

Manager-Enter, Edit, Submit and Approve Time for Team

This how to is to show a manager/timecard editor how to:

- 1- edit hours
- 2- enter hours,
- 3-Enter absences
- 4-Submit Timecards
- 5-Approve timecards for payroll process

for their direct reports and/or whole team.

20 Steps [View most recent version](#) 

Created by
Alex Drabik

Creation Date
Nov 27, 2024

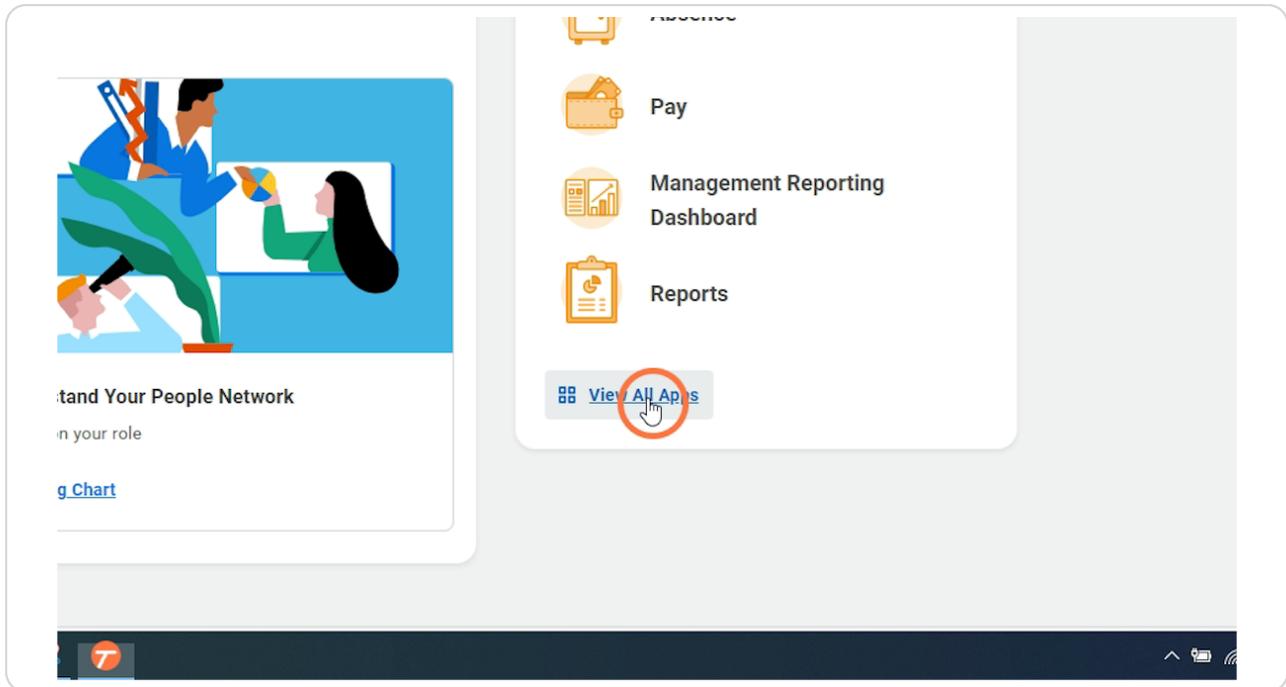
Last Updated
Nov 27, 2024

STEP 1

Go to your Apps/Hubs

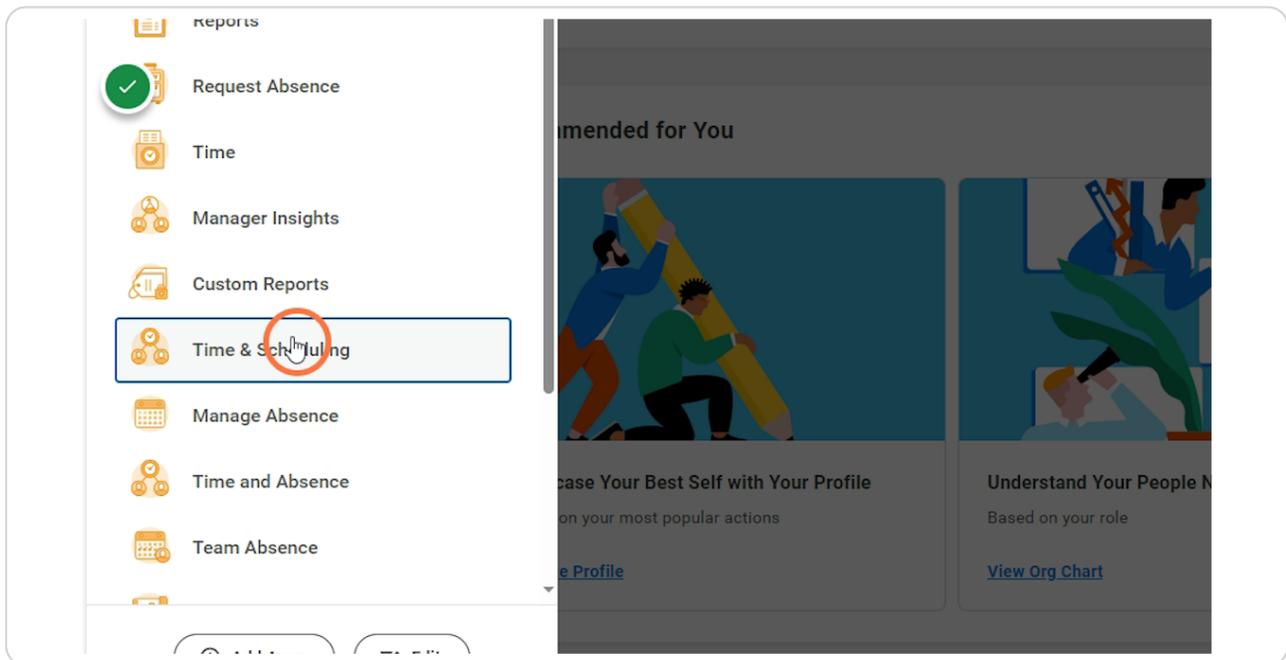
Click on View Apps or select the APP you are looking for

