

Manage Your Team's Time

 This job aid provides guidance to managers on reviewing and managing their team's time entries in Workday

Team Time Management

Workday Role(s)

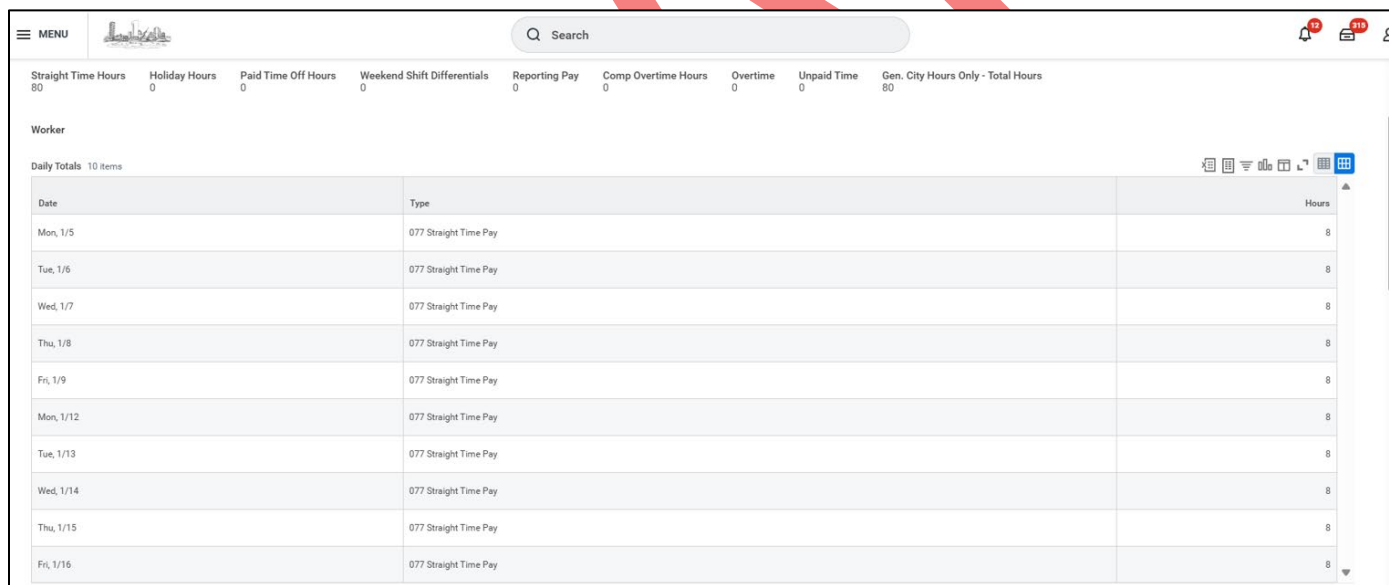
- Manager, Timekeeper.

Steps

- Enables managers to view, approve, review, enter, modify, and manage time for their team members in Workday to ensure accurate time reporting and payroll processing. Timekeepers should be aware of these processes as well.

Edit and Approve Team Time – Option 1:

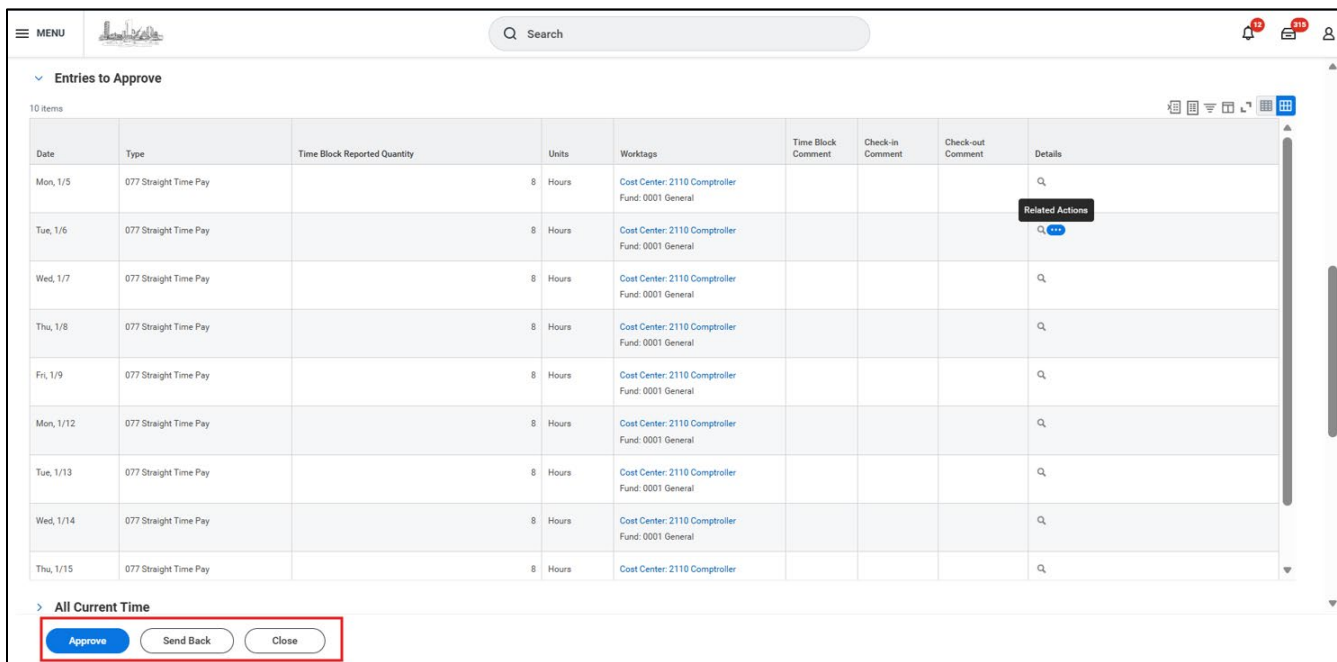
1. From the Workday **Home** page, click the **Inbox** (My Tasks) icon.
2. In **All Items**, select the **Time Entry** task for the individual worker you want to review.
3. Scroll to the **Daily Totals** section to review hours entered for each date.



