



Time and Absence in Workday

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Entering and correcting time worked in Workday

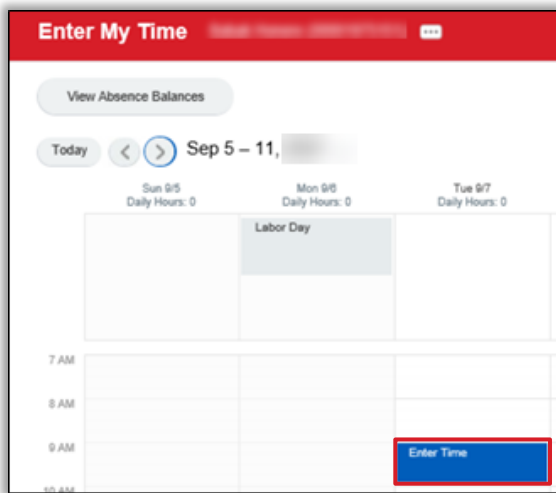
This section provides instructions on how to enter and submit time worked, along with how to correct time worked previously submitted in Workday. U.S. employees in a nonexempt position will enter time worked daily and submit weekly for approval.

Note: Access **Workday** from Teamworks at Home.

Step-by-step guidance

A. Enter time worked daily

1. On 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.
2. Select **This Week** under the Enter Time menu.
3. Enter your time worked every day by hovering over and double clicking the day of the week.



4. 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.

5. Select the **Noncompliant Meal Reason/Noncompliant Rest Break Reason** from the drop-down list, if applicable.

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

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

B. Submit time worked at the end of each week

1. Select **View all Apps** from the Workday homepage, and then select the **Time** app.
2. Select **This Week** under the **Enter Time** menu.
3. 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

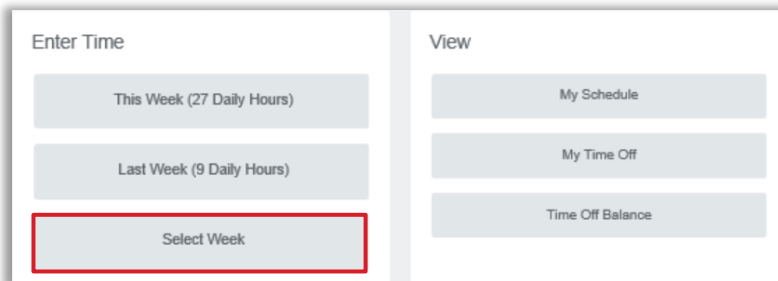
timesheet to a PDF. This PDF format will show the time calculations applied to your time worked.

4. 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. Select **View all Apps** from the Workday homepage, and then select the **Time** app.
2. Under the **Enter Time** section, select **Last Week** or **Select Week**, depending on the timesheet you need to correct.



3. If choosing **Select Week**, use the calendar to select the week you want to correct time worked. Time worked can be corrected up to three pay periods in the past.
4. Edit the **Time Type**, **In time**, **Out time**, **Out Reason**, and add a **Comment** if needed. Comments are not required.
5. Select **OK**.
6. Select **Review** on the calendar view to open the summary window.
7. 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 sick time.

Note: Access **Workday** from Teamworks at Home.

Step-by-step guidance

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

1. Navigate to **Workday** and select the **Absence app** from the main **Menu**.
2. 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.

The screenshot shows the Workday interface with two main sections: 'Request' and 'View'. The 'Request' section has three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' section has three buttons: 'My Absence', 'Absence Balance' (highlighted with a red rectangle), and 'View Teams'.

3. Select the date you want to view your available time off balances. This can be a future date to see your accrual at a different point in the calendar year. Some time away plans are accrued monthly in Workday. If you want to see your available balances for the entire year, select December 31.

The screenshot shows the 'Absence Balance' dialog box. It has a title bar with a close button. Below the title is a section labeled 'Absence Balance'. There is a text input field labeled 'As Of *' with the value '01/01/' and a calendar icon. To the right of the input field is a calendar for January. The date '1' is highlighted with a blue circle. Below the calendar are two buttons: 'OK' and 'Cancel'.

