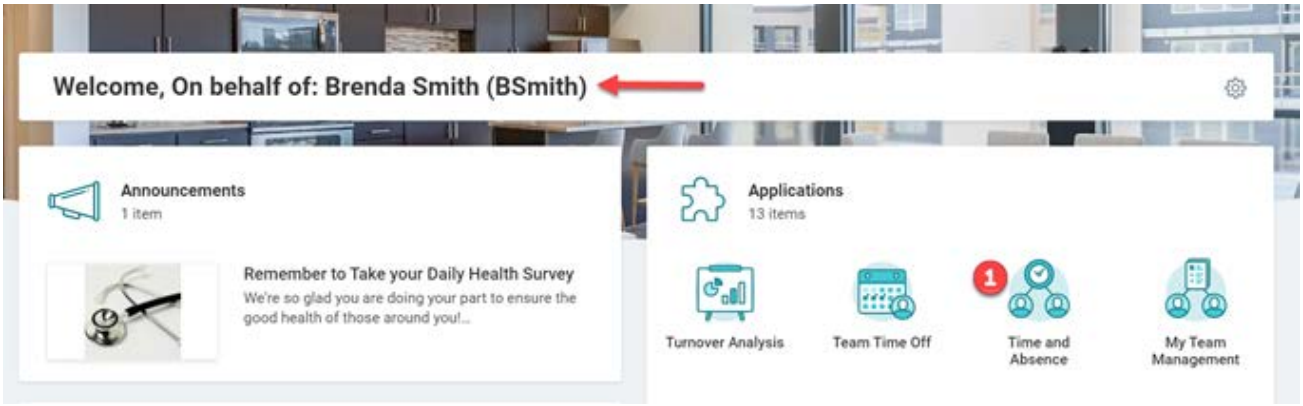
Workday Job Aid – How to Review, Correct, and Approve a Timecard

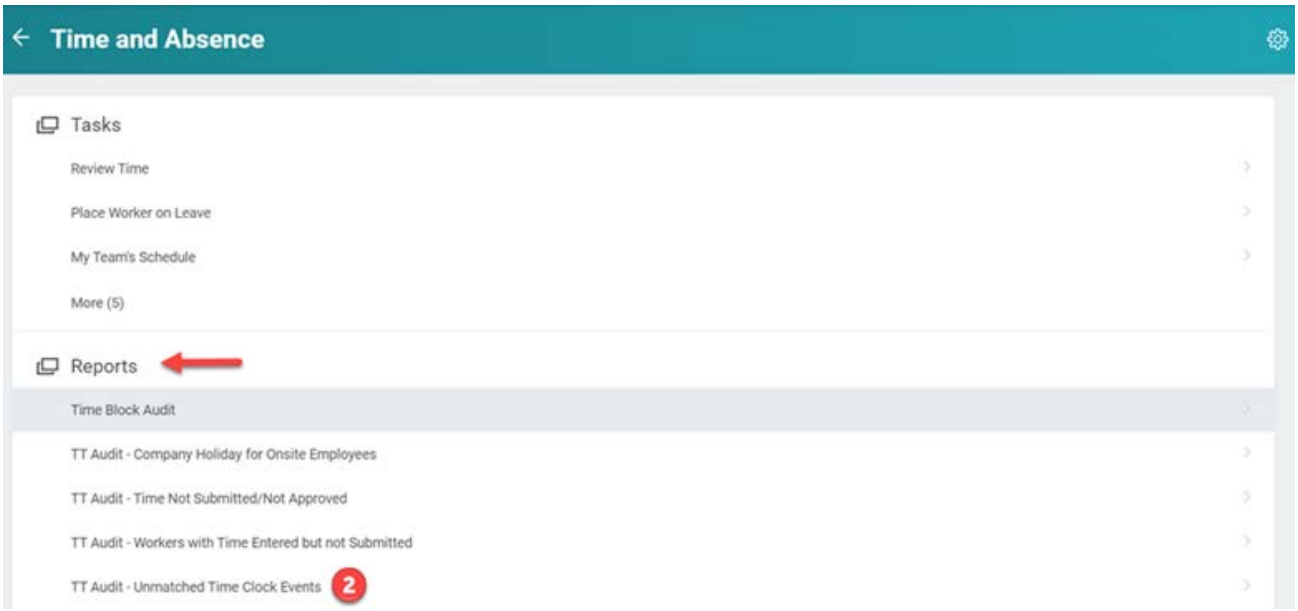
Managers are required to regularly review their hourly associates' timecards and make any necessary corrections **prior** to the end of the pay period.

