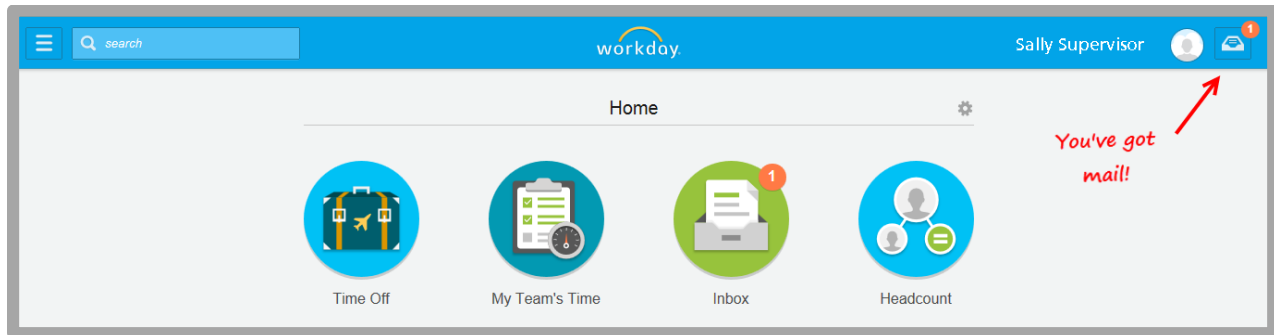


INBOX MANAGEMENT

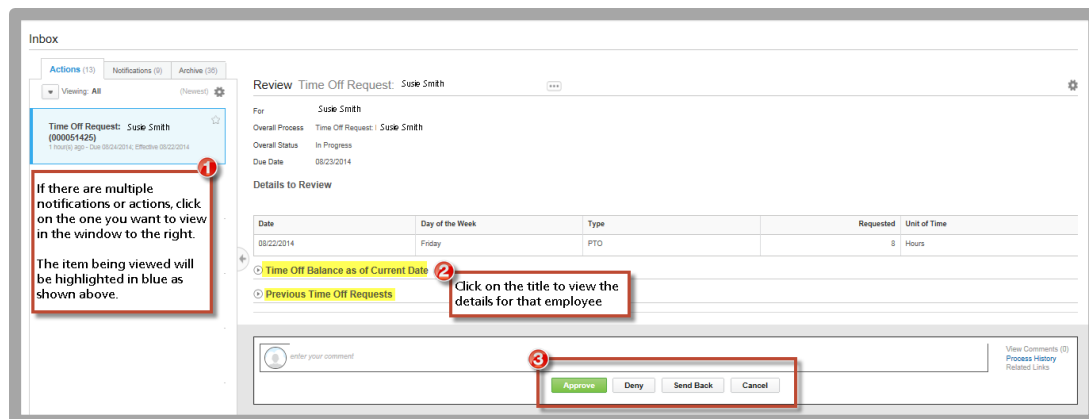
After logging into Workday, you will click on the **Inbox** on your **Home** Page. The Inbox is where you will approve time entries and PTO requests. The number tag on your Inbox indicates that you have items requiring your attention. Please check your Inbox daily so requests can be responded to in a timely manner.



MANAGING PTO REQUESTS

All PTO requests will come in through your **Inbox**. Click on your **Inbox** and select the item desired (or click “**View Inbox**”) to view all items. To view and manage a time off request:

1. Click on the request to highlight it. The details will appear in the window on the right.
2. If desired, view the employee’s time off balance or their previous time off requests by clicking the link
3. Respond to the request:
 - ▶ **Approve:** Employee will be notified that their PTO request was approved.
 - ▶ **Deny:** PTO is not approved; clicking Deny will void the request.
 - ▶ **Send Back:** Allows employee to modify the request (i.e., change the day or the number of hours).

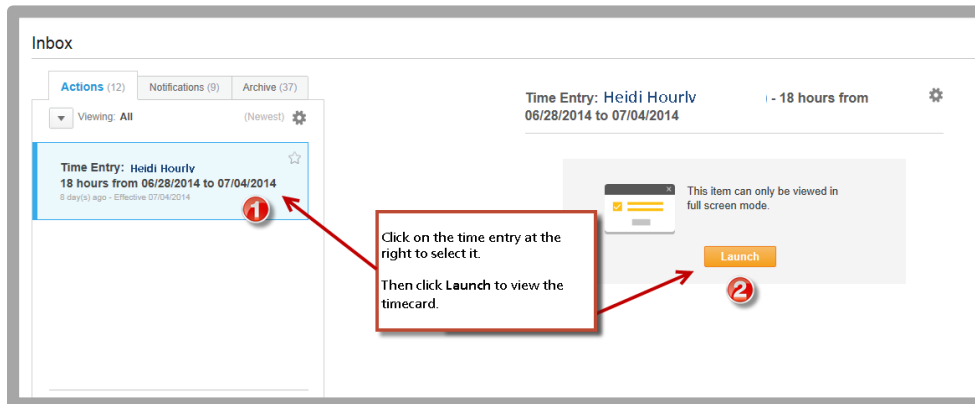


Your employee will then receive a notification in his/her Inbox along with an email via Outlook with the response to the PTO request.

