

Manager- Submit Employee Timecard

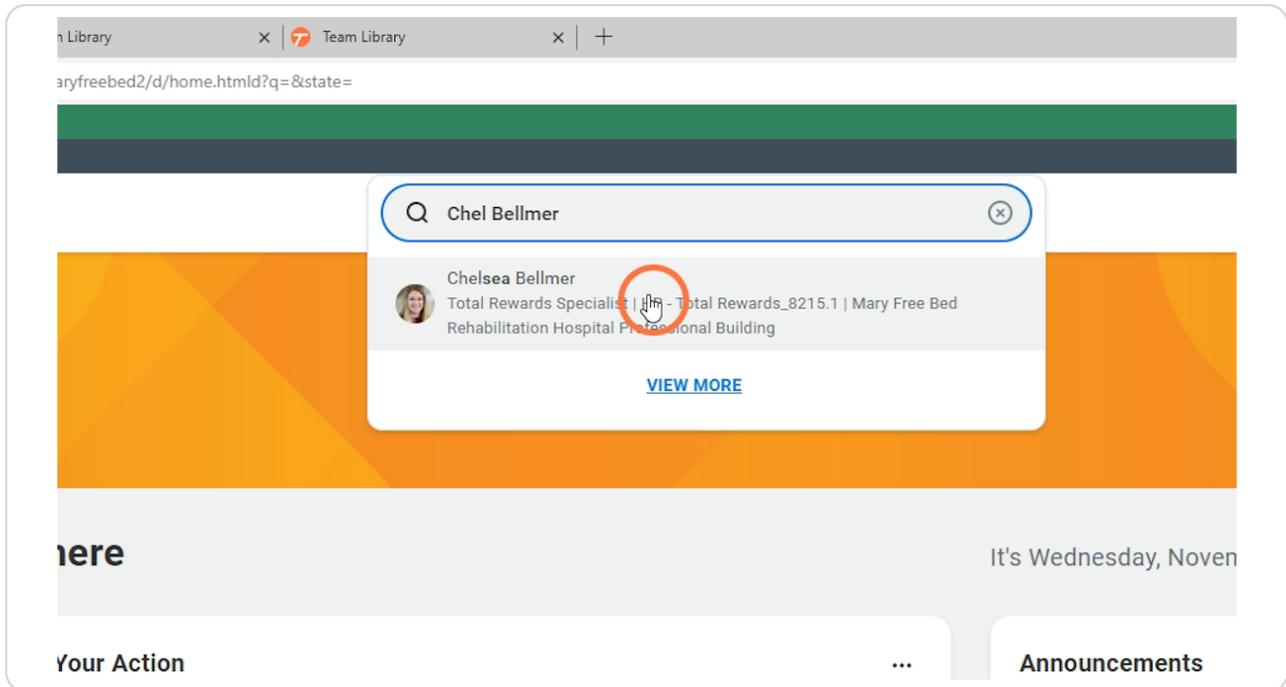
7 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	Nov 27, 2024	Nov 27, 2024