Date	Type	Hours
Mon, 1/5	077 Straight Time Pay	8
Tue, 1/6	077 Straight Time Pay	8
Wed, 1/7	077 Straight Time Pay	8
Thu, 1/8	077 Straight Time Pay	8
Fri, 1/9	077 Straight Time Pay	8
Mon, 1/12	077 Straight Time Pay	8
Tue, 1/13	077 Straight Time Pay	8
Wed, 1/14	077 Straight Time Pay	8
Thu, 1/15	077 Straight Time Pay	8
Fri, 1/16	077 Straight Time Pay	8

4. Scroll down to the **Entries to Approve** grid:
 - Review reported hours, worktags, and time block details.
 - To locate the **Details** Column, scroll to the right. To look at more in depth details and select the **magnifying glass** icon's **Related Actions** to view more information.

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Entries to Approve

10 items

Date	Type	Time Block Reported Quantity	Units	Worktags	Time Block Comment	Check-in Comment	Check-out Comment	Details
Mon, 1/5	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Tue, 1/6	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Wed, 1/7	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Thu, 1/8	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Fri, 1/9	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Mon, 1/12	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Tue, 1/13	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Wed, 1/14	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller Fund: 0001 General				Q
Thu, 1/15	077 Straight Time Pay		8 Hours	Cost Center: 2110 Comptroller				Q

> All Current Time

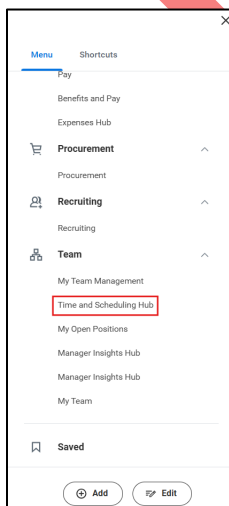
Approve Send Back Close

5. After completing your review, choose one of the following:

- **Approve** – to approve the time entry. Then it will go to the Timekeeper for another review and approval. The manager's task is now done.
- **Send Back** – to return the time entry to the worker for correction. They should correct and re-submit back to you for approval. The manager will have to review again and approve if the entries are now correct.
- **Close** – to exit without taking action. The manager did not approve nor send back to the employee, the timecard is still waiting for the manager to complete the approval task.

Edit and Approve Team Time - Option 2:

1. From the **Menu**, navigate to **Team** → **Time and Scheduling Hub**.



Menu Shortcuts

- Pay
- Benefits and Pay
- Expenses Hub
- Procurement
- Procurement
- Recruiting
- Recruiting
- Team
 - My Team Management
 - Time and Scheduling Hub
 - My Open Positions
 - Manager Insights Hub
 - Manager Insights Hub
 - My Team
- Saved

Add Edit

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1. From the **Team** option along the side menu and choose **Manager Insights Hub** and expand **Time & Scheduling Hub**.
2. Click **Edit and Approve Time**.
3. Enter or confirm the **Date**.
4. Under **Review**, select **Direct Reports only**.
5. Under **View**, select **By Period Schedule**.
6. In **Period Schedule**, click **Search**, choose **All** and select the appropriate schedule (for example, **Biweekly – Sunday to Saturday**).
7. If you would like to filter you may, however to catch all Workers, leave the options as they appear