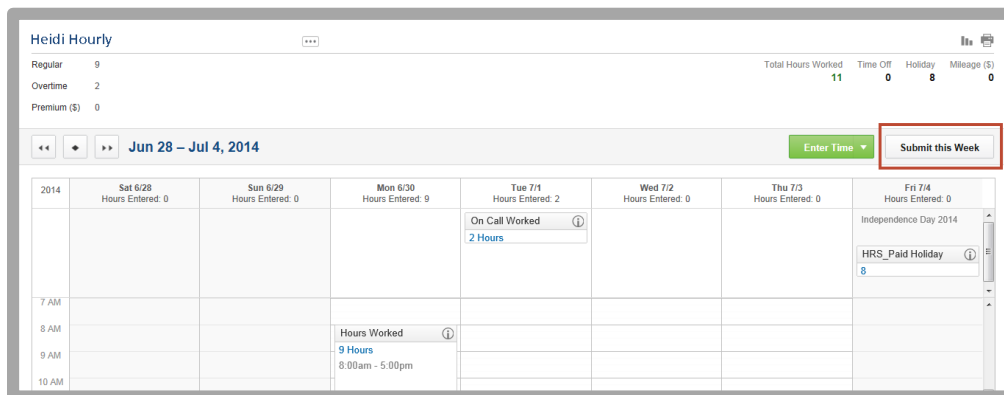
APPROVING TIME ENTRIES FOR HOURLY EMPLOYEES

All time entries for hourly employees will be submitted to your Inbox. You will need to review timecards each week, make any needed corrections and submit them for processing.

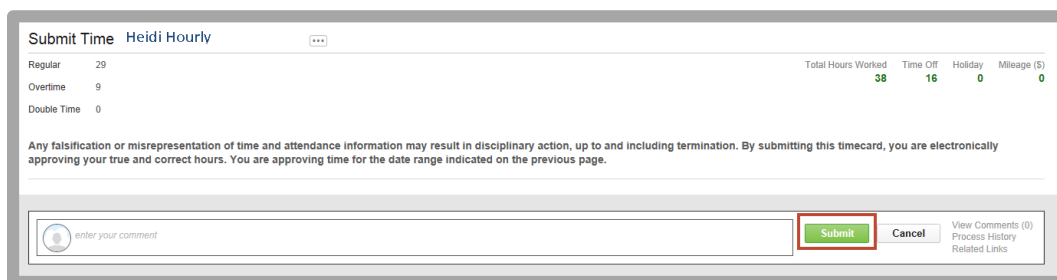
- ▶ Open your **Inbox**.
- ▶ Click on the time entry you want to review and click **Launch** if prompted. The next screen will show all time entries for that week for that employee.



Review the timecard and verify everything looks correct. If you need to correct an entry, please jump to the next section on [Correcting Time Entries](#). To submit it, click **Submit This Week**.



Click **Submit** on the Submit Time screen. You will see a confirmation screen confirming the submission.



CORRECTING TIME ENTRIES

Use the steps below to quickly correct a time entry.

1. In the Search box, type “**Time Clock History**” and click on the name in the search results.
2. Type in the employee’s name under **Worker** (or use the selection icon to choose from a list).
3. **Start Date**: select the date you need to correct.

Time Clock History

Worker * search

Start Date * 08/21/2014

OK Cancel

This brings you to the **Time Clock History** screen, where you can 1) **Add a Clock Event**, 2) **Edit** the check in/check out time, or 3) **Delete** the entry altogether.

Time Clock History | Susie Smith

Displaying Clock Events from 08/18/2014 to 08/22/2014

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

Unmatched Clock Events

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

Matched Clock Events 2 items

Clock Event	Day of the Week	Date	Time	Time Zone	Time Block
Check-out	Thursday	08/21/2014	05:00 PM	Pacific Time (San Francisco)	Q
Check-in	Thursday	08/21/2014	08:00 AM	Pacific Time (San Francisco)	Q

Edit Delete

Edit Delete

Scenario: Susie forgot to check in!

