



Time and Absence in Workday



Table of contents

Entering and Correcting Time Worked in Workday.....	3
Step-by-step guidance.....	3
Viewing Your Time Away Balances in Workday.....	5
Step-by-step guidance.....	5
Requesting and Correcting Time Away in Workday	8
Step-by-step guidance.....	8
Time Management through the Workday Mobile Application	12
Step-by-step guidance.....	12

Entering and correcting time worked in Workday

This section provides instructions on how to enter and submit time worked, along with how to correct time worked previously submitted in Workday. U.S. employees in a nonexempt position will enter time worked daily and submit weekly for approval.

Information required: Hours worked this week.

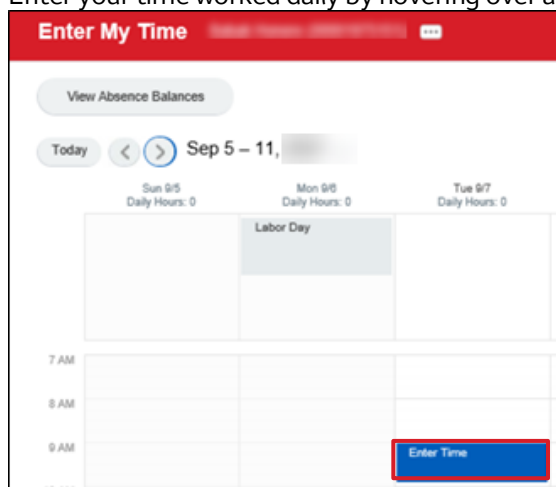
Step-by-step guidance

A. Enter time worked on a daily basis

1. Access **Workday** from Teamworks at Home.
2. From the Workday homepage, select **View all Apps**, and then select the **Time** app. This is visible only to U.S. employees in a nonexempt position and international employees who enter time worked. This does not include employees from Canada, India, and the Philippines.



3. Select **This Week** if you are entering time worked for the current week.
4. Enter your time worked daily by hovering over and double clicking the day of the week.



5. Enter the required fields (**Time Type, In, Out, Out Reason**) to add your time worked for the day. If you are working an overnight weekend shift (Saturday into Sunday), you should enter your time on the actual days worked.

Note: You should enter time worked to the minute which should reflect actual start and end times. If you take a lunch break or leave work for an appointment and return, you will have multiple time blocks on your calendar.

6. Select the **Noncompliant Meal Reason/Noncompliant Rest Break Reason** from the drop-down list, if applicable. For guidance on noncompliant reasons refer to the [Knowledge Article: Work Hours](#).

Note: If you enter a noncompliant meal or rest break reason, an alert will appear on your timesheet. This is as designed. You can continue to enter and save your time worked as usual.

7. Select **OK**.
8. A window will appear confirming that your changes have been added.

B. Submit time worked at the end of each week

1. Access **Workday** from Teamworks at Home.
2. Select **View all Apps** from the Workday homepage, and then select the **Time** app.
3. Select **This Week** under the **Enter Time** menu.
4. Select **Review** on the calendar to open the summary window.

Note: On the **Enter Time** calendar view, you can select the **PDF** icon in the top-right corner of the page, to print

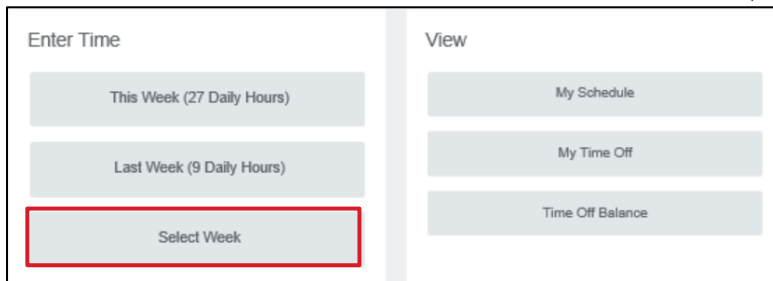
your timesheet to a PDF. This PDF format will show the time calculations applied to your time worked.