Filter Workers By

Worker Type

Employee Type

Pay Rate Type

FLSA exempt Status  ☒ All Workers
☐ Exempt
☐ Non-Exempt

8. Click **OK** to load team time entries.
9. Select the **checkbox** next to one or more employees whose timecards are ready for approval.
10. To select all employees, select the **checkbox** in the column header (if applicable).
11. Ensure only employees with **submitted time** are selected.
12. Click **Approve**. In parentheses next to Approve, there should be the number of employees selected to be approved **REMINDER – ONLY TIME THAT HAS BEEN SUBMITTED BY THE EMPLOYEE CAN BE APPROVED**.
13. Confirm the approval action when prompted.

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Review Time Jan 18 - 31, 2026

Previous Period Next Period

Search Criteria

NOTE: You can't approve unsubmitted hours.

6 All Workers

Workers with Submitted Time

6 Workers with No Time Entered

Workers with Unsubmitted Time

Workers with Alerts

Workers with Incomplete Time Entries

Time Period Summary	7 items	3 selected	Totals				Comments	Scheduled Weekly Hours
	Worker Name	Position	Unsubmitted Time	Submitted Time	Approved Time			
☐	☒	P-000 MANAGER ASSISTANT CITY PAYROLL	0	0	0	Yes	40	
☒	☒	P-000 SPECIALIST CITY PAYROLL	0	0	0		40	
☒	☒	P-000 SPECIALIST CITY PAYROLL	0	0	0		40	
☐	☐	P-JM1 ELECTION INSPECTOR	0	0	0		1	
☐	☐	P-000 ACCOUNTING PROGRAM ASST	0	0	0		40	
☐	☐	P-000 SPECIALIST CITY PAYROLL	0	0	0		40	
☐	☐	P-000 SPECIALIST CITY PAYROLL	0	0	0		40	

Approve

14. This completes the manager's approval process. It now moves on to the Timekeeper for approval.

Timekeepers Process

- Timekeepers, depending on their manager status in Workday, may not see the **Team** → **Time and Scheduling Hub**. In order to approve time, Timekeepers must either go to their My Tasks and approval individual employee time, after the manager has approved **OR** Timekeepers would enter "**Edit and Approve Time**" in the Search bar and choose the **Edit and Approve Time** report option. Click **Edit and Approve Time**.
- Under **Review**, Timekeepers do not get the option to **Direct Reports** unless they are a manager also. If not a manager, then choose the **By Organization** selection and choose organization, also known as the **Cost Center**. There may be many options to choose from but by selecting the organization that lists "**Department**" at the end should include all department staff that the timekeeper has access to.
- Under **View**, select **By Period Schedule**.
- In **Period Schedule**, click **Search**, choose **All** and select the appropriate schedule (for example, **Biweekly – Sunday to Saturday**).
- If you would like to filter you may, however to catch all Workers, leave the options as they appear

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Filter Workers By

Worker Type

Employee Type

Pay Rate Type

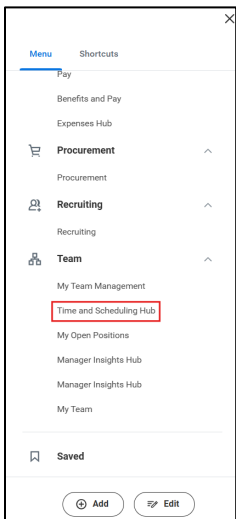
FLSA exempt Status  ☒ All Workers
☐ Exempt
☐ Non-Exempt

6. Click **OK** to load team time entries.
7. Select the **checkbox** next to one or more employees whose timecards are ready for approval.
8. To select all employees, select the **checkbox** in the column header (if applicable).
9. Ensure only employees with **submitted time** are selected.
10. Click **Approve**. In parentheses next to Approve, there should be the number of employees selected to be approved **REMINDER – ONLY TIME THAT HAS BEEN SUBMITTED BY THE EMPLOYEE CAN BE APPROVED.**
11. Confirm the approval action when prompted.
12. This completes the Timekeeper's approval process.

