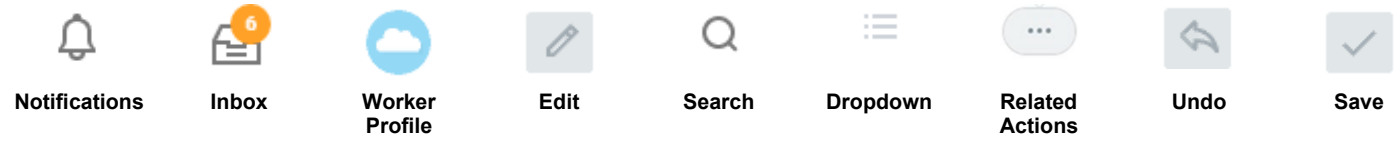
Timecard Review & Submission – Timekeepers

Common Workday Icons



Intended Audience

Timekeepers

Background

- Timecards must be submitted by 10:00am on Tuesday morning of a payroll week. It is recommended to review & and approve timecards on a weekly basis.
- When an employee approves their timecard, you will receive a Workday task to Approve or Send back.
    - **Approve** – only if the timecard is accurate and ready for submission.
    - **DO NOT USE THE SEND BACK** option - Employees do not have access to adjust timecards. If adjustments are necessary, follow the steps below in Entering & Correcting Time Off.
- The Review Time Report will be an overview of your staff's Worked Time to review, edit/correct, add differentials, and submit timecards for payroll processing.
- Shift Differentials are hardwired into the Workday Time Tracking System

Instructions:

Reviewing Time

1. In the Workday search bar, type **Review Time**
2. Enter the **Pay Period Start Date**
3. Go to **Worker** and select Workers By Manager from the drop down
4. Click on the managers name
5. A list of managers employees will pull in list of managers employees will pull in
6. To select all employee do "CTRL + A and click enter"
7. Click **OK**

To enter or edit Absence for an employee:

1. Click on the employee's name needing time entered/modified
2. In the lower left corner, click **Enter Time for Worker**
3. Click the **Actions** drop down at the top of the calendar
4. Select **Enter Absence**
5. For details on how to modify or add absence, refer to the Earned Time in Workday job aid

To Modify/Add/Edit Worked Time and Differentials:

1. Click on the **Employee Name** needing time entered/modified

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2. In the lower left corner, click **Enter Time for Worker**
    a. **NOTE: This must be completed individually within the Review Time page – duplicate windows cannot be opened or utilized from here.**
3. **Modify/Edit an existing time block**
    a. Click on the time block
    b. Correct the necessary field by clicking that field and selecting from the drop down or enter in the correct In/Out times
    c. Click **OK**
4. **Adding Worked Time**
    a. Click on the day time needs to be added
    b. **In** – enter the start time for the employee
    c. **Out** – enter the out time for the employee
    d. **Out Reason** – select reason from drop down
    e. **Cost Center** – will default to the primary cost center. If this needs to be changed select from the drop down
    f. Click **OK**
5. **Adding Differentials**
    a. Click on the day differential time needs to be added
    b. **Time Type** – select from the drop down the differential that needs to be addd
    c. **Hours** – enter the number of hours for this differential
    d. **Cost Center** – will default to the primary cost center. Select from the drop down if that is not correct.
    e. Click **OK**
6. Click **Review** in the lower right-hand corner
7. Click **Submit**
8. Go to **Action** and select Review Time. This will bring you back to the Review Time screen.

Submitting Time for Payroll

9. Once you've completed all necessary edits, click the **check box** to the left of **Worker Name** to select all employees
10. Click **Approve**

    NOTE: You are able to make additional edits once you've submitted from this screen. You'll need to follow steps 8 & 9 above in order to review and submit additional changes.

Additional Resources

Differential Summary
Shift Diff Rules & Pay Chart

Still need help?

Contact HRWorkdaySupport@mainegeneral.org