1. Access Workday via OKTA. Select **Time and Absence** in **Applications**.



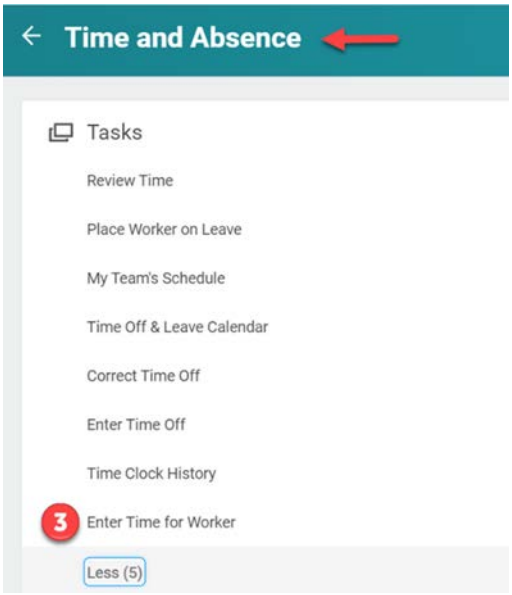
On the **Time and Absence** screen, you can use **Reports** to view the errors at a glance.

2. Select **TT Audit – Unmatched Time Clock Events** to review any missed punches.

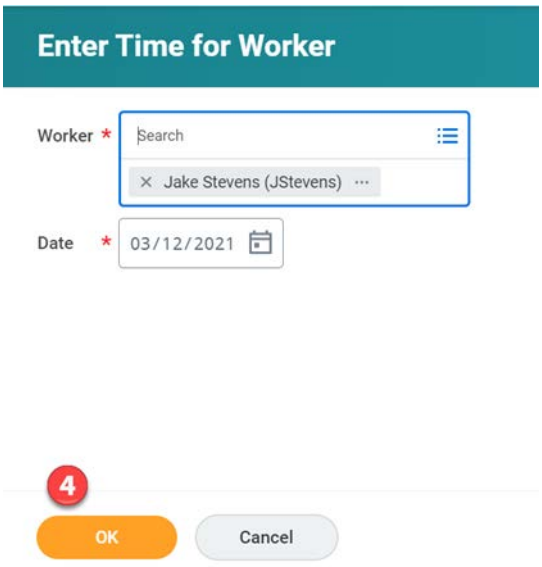


If you find a missed punch, then ask the associate to submit the paper-based missed punch form.

3. Once you receive the missed punch form, come back to the **Time and Absence** screen and select **Enter Time for Worker**.