- This one you are going to want to utilize Time and Scheduling



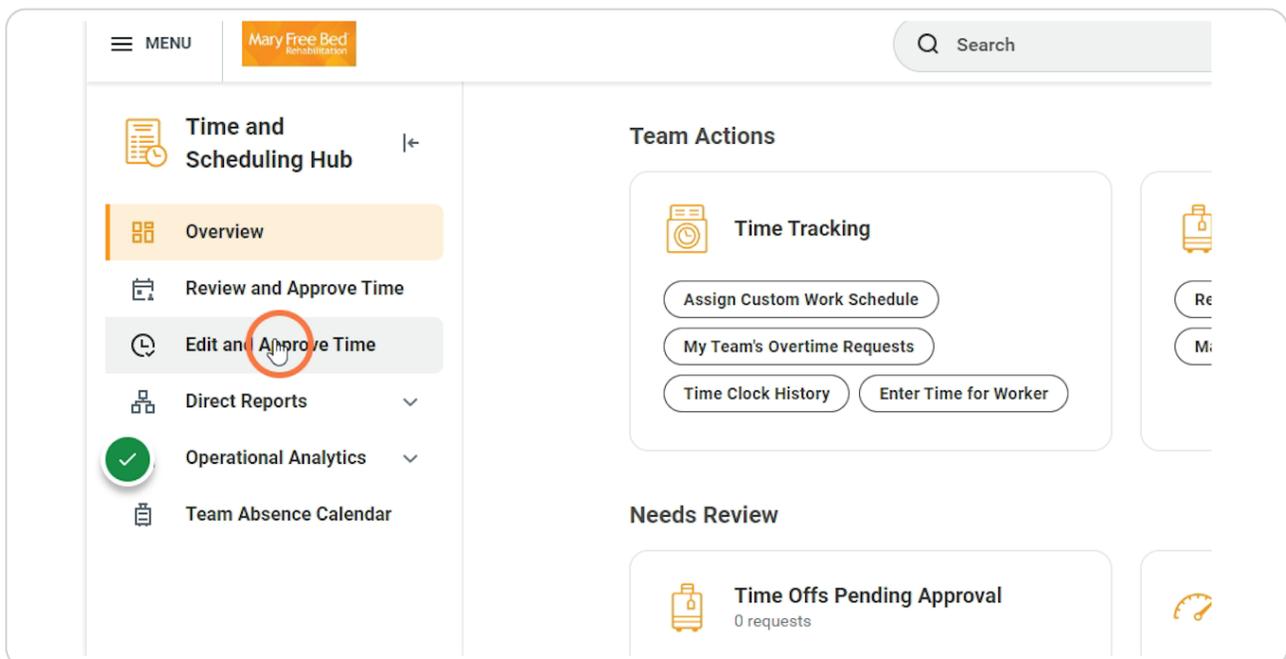
STEP 2

Click on Time and Scheduling



STEP 3

Click Edit and Approve time



STEP 4

Edit and Approve time requirements

Date: Select the date you are wanting to pull up (any date with in the week you are wanting to edit)

Review: Direct Reports only OR you can select by department, position, etc.

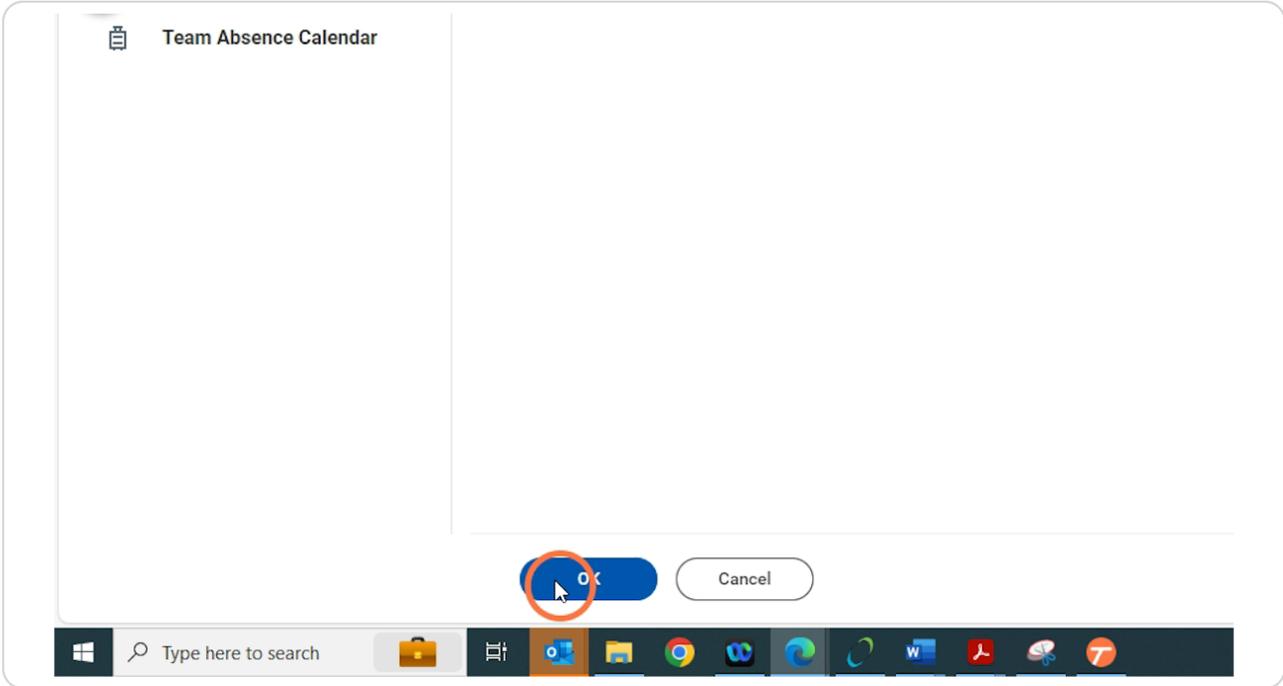
Start date of Week: Will ALWAYS be Sunday

The screenshot shows a web browser window with the URL <https://impl.wd12.myworkday.com/maryfreebed2/d/task/2997518309.html#backheader=true>. The page title is "Mary Free Bed Rehabilitation" and the user is identified as "Robin Vander Veen". The sidebar menu includes "Time and Scheduling Hub", "Overview", "Review and Approve Time", "Edit and Approve Time" (highlighted), "Direct Reports", "Operational Analytics", and "Team Absence Calendar". The main content area is titled "Edit and Approve Time" and contains the following fields:

- Date * 11/27/2024 (with a calendar icon circled in red)
- Review * Direct Reports only, By Organization, By Worker
- Start Day of Week * select one (dropdown menu)

STEP 5

Click OK



STEP 6

Updating Hours

Find the employee on your direct report list and click on the date you want to edit

REMINDER: it will on list one week at a time.