5. Select **Submit** after reviewing all your time entries. Your timesheet is routed to your manager for approval.

Note: You must enter your time worked daily and submit your timesheet weekly.

C. Correct time worked previously entered

1. Access **Workday** from Teamworks at Home.
2. Select **View all Apps** from the Workday homepage, and then select the **Time** app.
3. Choose **Last Week** or **Select Week** under the **Enter Time** section, depending on the timesheet you need to correct.



4. If choosing **Select Week**, use the calendar to select the week you want to correct time worked. Time worked can be corrected up to six weeks in the past.
5. Edit the **Time Type**, **In time**, **Out time**, **Out Reason**, and add a **Comment** if needed. Comments are not required.
6. Select **OK**.
7. Select **Review** on the calendar view to open the summary window.
8. Select **Submit** after reviewing all your updates to time worked. Your updated time worked is routed to your manager for approval.

Viewing your time away balances in Workday

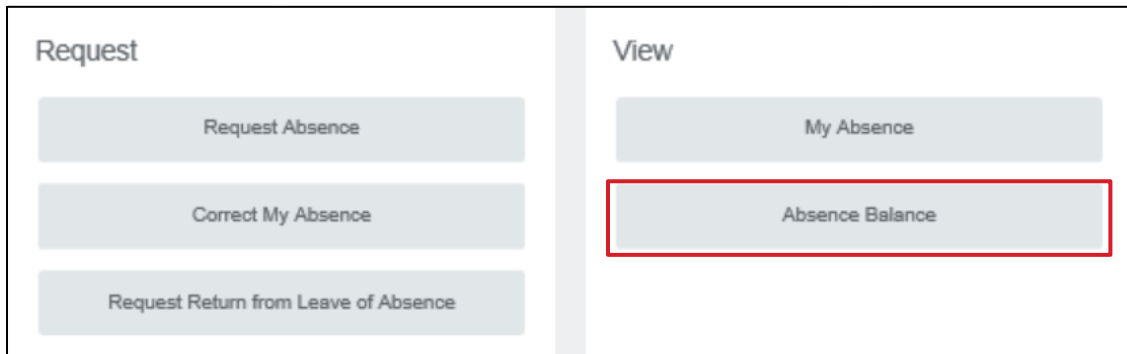
This section provides instructions on how an employee can view their time away balances in Workday. Time Away refers to any short-term time off in which the end date is known. This includes categories such as PTO and Community Service.

Information required: Date, applicable time period.

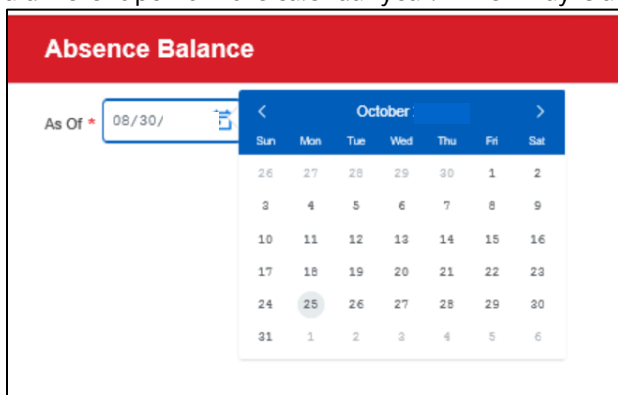
Step-by-step guidance

How to view time away balances as of today or a future date

1. Access **Workday** from Teamworks at Home.
2. Select **View all Apps** from the Workday homepage, and then select the **Absence** app.
3. Select **Absence Balance**. You will be able to view all time away types and balances from this one screen. For example, Community Service or Floating Holidays.



- Select the date you want to view your available time away balances. This can be a future date to see your accrual at a different point in the calendar year. Time Away is accrued monthly in Workday.