Susie forgot to enter her time on Tuesday. How do I correct this?

- ▶ Click on **Add Clock Event**
- ▶ Select the date and the check in time
- ▶ Under Event Type, select **Check In**
- ▶ Enter the details as appropriate (as shown at right)
- ▶ Click **OK**

This will take you back to the **Time Clock History** screen above. You will now see the entry just added. Repeat the process to create the Check Out.

- ▶ Click on **Add Clock Event**
- ▶ Select the date and the check in time
- ▶ Under Event Type, select **Check Out**
- ▶ Enter the details as appropriate (as shown at right)
- ▶ Click **OK**

Add Clock Event

Worker Susie Smith

Date * 08/21/2014

Time * 10:00 AM

Time Zone Pacific Time (San Francisco)

Event Type * Check-in

Time Type * Hours Worked

Details

Cost Center search

Department search

Service Code search

Payor search

Comment

OK Cancel

WORKDAY FOR MANAGERS



Scenario: Susie's time entry is wrong!

Susie checked out at 5:04 PM, but she ended up working until 5:30. How do I correct this?

- ▶ Find the Clock Event that needs the correction under Time Clock History for that employee.
- ▶ Click the **Edit** button for that entry

Matched Clock Events 2 items					
Clock Event	Day of the Week	Date	Time	Time Block	
Check-out	Thursday	08/21/2014	05:06 PM		Edit
Check-in	Thursday	08/21/2014	08:00 AM		Edit

- ▶ Now you can correct the day or time as needed. The Event Type will tell you whether you are editing a check in or a check out entry.

Edit Time Clock Event Susie Smith - 5:06 PM - Out ...

Worker: Susie Smith

Date: 08/21/2014

In: 05:06 PM

Time Zone: Pacific Time (San Francisco)

Event Type: Check-out

Details

Comment:

OK **Cancel**

You can edit the time or date as needed.

The event type will tell you whether you are editing a check in or a check out.

Scenario: Susie did not actually work that day

Susie checked in but didn't actually work at all that day. How do I delete that time entry?

Find the Clock Event that needs to be deleted and click **Delete**. You will be asked to confirm that you want to delete the entry before it is processed.

Unmatched Clock Events 2 items					
Clock Event	Day of the Week	Date	Time	Time Zone	
Check-in	Thursday	08/21/2014	04:04 PM	Pacific Time (San Francisco)	Delete

“UNMATCHED” ENTRIES

If an hourly employee checks in but does not check out, there will be an “unmatched entry” that must be corrected. Here’s how to identify them and correct them.

- ▶ In the Search box, type “unmatched” and click on **All Unmatched Time Clock Events**.
 - ▶ A list of names may pop up. Each employee listed will have an unmatched entry to be resolved.
1. **Hover the mouse over the employee name and the Related Actions icon will appear.** Click on the **Related Actions icon** as shown below for the first employee.
 2. Under Available Actions in the pop up menu, **HOVER OVER Time and Leave** (do not click)
 3. Then click on **View Time Clock History** in the pop up menu to the right.

Employee ID | Worker | Clock Event Type

000051425	Susie Smith	
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Available Actions

- Compensation
- Job Change
- Manage Work
- Organization
- Personal Data
- Procurement
- Talent
- Time and Leave**
- Worker History
- Favorite
- Security Profile

View Time Clock History

Enter Time
Enter Time Off
View Time Off
Add Time Clock Event
View Time Clock History
View Time Off Balance
View Time Off Results by Period
View Calculated and Override Balances
View Carryover Balances
Place Employee On Leave
View Leave Results
Adjust Calculated Time

Hover your mouse over the name and the related action icon will appear.

Click on the orange icon.

On the Time Clock History screen (at right), click **OK**. The employee and date to be corrected will already be filled in.

This opens the **Time Clock History** screen, where you can 1) **Add a Clock Event**, 2) **Edit** the check in/check out time, or 3) **Delete** the entry altogether. See [Correcting Time Entries](#) section for details.

Time Clock History

Worker * Susie Smith

Start Date * 08/21/2014

OK Cancel

Time Clock History | Susie Smith

Displaying Clock Events from 08/19/2014 to 08/22/2014

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

Unmatched Clock Events

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

Matched Clock Events 2 items

Clock Event	Day of the Week	Date	Time	Time Zone	Time Block
Check-out	Thursday	08/21/2014	08:05 PM	Pacific Time (San Francisco)	Q
Check-in	Thursday	08/21/2014	08:00 AM	Pacific Time (San Francisco)	Q

Edit Delete