The screenshot shows a web interface for managing worker hours. At the top, there's a navigation bar with 'Today', navigation arrows, and a date range 'Nov 17 - 23, 2024'. Below this is a calendar header for the week of Nov 17-23, 2024, with columns for Sun, 11/17 (0 Hours), Mon, 11/18 (0 Hours), Tue, 11/19 (0 Hours), and Wed, 11/20 (0 H). A section titled 'Workers with Alerts (57)' contains a table with three rows for 'Aileen Dorado'. Each row shows the employee's name, role, a '1 Error' icon, and a 'NOT SUBMITTED' status. The first row has a red circle around the '+ Enter Time' button in the Sunday column.

	Sun, 11/17 0 Hours	Mon, 11/18 0 Hours	Tue, 11/19 0 Hours	Wed, 0 H
<input type="checkbox"/> Aileen Dorado Registered Nurse 🚫 1 Error NOT SUBMITTED	<input type="checkbox"/> + Enter Time			
<input type="checkbox"/> Aileen Dorado Clinical Care Supervisor_1025... 🚫 1 Error NOT SUBMITTED				
<input type="checkbox"/> Aileen Dorado Registered Nurse (+) 🚫 1 Error NOT SUBMITTED				

STEP 7

Fill out Time details

Search

Time

0
Workers without Alerts

Nov 17 - 23, 2024

Sun, 11/17
0 Hours

with Alerts (57)

Weekly Summary

Reported Hours

Time Off Hours

Wed, 11/20
0 Hours

Thu, 11/21
0 Hours

Enter Time X

Aileen Dorado 11/17/2024

Time Type * x Regular Pay

In * 08:00 AM

Out * 03:00 PM

Out Reason * Out

Hours * 7

Position * Registered Nurse

Details

STEP 8

Click OK

Sun, 11/17
0 Hours

(57)

Hours * 7

Position * Registered Nurse

Details

Cost Center * x 6139 3S Nursing

Comment

Cancel OK

Wed, 11/20
0 Hours

Thu, 11/21
0 Hours

W

R

T

STEP 9

Adding more time

Nov 17 - 23, 2024 ▼

Sun, 11/17	Mon, 11/18	Tue, 11/19	Wed, 11/20	Thu, 11/21	Fri, 11/22
7 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours
s (57)					
<div>Regular Pay 8:00am-3:00pm</div>		<div> + Enter Time</div>			

STEP 10

Example of Entering Absence/Time off

In the Time Type switch the type from Regular to whatever code you need it to be (PTO, Jury Duty, Bereavement, etc.)

The screenshot displays a mobile application interface with a modal window titled "Enter Time". The modal is for user "Aileen Dorado" on the date "11/19/2024". The "Time Type" dropdown menu is highlighted with a red circle and shows "Regular Pay" selected. Below this, there are input fields for "In" and "Out" times, both marked with a red asterisk. The "Out Reason" dropdown is set to "Out". The "Hours" field is marked with a red asterisk and shows "0". The "Position" dropdown is set to "Registered Nurse". The background shows a blurred view of the application's main screen, including a search bar, a "Close" button, and various summary cards.

STEP 11

Example of Entering Absence/Time off

The screenshot shows the 'Enter Time' form for Aileen Dorado on 11/19/2024. The form includes fields for 'Time Type', 'In', 'Out', 'Out Reason', 'Hours', and 'Position'. The 'Time Type' dropdown menu is open, showing 'Time Entry Codes' and 'Absence' as options. The 'Absence' option is highlighted with a red circle and a hand cursor. The 'Out Reason' dropdown is set to 'Out'. The 'Hours' field is set to 0. The 'Position' dropdown is set to 'select one'.

STEP 12

Click here

The screenshot shows the 'Enter Time' form for Aileen Dorado on 11/19/2024. The 'Time Type' dropdown menu is open, showing 'Absence' as the selected option. The 'Absence' dropdown menu is open, showing 'Bereavement' as the selected option. The 'Out Reason' dropdown is set to 'Out'. The 'Hours' field is set to 0. The 'Position' dropdown is set to 'select one'. The 'Details' section includes a 'Comment' field.