- A summary screen with all your available absence types will be displayed with the following categories. Select the blue numbers to find additional details on your time balances.
 - Beginning Year Balance – Total hours carried into the new calendar year
 - Accrued Year To Date – Total hours accrued since the start of the calendar year
 - Absence Paid Year To Date – Total hours paid out as time away since the start of the calendar year
 - Beginning Period Balance – Total hours available at the start of the period or month
 - Accrued in Period – Total hours accrued in the period or month
 - Absence Paid in Period – Total hours paid out during the period or month
 - Carryover Forfeited in Period – Total hours forfeited during period or month
 - Ending Period Balance – Total hours available at the end of a period or month
 - Ending Period Balance Including Pending Events – Total hours available at the end of a period inclusive of planned and approved time away

Absence Balance

Balance As Of Date 10/25

Balance As Of Date 10/25

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 7 items

Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance
Community Service	Hours	0		0	0	16
USA Floating Holiday	Hours	0		0	0	0
Holiday Plan	Hours	0		96	0	96
Minneapolis-MN Sick Time	Hours	0		0	0	110.07
USA Personal Holiday	Hours	0		0	0	16
PTO	Hours	0	0	12	40	-4
Shadow Historical Hours Worked	Hours	0		932.62	0	1612.62



Turn on the new tables view



Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
0	0	0	16	16	10/01/2021 - 10/31 (Generic) Monthly
0	0	0	0	0	10/01/2021 - 10/31 (Generic) Monthly
0	0	0	96	96	10/01/2021 - 10/31 (Generic) Monthly
0	0	0	110.07	110.07	10/24/2021 - 11/06 (Sun - Sat) Bi-weekly
0	0	0	16	16	10/01/2021 - 10/31 (Generic) Monthly
0	0	0	-4	-2	10/01/2021 - 10/31 (Generic) Monthly
0	0	0	1612.62	1612.62	10/24/2021 - 11/06 (Sun - Sat) Bi-weekly

Requesting and correcting time away in Workday

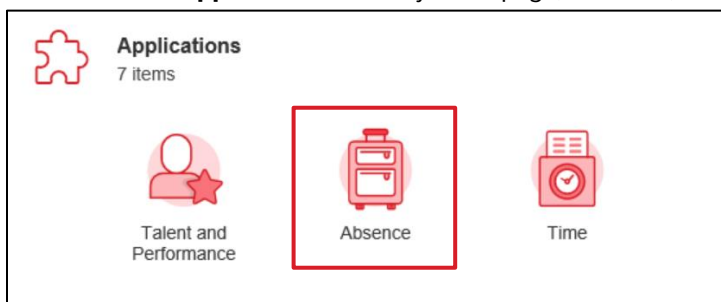
This section provides instructions on how to request and correct time away, which includes both time off and leaves of absence in Workday. You should always check your time away balances before requesting additional time away.

Information required: Time away dates, time away type.

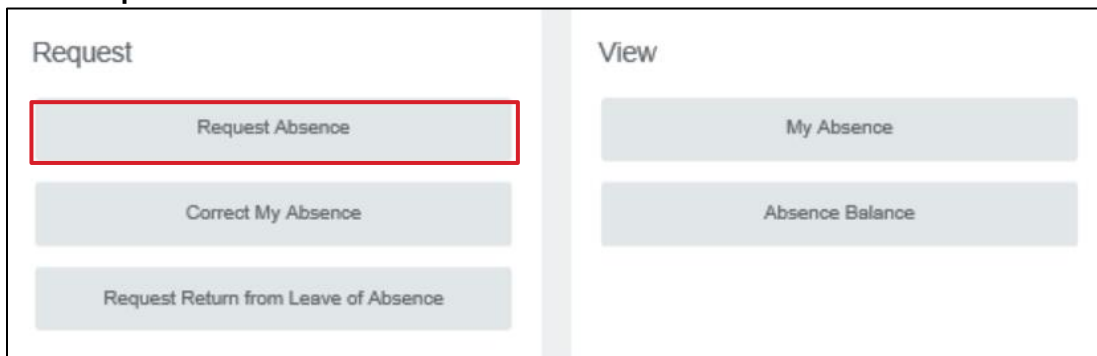
Step-by-step guidance

D. Request time away

1. Access **Workday** from Teamworks at Home.
2. Select **View all Apps** on the Workday homepage, and then, select the **Absence** app.