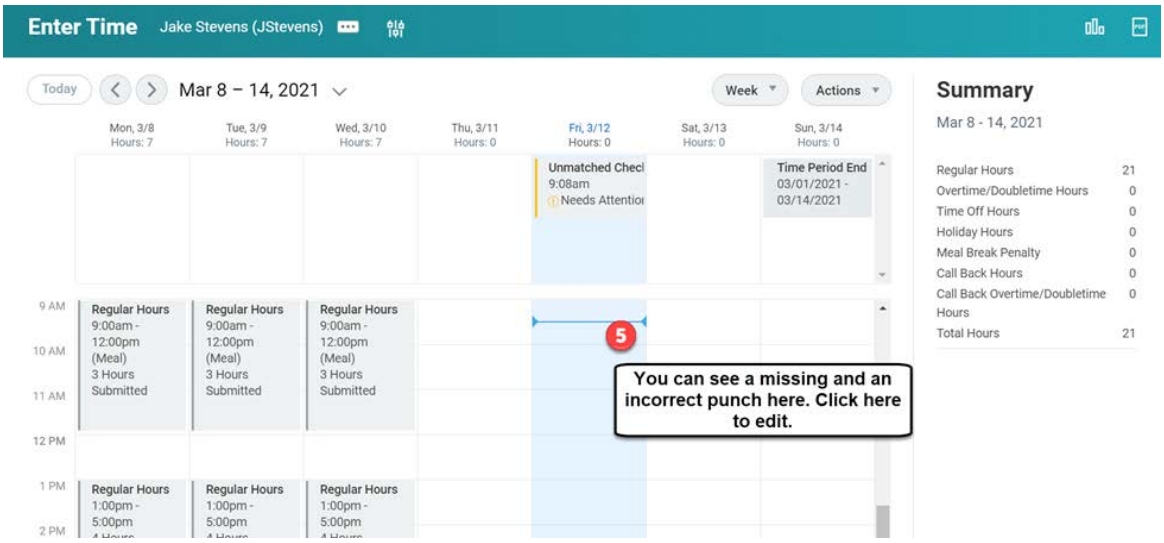


4. Select the associate's name in the **Worker** field and click **OK**.

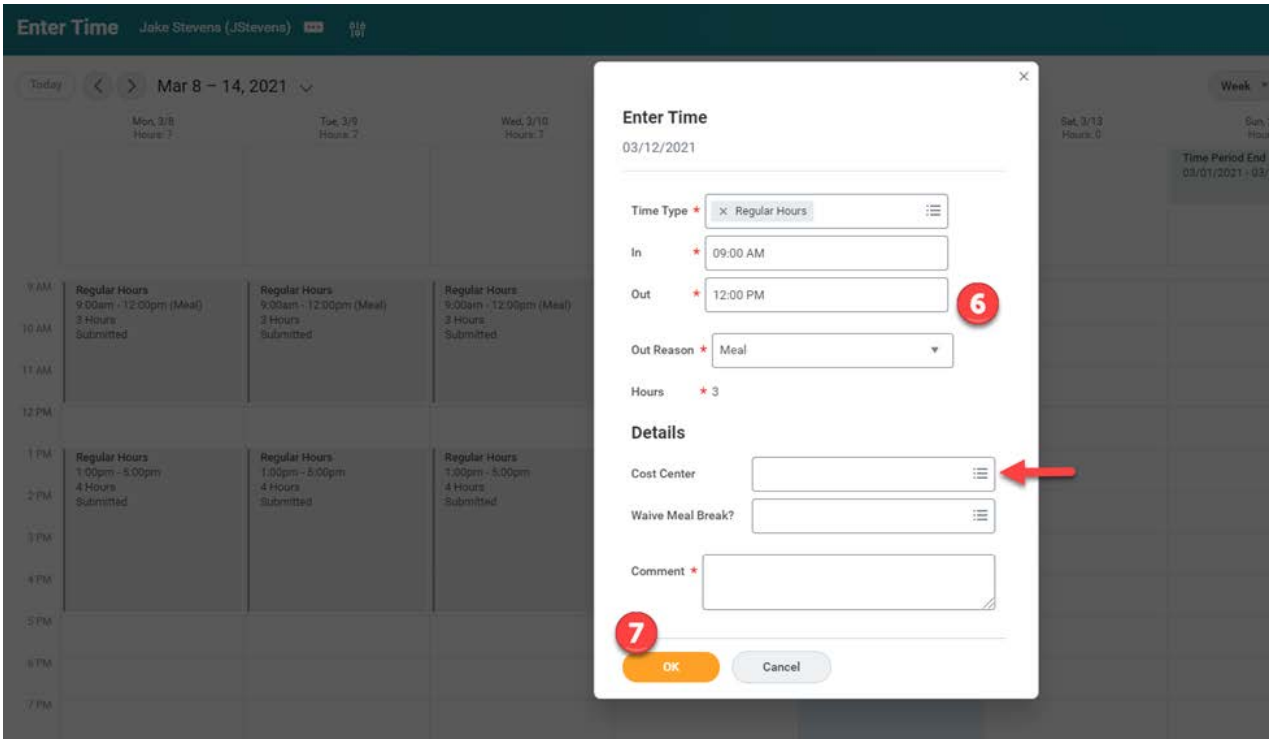


You will be directed to the associate's timecard.