4. 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 you begin the new calendar year with. If you are in a cap-state your PTO carryover hours from the previous year will display here.
 - **Carryover Balance** – This is the number of hours you carried into the new calendar year if you are in a non-cap state. You will need to use these hours by March 15 or risk forfeiting them.
Note: Cap-state employees do not see this column in their chart.
 - **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 01/01/

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 4 items

Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date
Community Service	Hours	0		16	0
USA Floating Holiday	Hours	0		8	0
USA Personal Holiday	Hours	0		16	0
PTO	Hours	40	40	12	0



Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
0	0	16	0	16	16	16
0	0	8	0	0	8	8
0	0	16	0	8	16	16
0	40	12	0	52	52	52
				Total:	92	92

Requesting, canceling, and correcting your time off in Workday

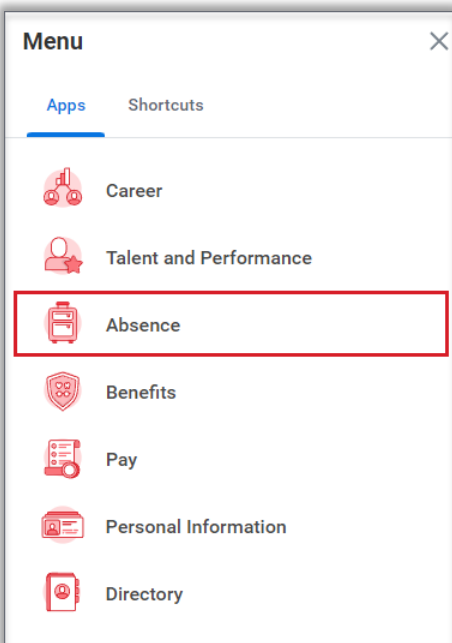
This section provides instructions on how to request, cancel, and correct time off requests in Workday. You should always discuss your time off plans with your manager first and check your time off balances before submitting an Absence request in Workday.

Note: Access **Workday** from Teamworks at Home.

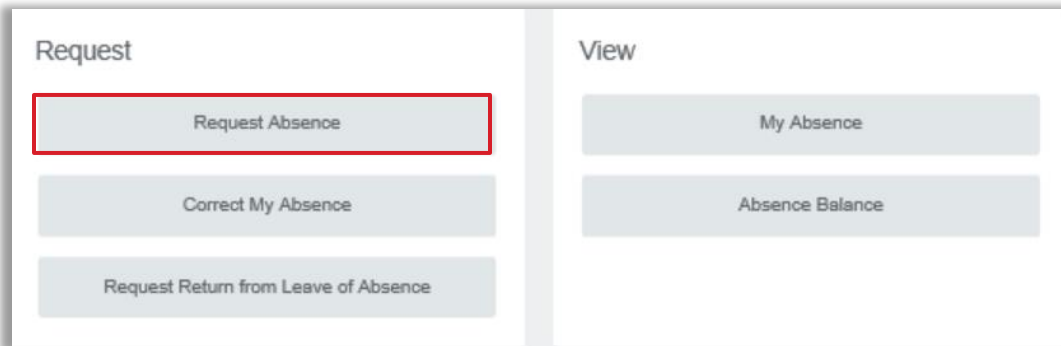
Step-by-step guidance

A. Requesting time off

1. From the **Workday** homepage, go to **Menu** and select **Absence** from the list of apps.



2. Select **Request Absence**.



3. Prior to submitting your time off request, confirm that you have the time off available under the **Balances** section. View your year-end balances by updating the **Balance as of** field with **12/31/XX**.

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

The screenshot shows the 'Absence Calendar' interface. At the top, there's a red header with the title 'Absence Calendar'. Below it, there's a instruction 'Click and drag on the calendar or select date range.' and two buttons: 'Select Date Range' and 'View Teams'. The main area is divided into two parts. On the left, there's a 'Balances' section with a 'Balance as of' dropdown set to '08/'. Below it is a 'Per Plan' section listing various leave types and their remaining hours: California Sick Time (24 Hours), Community Service (16 Hours), Holiday Plan (96 Hours), and PTO (44 hours). On the right, there's a calendar for August. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday. The calendar grid shows dates from 1 to 25. Days 2, 3, and 4 are highlighted with blue circles. At the bottom left, there's a blue button that says '3 Days - Request Absence'.

4. Select the **Request Absence** button.
5. 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, sick time, bereavement, and Workday requested leaves of absence, like a personal leave. Other leaves of absence (job search, administrative), require your manager to submit the request on your behalf. The Leaves Administrator must submit the request in the case of medically required leave. If you need help selecting a category, consult with your manager.