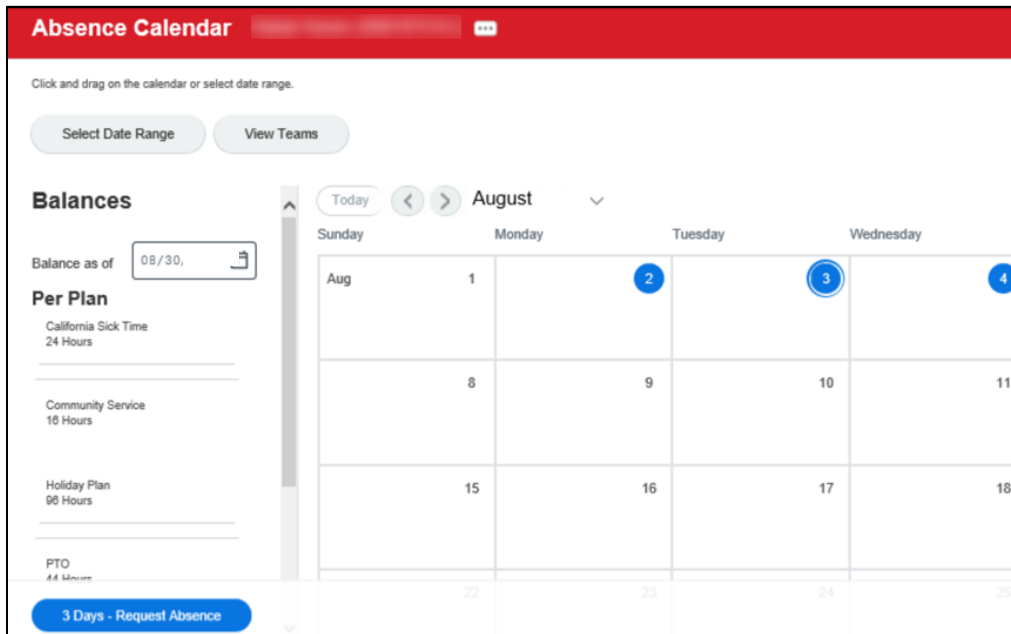


3. Select **Request Absence**.



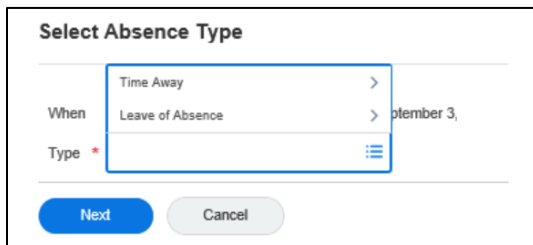
4. Prior to submitting your time away request, confirm that you have the time away available under the **Balances** section. You can project time away balances for a future date by updating the **Balance as of** field with the future date.

Hover over and select the days you plan to take time away from work in the Absence Calendar. You can also navigate to **Select Date Range** and input the **From** and **To** date range.



5. Select the **Request Absence** button.
6. Select the **Absence Type** from the drop-down list of options.

Note: Absence refers to any type of time away from work. This includes paid time off, for example, vacation or sick time, and planned leaves of absence, for example parental or medical leave. If you need help selecting a category, consult with your manager.



7. Select **Next**.
8. Select **Edit Quantity per Day** and add your planned time away by hours per day. International employees should add quantity by days instead of hours.