5. Locate the missed or incorrect punches and click to edit.

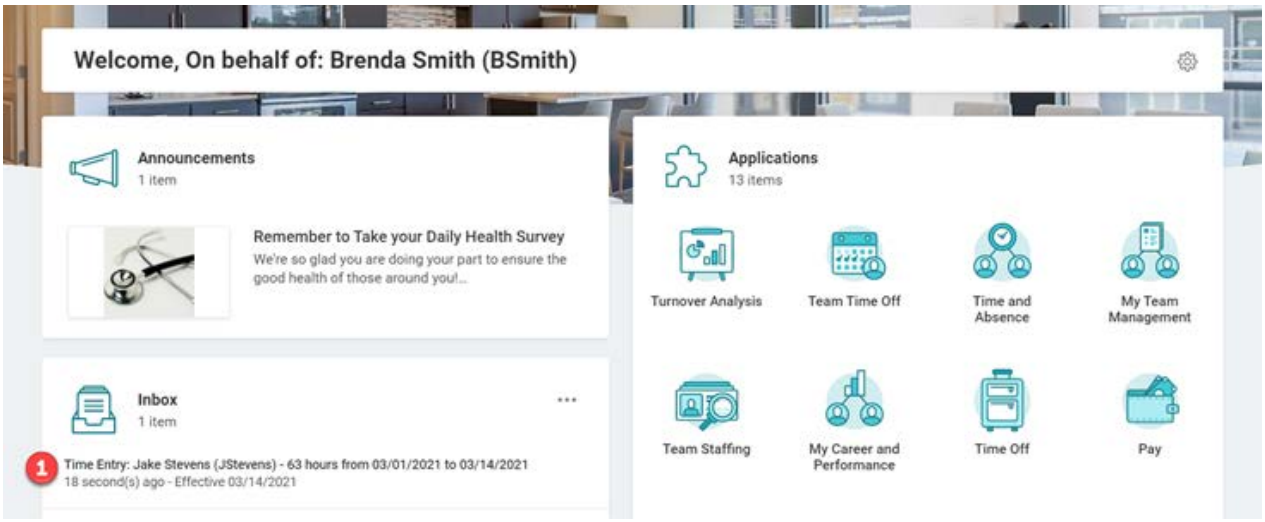


6. On the **Enter Time** popup window, correct the **In** or **Out** or **Out Reason** fields.
   a. Use the **Cost Center** field to transfer your associate's time to a different property. If your associate spent the entire day at another community, **both In punches must have the Cost Center populated**.
7. Click **OK**.



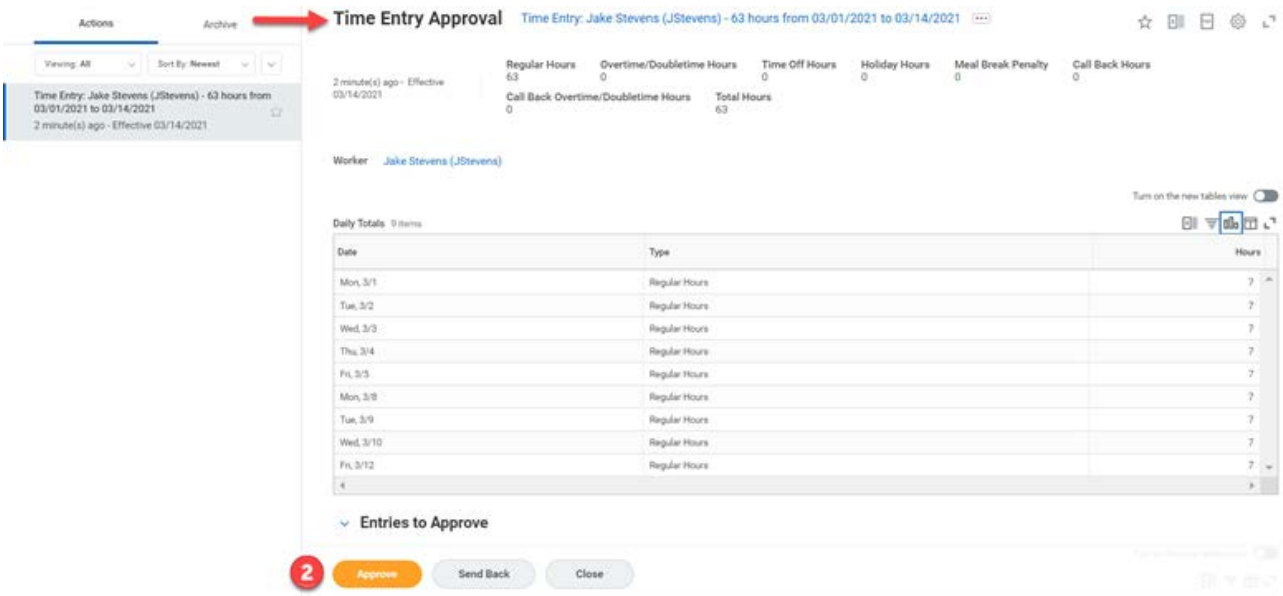
When an hourly associate submits their time for an approval, the manager will receive a notification on their Workday inbox. The manager will review the timecard, correct any missed/incorrect punches, and approve the timecard.

1. On the Workday homepage, select the **Time Entry notification** on the left side of the screen.



You'll be directed to the **Time Entry Approval** screen for the associate.

2. Review and click **Approve** if the time entries are correct. ***If you find a missed or incorrect punch, follow the steps 3 to 7 above to fix it.***



Note: At the end of each pay period, use the **TT Audit – Time Not Submitted/Not Approved** under **Reports** (shown in Step 2) to review if any associates in your team have not submitted their time.

If you have an associate who cannot submit their time due to absence or other reasons, then you can approve the timecard and the associate can submit their time at the earliest opportunity.