STEP 1

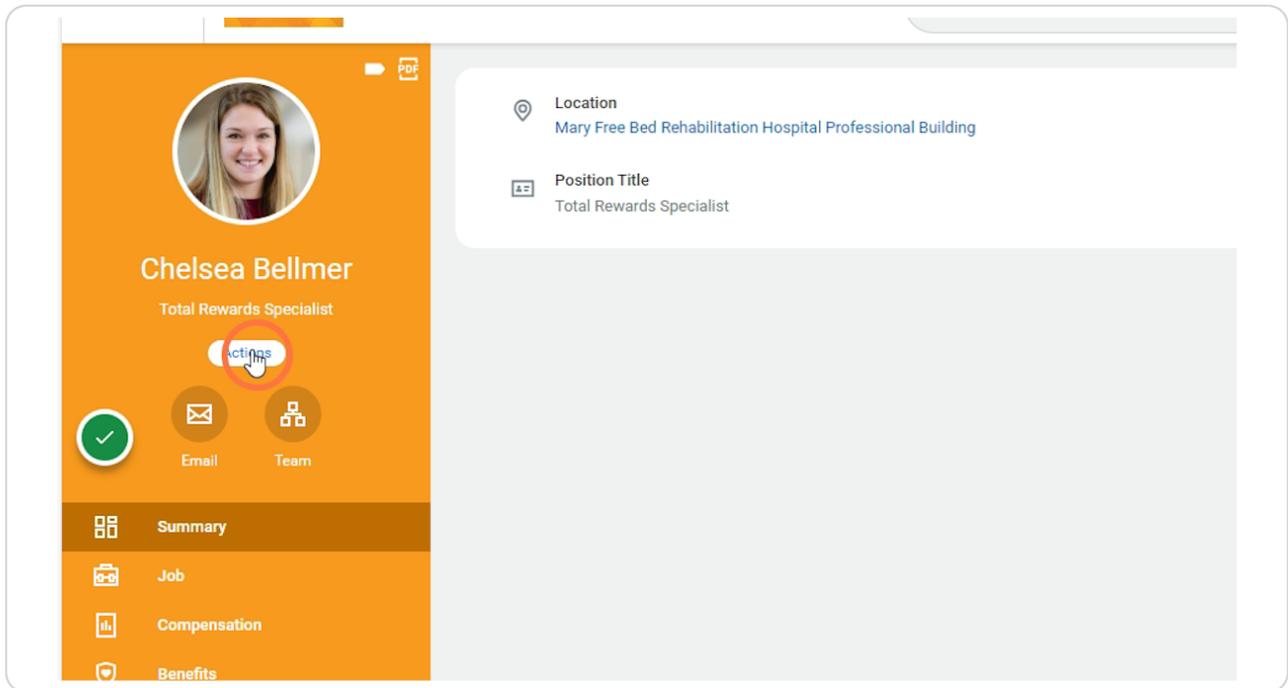
Search for Employee

On your main Dashboard, search for the employee in the search bar at the top of the screen. Click on the name or press enter



STEP 2

Click Actions



STEP 3

Time and Absence Dashboard

Under the Absence Tab or the Time and Absence Dashboard, click on Enter Time

The screenshot displays a user profile for Chelsea Bellmer, a Total Rewards Specialist. The profile includes a navigation sidebar on the left with options like Summary, Job, Compensation, Benefits, Absence, Pay, and Contact. The main content area shows the user's position title, a 'Worker' status, and contact information including an email address (chelsea.bellmer@maryfreebed.com) and a work address (350 Lafayette Ave SE Grand Rapids, MI 49503 United States of America). A 'View Team' button is also visible. A dropdown menu is open over the 'Actions' icon, with the 'Enter Time' option highlighted by a red circle. Other options in the menu include 'Frequently Used', 'Start Proxy', 'View Worker History', 'View Time Off Balance', 'Request Absence for a ...', 'Benefits', 'Calendar', and 'Compensation'.

STEP 4

Enter a date within the pay period you are wanting to submit.

Click ok after entering the date

r Time for Worker

Chelsea Bellmer

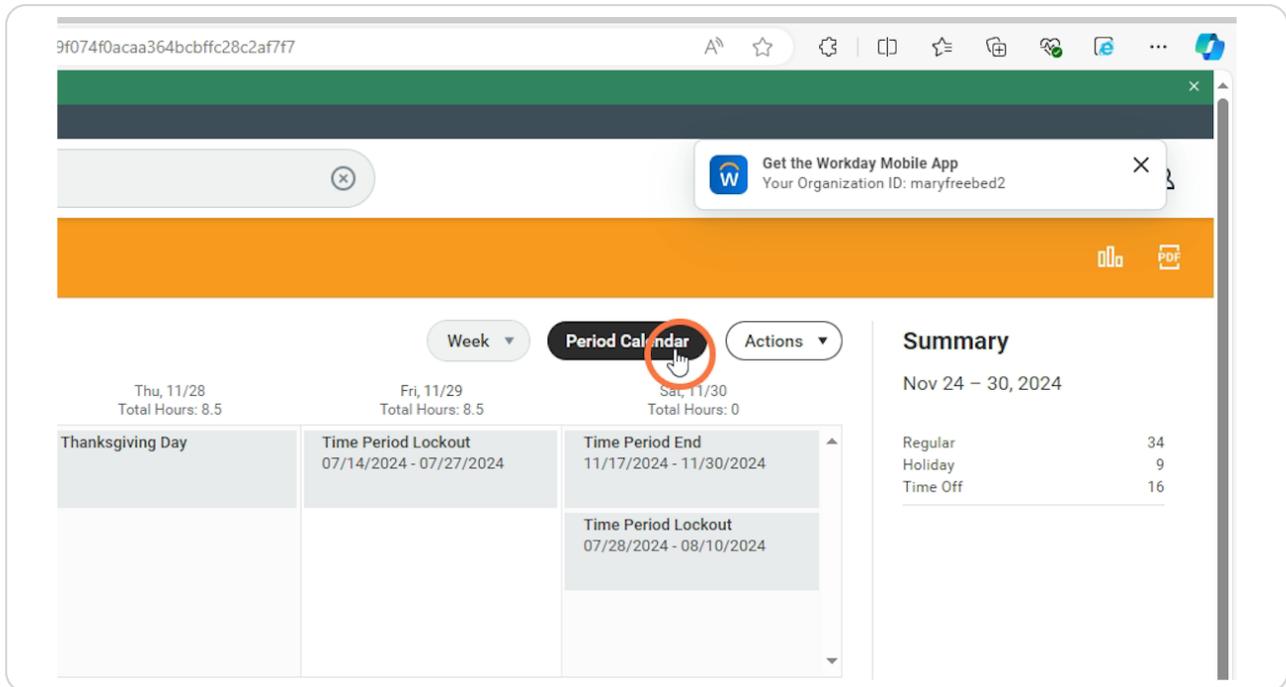
11/27/2024

Cancel OK

STEP 5

Switch Calendar View

Switch the calendar view so you are looking at the whole pay period by click on Period Calendar icon at the top of the screen