The screenshot shows the 'Select Absence Type' dialog box. It has a title 'Select Absence Type'. Below the title, there's a dropdown menu with two options: 'Time Away' and 'Leave of Absence'. The 'When' field is set to 'September 3'. The 'Type' field is empty. At the bottom, there are two buttons: 'Next' (blue) and 'Cancel' (grey).

6. Select **Next**.
7. Select **Edit Quantity per Day** and add your planned time off by hours per day.

U.S. employees:

- **Exempt** roles must use Paid Time Off (PTO) in full or half day increments.
- **Non-exempt** roles can schedule PTO in fractions of hours.
- If you work a **reduced schedule**, you should enter your PTO based on your regular work week.

International employees should add quantity by days instead of hours.

	*From	*To	*Type	Quantity per Day	Total	
	09/01	09/03	× Paid Time Off	0 hours	0 hours	Edit Quantity per Day

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

B. Canceling a time off request

You can cancel a request if it's approved or pending approval.

1. From the Absence app, select **Correct My Absence** under **Request**.

Request	View
Request Absence	My Absence
Correct My Absence	Absence Balance
Request Return from Leave of Absence	

2. Navigate to the specific time off request that you want to cancel in the **Absence Calendar**. Select the date to open the **Correct Absence** screen.
3. To cancel an approved request, select the "-" next to the date you want to delete and enter the reason for the cancellation in the **Comment** box.
4. The time block will stay on your calendar in a gray color until the canceled request is approved.

Correct Absence

Total
8 Hours

Select All ☒ 1 selected

Correct 1 item

	Date	Type	Daily Quantity	Select
<div>⊖</div>	Monday, August 2	Paid Time Off	8 Hours	<input checked="" type="checkbox"/>

Type

Quantity per Day

Unit of Time

Comment

5. To cancel a pending request, select the specific date you want to cancel in the **Absence Calendar**.
6. A **Details** popup appears. Select **Cancel this Request**.

Details

When Monday, October 4,

Type Paid Time Off

Requested 8 Hours

Initiated On 10/03 1:34 AM

Absence Event [Absence Request](#)

Comment (empty)