9. Select **Submit**. If the request requires approval, it will be routed to your manager.

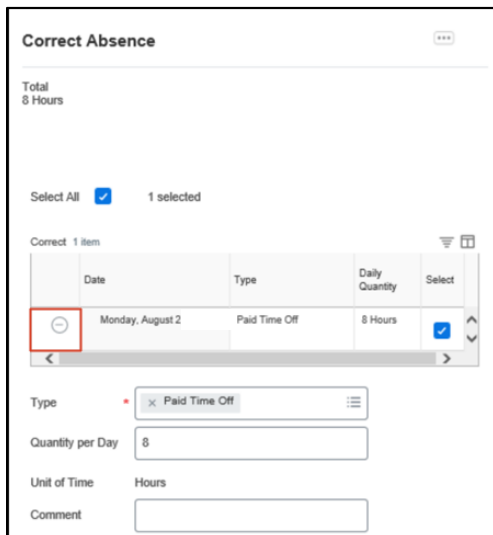
E. Correct time away previously approved.

1. Access **Workday** from Teamworks at Home.
2. Select **View all Apps** on the Workday homepage, and then select the **Absence** app.
3. Select **Correct My Absence** under **Request**. You can only correct a time away request if the request has previously been approved. If it is still pending approval, ask your manager to select **Send Back** so you can make the correction.



4. Navigate to the specific time away request on your **Absence Calendar**. Select it to open the **Correct Absence** screen.
5. To remove an approved absence, select the “-” next to the time away you want to delete. The time block will stay on your absence calendar in a gray color until the change is approved.

Note: You know that a time away request has been approved because it shows as green on your **Absence Calendar**.



6. To edit an approved time away, you can change your time away details by updating the **Type** or **Quantity per Day**.
7. Select the **Submit** button. The request will be routed to your manager for approval. It will stay gray on your Absence Calendar until the update or cancellation is approved.
8. To cancel any time away request that has not yet been approved by your manager you can select the time away request on your Absence Calendar. Select the **Cancel this Request** button.

Note: You know that a time away request has **not** been approved because it shows as gray on your **Absence Calendar**.

Details

When Monday, October 4,

Type Paid Time Off

Requested 8 Hours

Initiated On 10/03 10:34 AM

Absence Event [Absence Request](#)

Comment (empty)

[Cancel this Request](#)

[Close](#)

9. Enter a comment for the reason of the cancellation and select **Submit** to cancel the request.

Time management through the Workday Mobile application

This section provides instructions on how to enter time worked and time away using the Workday mobile application.

Information required: Hours worked or time away request information

Step-by-step guidance

F. Enter and submit time worked through the Workday mobile application

1. Open the **Workday mobile application** and select the **Time Tracking** app.
2. Select **Enter Time** to open the current week's calendar.
3. Select the day on the calendar to enter time. The day should now be highlighted.
4. Select **plus (+)** or **Add New** to open the **Enter Time** window.
5. Enter time worked on the selected day including the **In**, **Out**, and **Out Reason** fields.
6. Select **OK** to confirm your time worked entry.
7. Select **Submit** to route your time worked, at the end of each week, for manager approval.

G. View time away balances through the mobile application

1. Open the **Workday mobile application** and select the **Time Off** app to access the Absence Calendar.
2. Select the three dots (...) in the top right corner of the mobile application.
3. Select **Balances** from the drop-down list at the bottom of the application.
4. View **Balances as of Current** for each type of time away.
5. Select **Calendar** or enter another date for balances as of that date.
6. Select the **Done** button or the **check mark** in the top right corner of the application.

H. Requesting time away through the mobile application

1. Open the **Workday mobile application** and select the **Time Off** app.
2. Select **Dates to Take Time Off** on the calendar to highlight the requested time away day(s).
3. Select **Next** to open the details screen.
4. Select the **Type** of requested time away from the drop-down list.
5. Select the **Submit** button.