The screenshot shows a web browser window with a Workday interface. At the top, there is a navigation bar with a search icon, a star icon, and a refresh icon. Below the navigation bar, there is a banner for the Workday Mobile App with the text "Get the Workday Mobile App" and "Your Organization ID: maryfreebed2". The main content area features a calendar view for the week of November 24-30, 2024. The "Period Calendar" view is selected in the dropdown menu, which is circled in red. The calendar shows the following events:

Day	Total Hours	Event
Thu, 11/28	8.5	Thanksgiving Day
Fri, 11/29	8.5	Time Period Lockout 07/14/2024 - 07/27/2024
Sat, 11/30	0	Time Period End 11/17/2024 - 11/30/2024 Time Period Lockout 07/28/2024 - 08/10/2024

On the right side of the calendar, there is a "Summary" section for the period Nov 24 - 30, 2024:

Category	Hours
Regular	34
Holiday	9
Time Off	16

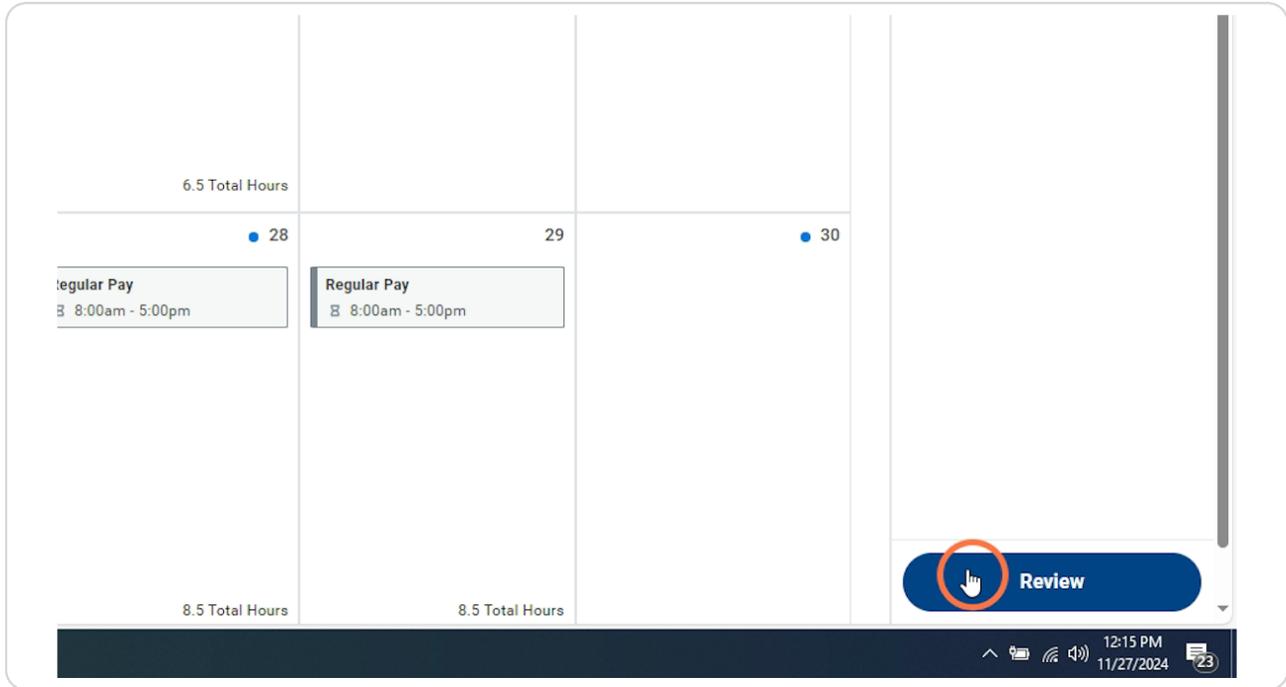
STEP 6

Review the timecard

Review the timecard

Make any edits needed

Click Review at the bottom right-hand side of the screen.



STEP 7

Submit Timecard

Review the Totals and enter a comment if needed
Click Submit

The screenshot displays a web interface for submitting a timecard. On the left, a sidebar lists 'Regular Pay' with a time range of '8:00am -'. The main content area features a text input field with the placeholder 'enter your comment' and a small blue cloud icon to its left. At the bottom right of the main area, there are two buttons: a white 'Cancel' button and a blue 'Submit' button. A red circle highlights the 'Submit' button, with a mouse cursor pointing at it. The bottom of the screen shows a Windows taskbar with the date '11/27/2024' and time '12:15 PM'.