Cancel this Request

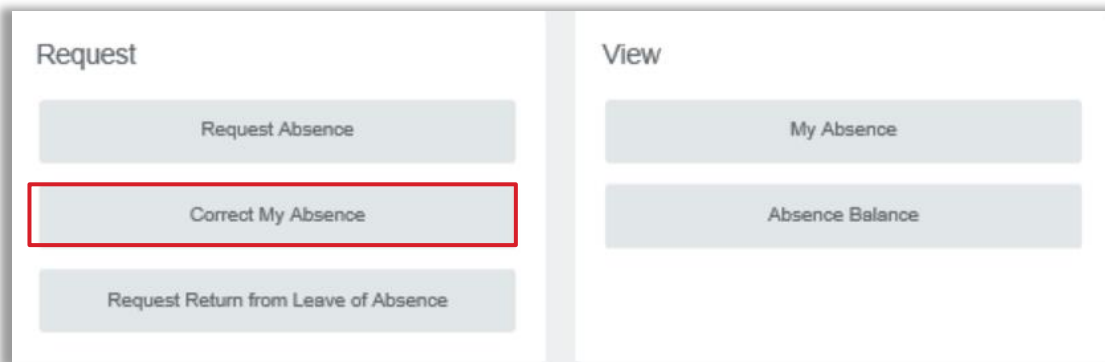
Close

7. On the next screen, enter a comment for the reason of the cancellation and select **Submit** to cancel the request.

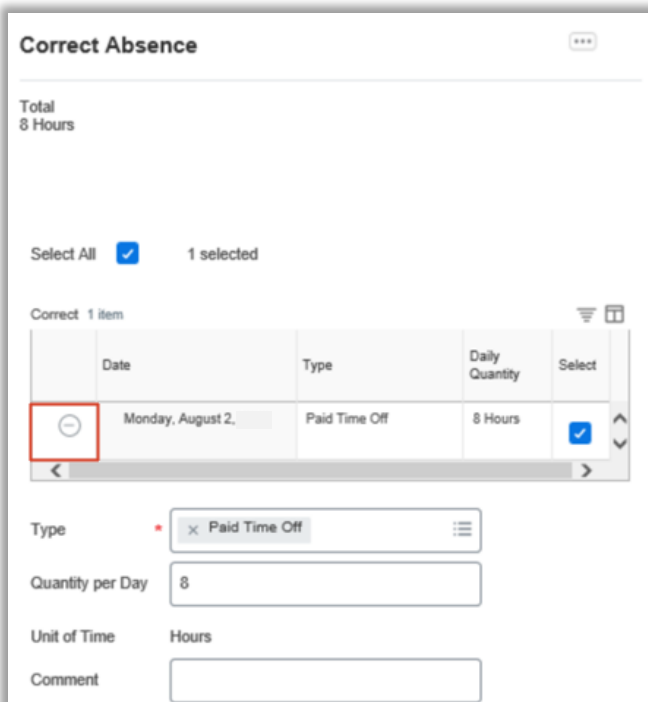
C. Correcting a time off request

You can only make a change to a time off request **if the request is approved**. A request is approved when it is green in your Absence Calendar, then you can proceed with making changes. If it's gray, it's still pending approval. Ask your manager to select **Send Back** so you can make the correction.

1. From the Absence app, select **Correct My Absence** under **Request**.



2. Navigate to the date on your **Absence Calendar** that you want to edit. Select it to open the **Correct Absence** screen.



3. To make changes to approved time off, you can update the **Type** or **Quantity per Day**.
4. At the bottom of the **Correct Absence** screen, select **Submit** to complete the change. If the change requires manager approval, it will appear gray on your calendar and your manager will be notified of the change.

Time management through the Workday Mobile application

This section provides instructions on how to enter time worked and view or request time off using the Workday mobile application. Time entry and time off requests can also be completed on your computer using the browser version of Workday.

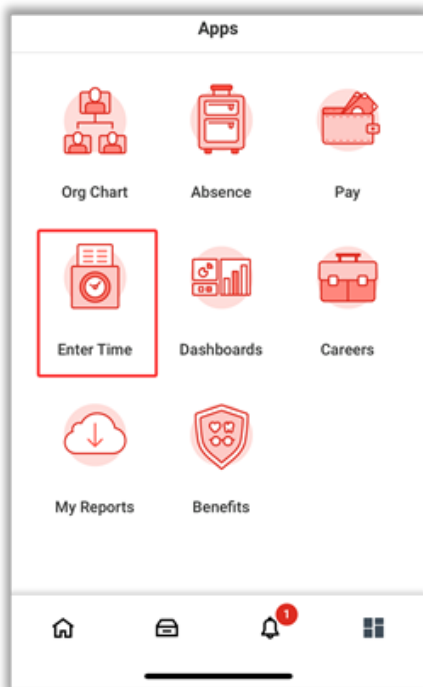
Note: You are not required to use the Now Mobile and Workday mobile apps; Wells Fargo provides access to these apps solely for your convenience. If you choose to use the Workday or Now Mobile apps, continue to track all your time worked, including any time logging in and out of the apps. The following instructions are for both iOS and Android devices. Although iOS device screenshots are shown in this guide, the Android screens are almost identical.

Step-by-step guidance

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

Employees required to enter time worked, which includes non-exempt U.S.-based and some exempt international employees, follow the steps below on your mobile device.

1. Open the **Workday mobile application** and select the **Enter Time** 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.

The screenshot shows the 'Enter Time' app interface. At the top, there's a home icon and the title 'Enter Time'. Below that is a red header bar with 'March 2022' and navigation arrows. A calendar grid shows the week from Sunday (13) to Saturday (19), with Thursday (17) highlighted in blue and labeled 'Today'. Below the calendar is a 'Week Breakdown' section with a white background and a red border. It lists several categories, all with a value of 0: Regular, Overtime, Paid Time Off, Total Hours, Shift Differential, and Other Premium. At the bottom of the app is a blue button labeled 'Submit This Week'.

4. Select **plus (+)** or **Add New** to open the **Enter Time** window.

This screenshot shows the same 'Enter Time' app interface, but with a different view. The calendar is still visible at the top, with Thursday (17) highlighted. Below the calendar, there is a white box containing a blue plus sign icon and the text 'Add New'. The bottom of the app is a solid red bar.

5. Enter time worked on the selected day including the **In**, **Out**, and **Out Reason** fields.

Cancel
Enter Time
OK

03/17,

Time Type *

Worked Time

In *

Out

Out Reason

X Out

Hours
0

Details

Comment

Cancel
Enter Time
OK

In *

Out

Out Reason

X Out

Hours
0

Close

AM

PM

1	2	3
4	5	6
7	8	9
⌫	0	✓

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.

