Time Tracking in Workday
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Overview

What is Workday?
Workday is a new generation of enterprise applications that work the way you work. It is integrated, intuitive, and accessible wherever you are. Workday looks and feels like your favorite consumer website and is designed for speed, usability and flexibility.

Workday will replace the need for the following systems:
- HRIS (Human Resources Information Systems), including the HREM (Human Resources Employee Module)
- HR Connection
- TMS (Talent Management System) - Position Module
- PRS (Payroll Roster System)
- ADP for Payroll (outsourced Payroll processing)
- Green Paper Time Sheets
- Shadow Systems (Excel spreadsheets, Word documents, etc.)
Course Objectives

By the end of this course, you will be able to:

- Understand how to enter time in Workday
- Understand how to request time off in Workday
- Understand how to correct time off in Workday
Time Entry in Workday
One of the most noticeable changes for employees who track their hours is the removal of the green timesheets. Your time will now be completed in Workday, which will provide a drastic increase in efficiency.
Time Entry in Workday

In order to enter your time in Workday, locate the **Time Bubble** on your Workday Home page. Beneath the **Time Bubble’s Enter Time** column you will select to enter time for the current week, previous week, or another week by selecting either **This Week**, **Last Week**, or **Select Week**, respectively.
It is important to note that when you are entering your time, the **Position** field will default to your primary position. Click the down arrow and select the appropriate position for which you are entering time from the drop-down list.
Time Entry in Workday

- Enter Time Method
- Auto-fill from Prior Week Method
- Quick Add Method
- Time Block Method
- Clear Time
- Submit Time
Enter Time Method (1)

The Enter Time method of time entry allows you to enter your hours on an individual, per day basis. This method is recommended when entering hours on multiple positions for a single day. For further information on the Enter Time method please refer to the Time Tracking for Employees quick guide.

Step 1. Click **Enter Time**.

Step 2. The Enter Time page will be displayed. Complete fields to enter time:

![Enter Time Page Screenshot](image-url)
Enter Time Method (2)

Step 1 – In the **In** field type the time when you begin work for the day. Type ‘a’ or ‘p’ at the end of the time to denote AM or PM.

Step 2 – In the **Out** field type the time when you finish work for the day.

Step 3 – In the **Time Type** field click the prompt icon and select the appropriate time entry type from the drop-down list e.g. Time Worked

- **Note:** *Do not update the Out Reason field as the value will defaults as Out. A position field is displayed if you have multiple positions.*
Auto-fill from Prior Week Method

The Auto-fill from Prior Week method of time entry allows you to copy your hours worked from a prior week to the current week. For more information on the Auto-fill from Prior Week method please refer to the Time Tracking for Employees quick guide.

Step 1. Click
Step 2. Select
Step 3. Select week to copy from drop-down.
Quick Add Method (1)

The Quick Add method of time entry allows you to add multiple time blocks to the time calendar. This method is recommended when entering the same hours on multiple days. For more information on the Quick Add method please refer to the Time Tracking for Employees quick guide.

Step 1. Click

Step 2. Select

Step 3. If applicable, select the Position
Quick Add Method (2)

Step 4. The Quick Add page will be displayed. Complete the appropriate fields to enter time:

![Quick Add Form]

- **Worker**: Steinberg, Jake (jsteinberg)
- **Start Date**: 10/13/2014
- **End Date**: 10/19/2014
- **Time Type**: Time Worked
- **Position**: TR - Administrative Coordinator

Fields for time entry:
- **In**
- **Out**
- **Out Reason**: Out

Days available for selection:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
The Time Block method of time entry allows you to enter time directly on the time calendar for specific days. For more information on the Time Block method please refer to the **Time Tracking for Employees** quick guide.

**Step 1. Double-click the date to enter time.**

**Step 2. Complete the fields to enter time.**

*Note: Be sure to select the correct position.*
Clear Time

The Clear Time selection in the drop-down will clear all hours, both approved and unapproved. For more information on Clear Time please refer to the Time Tracking for Employees quick guide.

Step 1. **Click**

Step 2. **Select**

Step 3. **Select** the **Confirm** checkbox

Step 4. **Select OK**

*Note: To delete a single time entry, double-click the time entry you need to remove and click **Delete**, and then click **Delete** again to confirm.*
To correct time before submission, click on the day and time entered. A pop-up window with the time In, Out, Time Type, Reason and comment fields appears. Enter the correct time and click OK. If you need to make a correction after you submit your time for approval, contact the person who approves your time, and/or CMUWorks Service Center for assistance.
Submit Time

After you have used any of the above time entry methods to enter your time, review your **Total Hours** for accuracy on the Time Entry calendar and submit time. For more information on submitting your time please refer to the **Time Tracking for Employees** quick guide.
True or False: Clear Time not only clears your unapproved hours, but also clears an approved hours as well.

True

False

Note: You may have to double click to view the answer.
True or False: Clear Time not only clears your unapproved hours, but also clears an approved hours as well.

True

False

* Clear Time will clear all hours, both approved and unapproved. To remove a single time entry, double-click the entry you wish to delete.
True or False: The Quick Add method of time entry allows you to quickly copy the time from the previous week to the current week.

True

False

Note: You may have to double click to view the answer.
Knowledge Checkpoint

True or False: The Quick Add method of time entry allows you to quickly copy the time from the previous week to the current week.

True

False *The Quick Add method of time entry allows you to add multiple time entry blocks for multiple days. The Auto-fill from Prior Week method allows you to copy the previous week’s hours to the current time period.
Time Off in Workday
**Time Off in Workday**

In order to manage your time off in Workday, locate the **Time Off Bubble** on your Workday Home page. Beneath the **Time Off Bubble’s Enter Request** column you will select to **Request Time Off** or **Request Time Off Correction** to either with request or correct your time off. You can also view your time off taken and current available balances.
You may request time off for Paid Time Off, Bereavement, Jury Duty, etc. For more information on requesting time off please refer to the Request Time Off quick guide.

*Note: It is recommended that you delegate all of your Workday Inbox so that no tasks are held up when you are on PTO/out of the office.*
Request Time Off (2)

Step 4. Select the type of absence you plan to take and the number of hours, daily that you plan to use.
Correct Time Off

If you have submitted time off that you would like to correct, you can now request the correction of your time off through Workday. For more information, please refer to the Time Off Corrections quick guide.

Step 1. Select the Time Off Correction request beneath the Time Off Bubble.

Step 2. Locate the date that needs to be corrected and enter the corrected number of hours in the Correction to Requested field.
Knowledge Checkpoint

True or False: You view your time off balance beneath the Time Bubble on the Workday Home page?

True

False

Note: You may have to double click to view the answer.
Knowledge Checkpoint

True or False: You view your time off balance beneath the Time Bubble on the Workday Home page?

True

*You can view your time off balance beneath the Time Off Bubble on your Workday Home page.
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Course Review

Now that you have completed the Time Tracking in Workday course, you should be able to:

- Complete your time entries using any of the various methods reviewed
- Clear and/or submit your time entries
- Request time off
- Correct your time off
- Identify available resources to assist you in time entry and request time off
Additional Resources

Quick Guides

- Time Tracking for Employees
- Request Time Off
- Time Off Corrections

For questions about Workday processes, Contact the CMUWorks Service Center

Phone: 412-268-4600
Toll Free: 844-625-4600
Fax: 412-268-4444

cmu-works@andrew.cmu.edu
www.cmu.edu/hr/cmu-works
Congratulations!

You have successfully completed the Time Tracking in Workday course.