

Time Tracking: Entering & Correcting Employee Time for WD Time Clock Users

Manager/Timekeeper

Time Validation & Approval Process

Timekeepers and Managers can make corrections to employee time if necessary. Timekeepers validate employee time on Monday after paydays. After time is validated, Manager approve employee time on Tuesday. The time frame is short so any errors or corrections found on Mondays by Timekeepers will need to be fixed by Timekeepers. If errors are detected earlier and if there is time for the employee to fix errors, you may send the time sheet back to them.

Time & Leave Options from the Employee's Related Actions

Time Entry Approval Time Entry: Lou Tenant (40056) - 1.5 hours from 11/05/2016 to 11/18/2016

Regular Time	Straight Time	Overtime	Double Time	Supplemental
17.5	0	1	0	

53 minute(s) ago - Effective 11/18/2016

Worker Lou Tenant (40056)

Daily Totals 1 item

Date
Wed, 11/16

Entries to Approve

Actions

- Compensation >
- Job Change >
- Organization >
- Personal Data >
- Recruiting >
- Safety Incident >
- Talent >
- Time and Leave**
- Worker History >

Enter Time -To enter or submit time for Web Calendar users

Add Time Clock Event -To enter time for Time & Web Clock users

View Time Clock History -To correct regular & supplemental pay for all employees
-To correct Unmatched Check Ins for Time & Web Clock users
-To submit time for Time & Web Clock users

Enter Time Off

View Time Off

View Schedule for Worker

View Time Off Balance

View Time Off Results by P

View Calculated and Overri

View Carryover Balances

View Leave Results

Assign Work Schedule

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Enter New Time on Behalf of a WD Time Clock User

From a worker's Related Actions:

1. Click **Time and Leave > Add Time Clock Event**.
2. Select **the date** for which you wish to enter time.
3. Enter **the time** of the clock in and select **Check In**
4. Click OK.
5. Repeat these steps to enter the Clock Out Time.
6. The employee will receive notification in Workday that time has been entered.

Submit Time on Behalf of a WD Time Clock User

From a worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select **the date** you wish to view. Click OK.
3. Click **View Time Calendar for Worker**. Select date.
4. When calendar opens, click **Submit**.
5. The employee will receive notification in Workday that time has been submitted.

Adjusting Time Clock Time for Regular Time Worked

From the worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select **the date** you wish to view & click OK.
3. Identify the time entry you wish to adjust.

Time Clock History Lou Tenant (40056)

Displaying Clock Events from 11/12/2016 to 11/18/2016

Previous Week Next Week Add Clock Event View Time Calendar for Worker

Unmatched Clock Events 0 Items

Clock Event	Day of the Week	Date	Time	Time Zone
No Data				

Matched Clock Events 6 Items

Clock Event	Day of the Week	Date	Time	Time Zone	Time Block	Edit	Delete
Check-out	Wednesday	11/16/2016	12:56 PM	GMT-05:00 Eastern Time (New York)	Q	Edit	Delete
Check-in	Wednesday	11/16/2016	11:26 AM	GMT-05:00 Eastern Time (New York)	Q	Edit	Delete
Check-out	Tuesday	11/15/2016	05:00 PM	GMT-05:00 Eastern Time (New York)	Q	Edit	Delete

4. Click **Edit** & edit the Time Clock Event.
5. Add a comment and click OK.
6. The employee will receive notification in Workday that time has been adjusted.

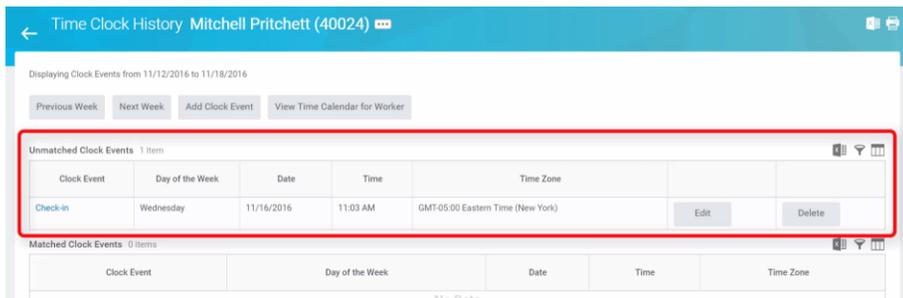
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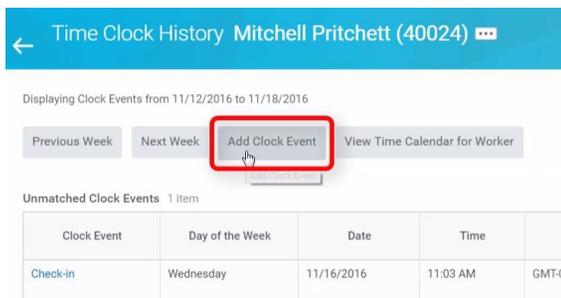
Fixing an Unmatched Check In

From a worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select **the date** you wish to view.
3. Under **Unmatched Clock Events**, find the unmatched event.



4. Click **Add Clock Event**.



5. Enter the correct **Time** and select the needed **Event Type**.

Add Clock Event

Worker * Mitchell Pritchett (40024)

Date * 11 / 16 / 2016

Time * 02:30 PM

Time Zone GMT-05:00 Eastern Time (New York)

Event Type * select one

Details select one

Comment Check-out

OK Cancel

6. Enter a comment and click OK.
7. The employee will receive notification in Workday that time has been entered.

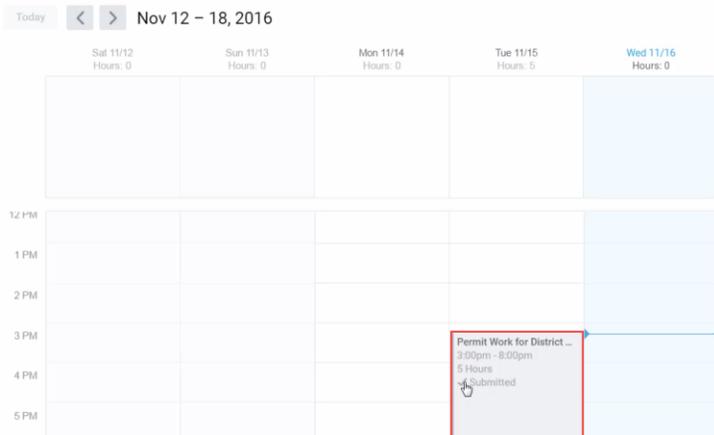
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Correcting Supplemental Pay

From a worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select **the date** you wish to view.
3. Click **View Time Calendar for Worker**.
4. In the calendar, click on the time entry to be edited.



5. **Edit the details** of the entry as appropriate.

Enter Time 11/15/2016

Status Submitted

Time Type Permit Work for District Sponsored Event

In Time Entry Codes

Out Regular Worked Time

Out Reason In Service Participant School Based (Classified)

Hours Call Back After Regular Assignment

Details Permit Work for District Sponsored Event

Worked Through Permit Work for Non District Sponsored Event

Comment Court- CMSD Business

Supplemental Assignment

Board Business

View Details

6. Click OK.
7. The employee will receive notification in Workday that time has been entered.