STEP 13

Enter PTO Details

Aileen Dorado 11/19/2024

Time Type *

Hours *

Details

Time Off Reason 

Comment

STEP 14

Select PTO Reason

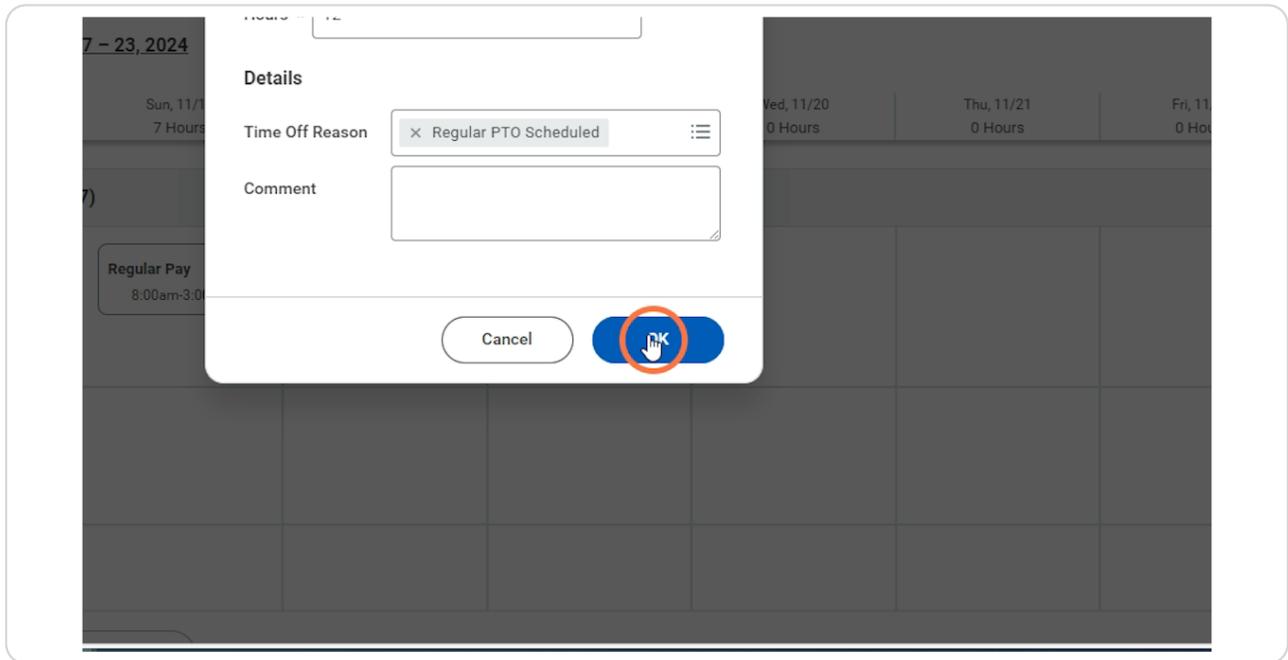
Details

Time Off Reason 

- Employee Leave of Absence Scheduled
- Employee Leave of Absence Unscheduled
- Low Census PTO Scheduled
- Low Census PTO Unscheduled
- PLOA Scheduled
- PLOA Unscheduled
- PMLA Scheduled
- PMLA Unscheduled
- Regular PTO Scheduled
- Regular PTO Unscheduled

