Time Tracking: for WD Time Clock Users

Manager/Timekeeper

Time Validation & Approval Process

Timekeepers validate employee time at the beginning of a new pay period. Managers and Timekeepers have two days after the submission date to validate, correct errors, and approve time for employees. The time frame is short, so any errors found by the Timekeeper or Manager will need to be addressed by the Timekeeper or Manager. If errors are detected early and there is sufficient time for the employee to fix the errors prior to the lockout, you may send the time sheet back to them.

Time & Leave Options from the Employee’s Related Actions

![Time Entry Approval](image)

- To enter or submit time for Web Calendar users
- To enter time for Time & Web Clock users
- To correct regular & supplemental pay for all employees
- To correct Unmatched Check Ins for Time & Web Clock users
- To submit time for Time & Web Clock users
Time Tracking: Entering & Correcting Employee Time for WD Time Clock Users

**Enter New Time on Behalf of a WD Time Clock User**

From a worker’s Related Actions:

1. Click **Time and Leave > Add Time Clock Event**.
2. Select the **date** for which you wish to enter time.
3. Enter the **time** of the clock in and select **Check In**.
4. Click OK.
5. Repeat these steps to enter the Clock Out Time.
6. The employee will receive notification in Workday that time has been entered.

**Submit Time on Behalf of a WD Time Clock User**

From a worker’s Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select the **date** you wish to view. Click OK.
3. Click **View Time Calendar for Worker**. Select date.
4. When calendar opens, click **Submit**.
5. The employee will receive notification in Workday that time has been submitted.

**Adjusting Time Clock Time for Regular Time Worked**

From the worker’s Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select the **date** you wish to view & click OK.
3. Identify the time entry you wish to adjust.
4. Click **Edit** & edit the Time Clock Event.
5. Add a comment and click OK.
6. The employee will receive notification in Workday that time has been adjusted.
Fixing an Unmatched Check In

From a worker’s Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select **the date** you wish to view.
3. Under **Unmatched Clock Events**, find the unmatched event.

4. Click **Add Clock Event**.

5. Enter the correct **Time** and select the needed **Event Type**.

6. Enter a comment and click **OK**.

7. The employee will receive notification in Workday that time has been entered.
Correcting Supplemental Pay

From a worker’s Related Actions:

1. Click the Time and Leave > View Time Clock History.
2. Select the date you wish to view.
3. Click View Time Calendar for Worker.
4. In the calendar, click on the time entry to be edited.
5. Edit the details of the entry as appropriate.
6. Click OK.
7. The employee will receive notification in Workday that time has been entered.