[Cancel](#) **Submit Time**

By clicking on 'Submit', I certify that all of the information on the timesheet-hours worked or taken as time off and meal and rest period status-is [View More...](#)

Following date range will be submitted for approval.

March 13 – 19, 2022 : 8 Daily Hours Total

Total for March 13 – 19, 2022

Regular	8
Overtime	0
Paid Time Off	0
Total Hours	8
Shift Differential	0
Other Premium	0

[Submit](#)

[Home](#) **Enter Time**

March 2022


Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15	16 1	17 8	18 Today	19

[+ Add New](#)

☒ Worked Time 9:00am - 5:00pm

[Submit](#)


[X](#)



Success

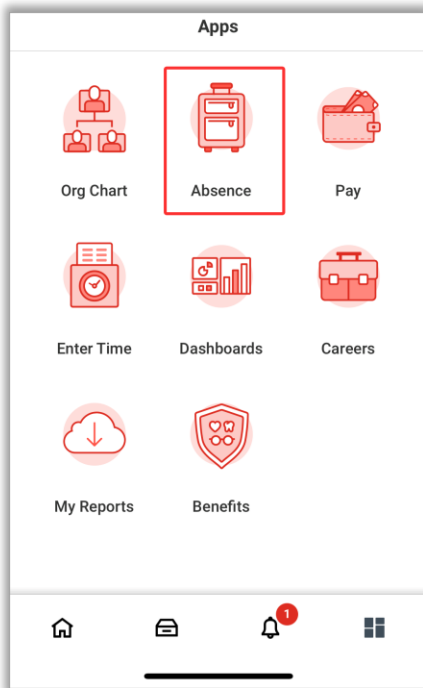
In Progress

Up Next

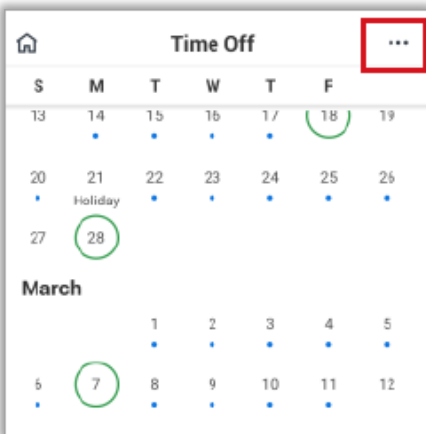
 Pozaw Gekihy
Approval by Manager [>](#)

B. View time off balances through the mobile application

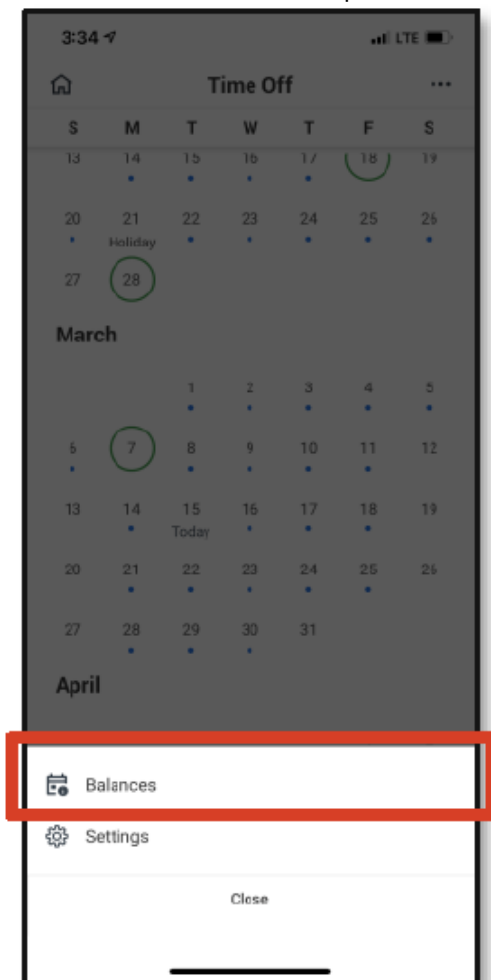
1. Open the **Workday mobile application** and select the **Absence** app to access the **Time Off Calendar**.



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.

Cancel Balances Done

Balance as of *

03/15/2022

Community Service	16 Hours
PTO	12 Hours
USA Floating Holiday	8 Hours
USA Personal Holiday	16 Hours

Note: The balance totals don't reflect future accrued time or time off requests after the Balance as of date. To see your available balances as of year-end, select the last day of the calendar year, for example 12/31/20XX.