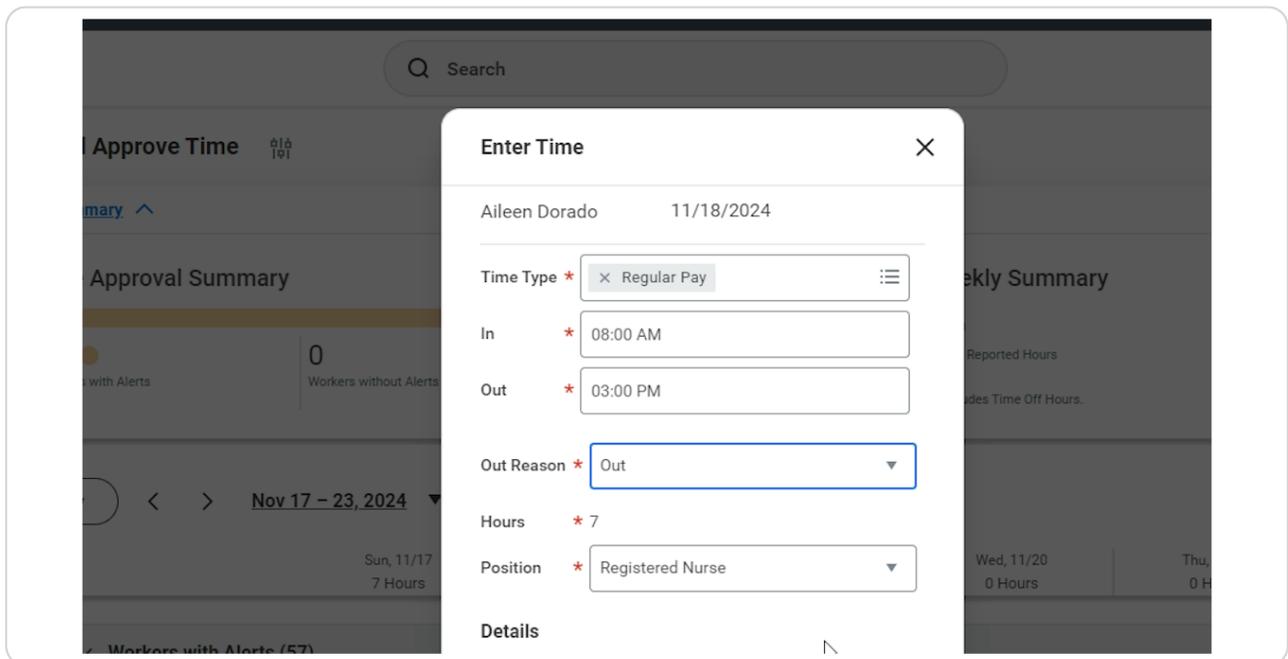
STEP 15

Click OK



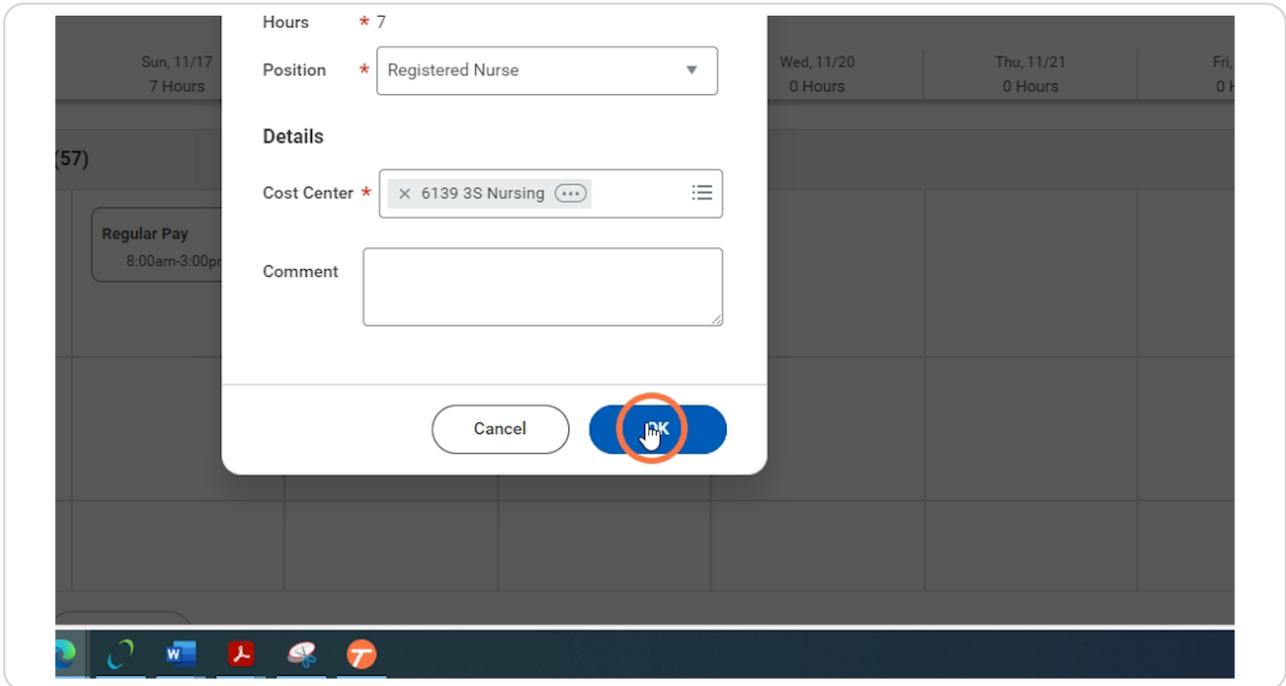
STEP 16

Fill out the details needed



STEP 17

Click OK



STEP 18

Enter Another Employees Hours

Enter the next employees hours by click in the date you are needing to enter the hours for.

The screenshot displays a web-based interface for tracking employee hours. At the top, a summary row shows hours for Sun, 11/17 (7 Hours), Mon, 11/18 (7 Hours), Tue, 11/19 (12 Hours), Wed, 11/20 (0 Hours), and Thu (0 Hours). Below this is a section titled 'Workers with Alerts (57)'. Three rows of employee data are visible, all for 'Aileen Dorado'. The first row is for a 'Registered Nurse' with 26 hours, showing 'Regular Pay' (8:00am-3:00pm) for Sun and Mon, and 'PTO' (12 Hours) for Tue. The second row is for a 'Clinical Care Supervisor_1025...' with 1 error and a 'NOT SUBMITTED' status; the cell for Mon, 11/18 is highlighted with a hand cursor and contains '+ Enter Time'. The third row is for a 'Registered Nurse (+)' with 1 error. A Windows taskbar is visible at the bottom of the screenshot.

	Sun, 11/17 7 Hours	Mon, 11/18 7 Hours	Tue, 11/19 12 Hours	Wed, 11/20 0 Hours	Thu 0
Workers with Alerts (57)					
Aileen Dorado Registered Nurse 26 Hours 1 Error NOT SUBMITTED	Regular Pay 8:00am-3:00pm	Regular Pay 8:00am-3:00pm	PTO 12 Hours		
Aileen Dorado Clinical Care Supervisor_1025... 1 Error NOT SUBMITTED		+ Enter Time			
Aileen Dorado Registered Nurse (+) 1 Error					

STEP 19

Once Edits are made you can submit for approval and/or approve

Once your edits are made you can check the box to those you have edited and or the box at the time of the screen that will select all of them

