

Managers are responsible for ensuring that their employee's time is recorded accurately. Managers must ensure that all time for their employees has been entered and submitted for approval based on the payroll schedule.

ENTERING TIME FOR AN EMPLOYEE

From the Team Time application:

1. Select **Enter Time for Worker** under Actions.

| Actions | View |
|--------------------------|---------------------------|
| Review Time | My Team's Schedule |
| Enter Absence | Time Clock History |
| Correct Absence | Time Off & Leave Calendar |
| Enter Time for Worker | |
| Return Worker from Leave | |
| Team Overtime | |

2. Type the name of the employee in the Worker field.
3. Enter the date in the Date field.
4. Double click anywhere within a day to add time to the calendar. The Enter Time page displays.
5. Enter the **Time Type**, **In** and **Out** times.

Enter Time
11/16/2020

Time Type: Search
X Regular ...

In:

Out:

Out Reason: Out

Hours: 0

Details

Worked Meal: X No ...

Cost Center:

Payroll Projects:

Grant:

Fund:



Note: To charge another cost center, project tracking or if you have multiple jobs enter the information in the details section.

6. Click **OK**

SUBMITTING TIME

Managers can submit time for an employee if necessary—This submission will skip their approval step.

7. Review and certify the time entered on behalf of an employee, then click the Submit button.
8. Click the Submit button. The time submission routes to the Agency Time Approver.



Note: The manager submittal automatic approves the time and then routes to the Time Approver for review.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.