5. Select **Calendar** or enter another date for balances as of that date.

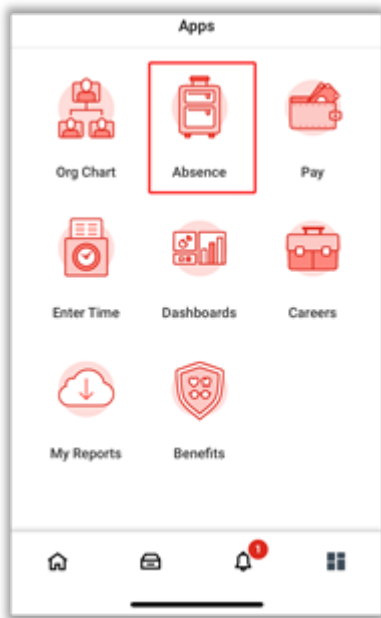
Cancel Balance as of Done

Discontinued	12	2019
January	13	2020
February	14	2021
March	15	2022
April	16	2023
May	17	2024
June	18	2025

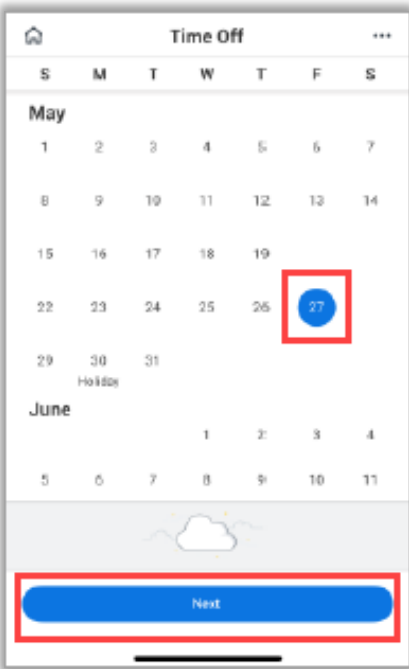
6. Select the **Done** button or the **check mark** in the top right corner of the application.

C. Requesting time off through the mobile application

1. Open the **Workday mobile application** and select the **Absence** app.

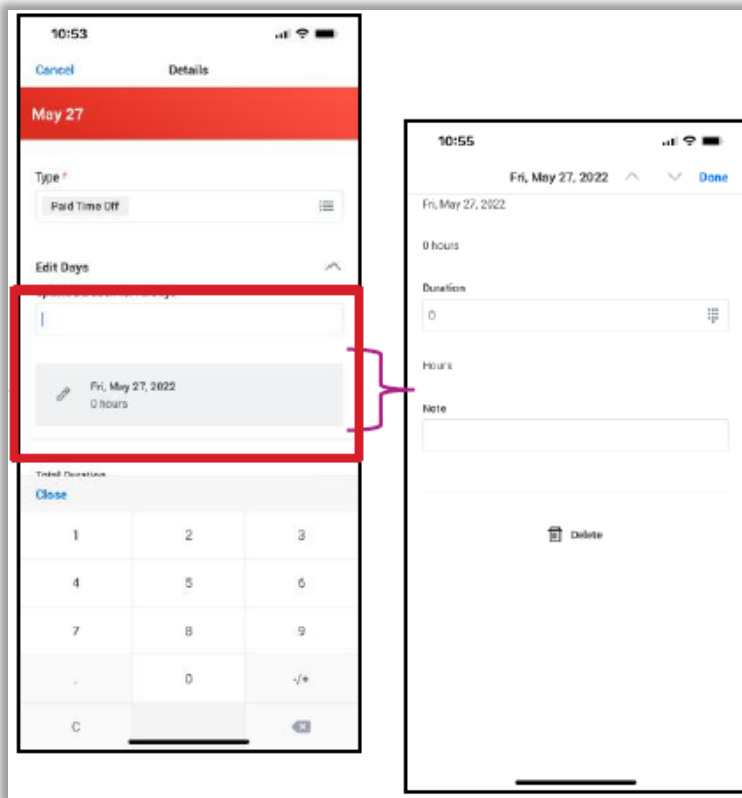


2. Select **Dates to Take Time Off** on the calendar to highlight the requested time off day(s).



3. Select **Next** to open the details screen.
4. Select the **Type** of requested time away from the drop-down list.

Note: If you need to remove a day, select the pencil icon.



5. Review time off details and select **Submit**.

