

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**.

Welcome, Donald Duck (32000)	
Intern International Internati	Applications
Time Entry: Buzz Lightyear (32003) - 32 hours from 12/10/2018 to 12/16/2018 44 minute(s) ago - Effective 12/16/2018 Go to Inbox	Team Time Off Team Time and Absence Management

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.

← Time and Absence
Tasks Review Time Place Worker on Leave
More (5)
TT Audit - Time Not Submitted/Not Approved TT Audit - Unmatched Time Clock Events 2

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**.



For Questions Contact - <u>HRSystemSupport@essex.com</u>



You'll be directed to the associate's timecard.

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

	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	
	Hours: 8 Time Period Lockout 11/26/2018 - 12/09/2018	Hours: 4 Unmatched Check-in 8:00am () Needs Attention	Hours: 8	Hours: 8	Pay date 11/26/2018 - 12/09/2018	Hours: 0	Hours: U	í
8 AM	Regular Hours 8:00am - 12:00pm (Meal)		Regular Hours 8:00am - 12:00pm	Regular Hours 8:00am - 12:00pm (Meal)	Regular Hours 8:00am - 12:00pm (Meal)			ŕ
9 AM	4 Hours Submitted		4 Hours Submitted	4 Hours Submitted	4 Hours Submitted			
1 AM		You can se	e a missing :	and an incorr	ect nunch he	re		-
2 PM		Click here	to edit.		eet punch ne			
1 PM	Regular Hours	1:00pm - 5:00pm	1:00pm - 5:00pm	1:00pm - 5:00pm	1:00pm - 5:00pm			
2 PM	4 Hours Submitted	4 Hours Submitted	4 Hours Submitted	4 Hours Submitted	4 Hours Submitted			
3 PM								

- 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**.

Today	🔿 🔊 Dec 10 –	16, 2018	Entor Timo	
		Tue 12/11 Hours: 4	12/11/2018	14 8
	Time Period Lockout 11/26/2018 - 12/09/2018		Time Type * X Regular Hours	:/09/2018
			In * 08:00 AM	
			Out * 12:00 PM 6	
	Regular Hours 8:00am - 12:00pm (Meal) 4 Hours	Enter Time	Regular I Out Reason * Meal * 8:00am - 4 Hours Hours * 4	ım (Meal)
	Submitted		Submitte	
			Cost Center 📃	
			Waive Meal Break?	
	Regular Hours 1:00pm - 5:00pm	Regular Hours 1:00pm - 5:00pm	Regular F 1:00pm -	n
	4 Hours Submitted	4 Hours Submitted	4 Hours Submitte	
			OK Cancel	
4 PM				



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.*

12/10/2018 to 12/16/2018 2	Daily Totals Sitems 인물 후 매 규 다								8.	
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	Fri, 12/14		Regular Hou	Regular Hours				8		
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	Date	Туре	Time Block	Units	In	Out	Out Reason	Comment	Details	1.
	Date	Туре	Time Block Reported Quantity	Units	In	Out	Out Reason	Comment	Details	
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	Wed, 12/12	Regular Hours	4	Hours	08:00 AM	12:00 PM	Meal		٩	
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	Thu, 12/13	Regular Hours	4	Hours	08:00 AM	12:00 PM	Meal		٩	
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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.