The screenshot shows a web interface with a left sidebar containing three menu items: 'Direct Reports', 'Operational Analytics' (with a green checkmark), and 'Team Absence Calendar'. The main area displays a date range of 'Nov 17 - 23, 2024' and a table of workers with alerts. The table has columns for worker information, 'Regular Pay' (8:00am-3:00pm), and another 'Regular Pay' column. The first row for 'Aileen Dorado' (Registered Nurse, 26 Hours, 1 Error) has a checkbox selected and a 'NOT SUBMITTED' button. The second row for 'Aileen Dorado' (Clinical Care Supervisor, 1025..., 1 Error) also has a checkbox selected and a 'NOT SUBMITTED' button. The third row for 'Aileen Dorado' has an unselected checkbox.

STEP 20

Click Submit and/or Approve

The screenshot shows a 'Time Approval Summary' section with a progress bar for 57 Total Workers. It displays three metrics: 57 Workers with Alerts, 0 Workers without Alerts, and 0 Workers with Approved Time Entries. Below this is a 'Weekly Summary' section showing 26 Total Reported Hours and 12 Time Off Hours. The main area features a date range of 'Nov 17 - 23, 2024' and a table of workers with alerts. The table has columns for worker information, 'Regular Pay' (8:00am-3:00pm), another 'Regular Pay' column, and 'PTO Hours' (12 Hours). The first row for 'Aileen Dorado' (Registered Nurse, 26 Hours, 1 Error) has a checkbox selected and a 'NOT SUBMITTED' button. The second row for 'Aileen Dorado' (Clinical Care Supervisor, 1025..., 1 Error) also has a checkbox selected and a 'NOT SUBMITTED' button. The third row for 'Aileen Dorado' (Registered Nurse, 1 Error) has an unselected checkbox. At the bottom, there are three buttons: 'Approve', 'Submit', and 'Send Back'. A vertical scrollbar on the right side of the table is highlighted with a red circle.