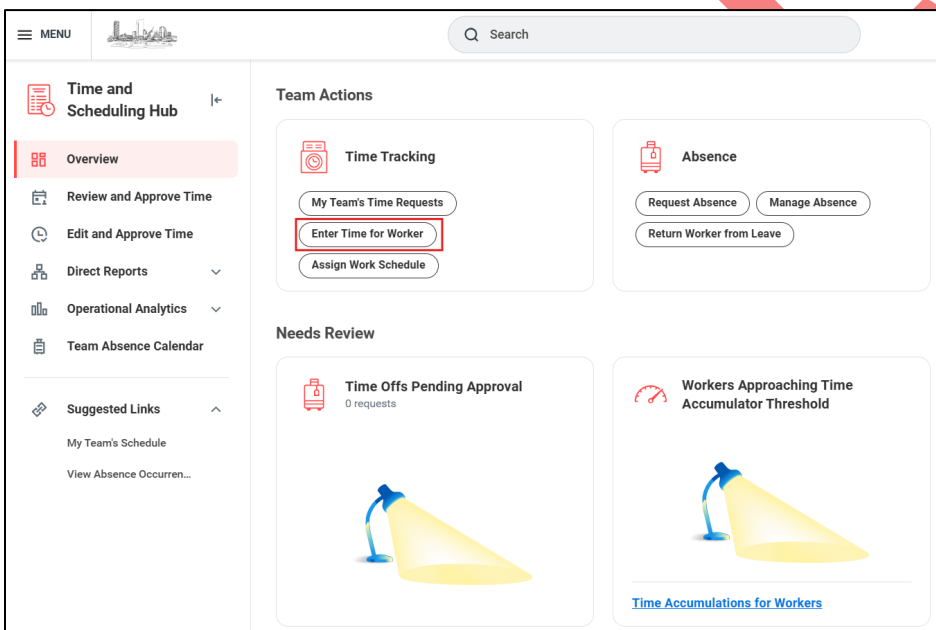
Access Worker's Time – This shows how to enter time for an employee by the manager

1. From the **Menu**, navigate to **Team** → **Time and Scheduling Hub**.

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2. Under **Time Tracking**, click **Enter Time for Worker**.



3. In the **Worker** field, search for and select the team member.
4. In the **Date** field, select a date within the week you want to enter time for, then click **OK**.

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Enter Time for Worker

Worker *

Date *

02/05/2026

Cancel

OK

5. The **Enter Time** page opens for the selected worker and week.
6. Enter time by clicking on the Calendar date (Time Block) and enter time as required. Use the Action button for repetitive tasks.
7. Review the populated time entries and make updates if needed.
8. Click **Review** at the bottom of the page.

≡ MENU

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Enter Time
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Today < > Feb 1 – 7, 2026 ⌵		Week ⌵ Period Calendar Actions ⌵			
Sun, 2/1 Hours: 0	Mon, 2/2 Hours: 8	Tue, 2/3 Hours: 8	Wed, 2/4 Hours: 8	Thu, 2/5 Hours: 8	Fri, 2/6 Hours: 8
	City Hall 8 Hours 🕒 Not Submitted	Time Period Lockout 01/18/2026 - 01/31/2026 City Hall 8 Hours 🕒 Not Submitted	City Hall 8 Hours 🕒 Not Submitted	City Hall 8 Hours 🕒 Not Submitted	City Hall 8 Hours 🕒 Not Submitted

Summary

Feb 1 – 7, 2026

- Straight Time Hours 40
- Holiday Hours 0
- Paid Time Off Hours 0
- Weekend Shift Differentials 0
- Reporting Pay 0
- Comp Overtime Hours 0
- Overtime 0
- Unpaid Time 0
- Gen. City Hours Only - Total Hours 40

Review

9. Click **Submit** to submit the time on behalf of the worker.

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The screenshot shows the 'Enter Time' and 'Submit Time' interface. The 'Enter Time' section on the left displays a calendar for February 1-7, 2026. The 'Submit Time' section on the right shows a summary of hours for February 1-14, 2026, and a 'Submit' button highlighted with a red box.

Enter Time

Today < > Feb 1 - 7, 2026

Sun, 2/1 Hours: 0

Mon, 2/2 Hours: 8

Tue, 2/3 Hours: 8

Wed, 2/4 Hours: 8

City Hall 8 Hours Not Submitted

Time Period Lockout 01/18/2026 - 01/31/2026

City Hall 8 Hours Not Submitted

City Hall 8 Hours Not Submitted

City Hall 8 Hours Not Submitted

City Hall 8 Hours Not Submitted

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

February 1 - 14, 2026 : 40 Hours

Total for February 1 - 14, 2026

Straight Time Hours	40
Holiday Hours	0
Paid Time Off Hours	0
Weekend Shift Differentials	0
Reporting Pay	0
Comp Overtime Hours	0
Overtime	0
Unpaid Time	0
Gen. City Hours Only - Total Hours	40

enter your comment

Cancel Submit

10. A confirmation message displays stating **"You have submitted"** and **Process Successfully Completed**.
11. Review the Overall Status to confirm it shows **Successfully Completed**.
12. It is important to note that if a manager has done this task, the approval process for the managers has been completed. The next step is to be approved by the Timekeepers.