Workday Time Tracking:
Best Practices for Hourly Employees

Workday Time Tracking does not require employees to *submit* timecards — **but you are responsible for ensuring the accuracy of your time before payroll runs.**

Your Responsibility: Own Your Time

To ensure you're paid correctly and on time, follow these best practices **in the Workday app (Desktop or Mobile)**

✓ Review Your Time Daily

- When you do your out punch, **review your time for the day**:
  - Did you clock in and out?
  - Is your meal break reflected correctly?
  - Do your total hours look right?

Fix it fast: If anything is off or missing, report it to your manager **immediately** so it can be corrected in Workday.

✓ Do a Weekly Check

- At the end of your workweek:
  - Make sure your punches are complete
  - Watch for duplicate or incorrect entries
  - Confirm your hours reflect your actual time worked

✓ Don't Wait to Report Issues

- Your timecard will flow to your manager automatically.
- If something's wrong and you don't say anything, it may not get fixed
- **Speak up the same day** you notice an issue — it's your paycheck on the line.

Why This Matters

Workday makes tracking and approving time easier, but **you are the first and most important checkpoint.**

Keeping your time accurate:

- Prevents paycheck errors
- Avoids timecard rework and delays
- Helps your manager approve your time without guesswork

Check it. Own it. Report it.

workday.
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