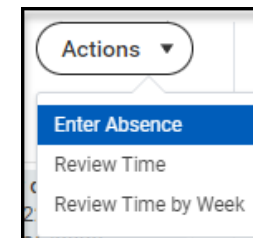
- You can move to other weeks with the left/right arrows or by clicking the down arrow next to the year. To return to the current week click the **Today** button.



- The **Week** button allows you to toggle between view by Week or view by **Day**.



- The **Actions** button will display additional options, as shown below.



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- The **Summary** column shows a summary of their time for that week.

Summary	
May 6 – 12, 2023	
Regular Worked Hours	0
Overtime Hours	0
Comp Time Hours	0
Holiday Hours	0
Paid Time Off Hours	0
Total Hours Worked	0

- Click on the column for the day you are entering time on behalf of the worker to open the **Enter Time** task.
- The **Time Type** will default to Regular Work. You may keep the default or select from the other available options, if applicable.

- Enter the **Hours** worked for the selected day.

Enter Time 07/17/2023

Time Type *

In *

Out *

Out Reason

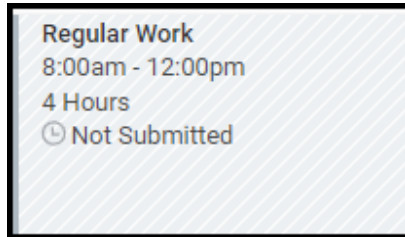
Hours * 0

Details

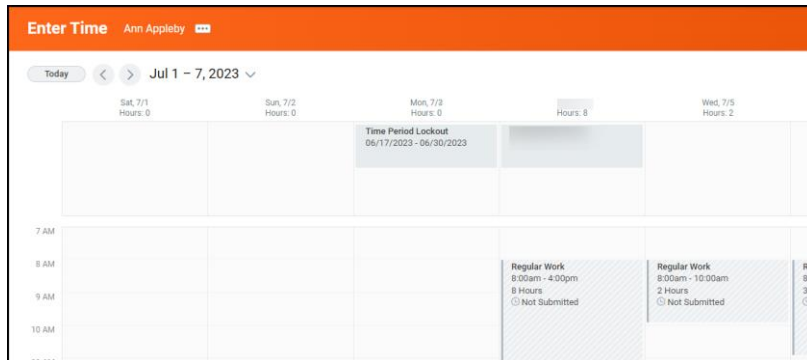
Comment

- Click **OK**.
- The entered time will now display on the calendar. Note: The entered time is **Not Submitted**.

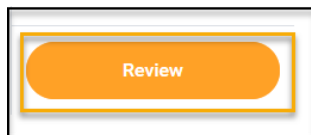
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9. Repeat the process for any additional time blocks worked. If you wish to make an adjustment to any of the time blocks entered, simply click on a block of time to edit the data you entered.



10. When you are finished, click the **Review** button to see a summary of the time entered.



11. To make changes, click **Cancel** to return to the **Enter Time** view.

12. Once ready, click the **Submit**.

13. Time entered by a manager on behalf of a direct report is automatically approved.

