

Workday Review Time Report for Time Tracking

The Review Time Report in Workday can be used to facilitate the approval process by allowing managers to review, edit, and approve time all from one report. This process is what was known as Mass Approvals in our previous time keeping systems.

Review Time can be accessed from the search bar in Workday by typing in “Review Time”.





The report is defaulted to review time for all of a manager’s direct reports.



A screenshot of the 'Review Time' report configuration page in Workday. The page has a blue header with the title 'Review Time' in white. Below the header, there are several configuration options: 'Date' is set to '01 / 18 / 2018' with a red asterisk and a calendar icon; 'Review my direct reports only' is checked with a blue checkmark, and a large red arrow points to this checkbox; 'Workers' is currently '(empty)'; 'Show' has three radio button options: 'All Workers' (which is selected), 'Workers with Hours to Approve', and 'Workers with Unsubmitted Hours'; and 'Period Schedule' is an empty field with a menu icon (three horizontal lines) on the right.

A manager has the ability to review a single employee as well by deselecting “Review my direct reports only” and typing in the name of an employee.


Review Time

Date * 01 / 18 / 2018 

Review my direct reports only ☐ 

Workers *  

Show ☒ All Workers
☐ Workers with Hours to Approve
☐ Workers with Unsubmitted Hours

Period Schedule 

The Period Schedule of University Bi-weekly (Thu – Wed) must also be selected in order to view the report.

Review Time

Date * 01 / 18 / 2018

Review my direct reports only ☒

Workers (empty)

Show

☒ All Workers
 ☐ Workers with Hours to Approve
 ☐ Workers with Unsubmitted Hours

Period Schedule

✕
University Bi-Weekly (Thu - Wed)
⋮

Once all of the required criteria is entered, the following report will be available with a list of the employees that are in your supervisory org

Review Time 📄 🗖

Jan 11 - 24, 2018

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 15 items

Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours	Breakdown				Hours Total	Other Paid	Shift Differential
				Regular	Overtime	Double Time	Paid Time Off			
	7.5	0	15	0	0	0	22.5	22.5	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	7.5	0	0	0	0	0	7.5	7.5	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	8.316667	0	8	0.316667	0	0	8.316667	7.5	1.9
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	7.666666	0	7.666666	0	0	0	7.666666	7.5	6.666666
	0	0	0	0	0	0	0	0	0	0
	0	8.183333	0	8	0.183333	0	0	8.183333	7.5	0

Employee names will display here

The report will display the following fields:

- Worker Name
- Hours to Approve
- Unsubmitted Hours
- Approved Hours
- Breakdown
 - Regular
 - Overtime
 - Double Time
 - Paid Time Off – Vacation, sick, winter recess, Jury Duty, and bereavement
 - Hours Total
 - Other Paid – Holiday, other paid – not considered toward the calculation of overtime
 - Shift Differential

Managers have the ability to view the previous period and the next period.

← Review Time

Jan 11 - 24, 2018

Previous Period

Next Period



> Search Criteria

By clicking on any employee's name, the following time entry summary page will be displayed. It will summarize the two weeks of the biweekly pay period and break it down by time entry.

The report will be broken down into two summarized sections: **Entries Unable to be Approved** and **Entries to be Approved**. **Entries to be Approved** also includes **All Entries**, which displays Paid Time Off and Other Paid Hours.

Time Entries

Actions

Jan 11 - 24, 2018

Week 1

Thursday	0
Friday	0
Saturday	0
Sunday	7.5
Monday	0
Tuesday	0
Wednesday	0
TOTAL	7.5

Week 2

Thursday	0
Friday	0
Saturday	0
Sunday	0
Monday	0
Tuesday	0
Wednesday	0
TOTAL	0

Period Totals

Regular	0
Overtime	0
Double Time	0
Paid Time Off	7.5
Hours Total	7.5
Other Paid	7.5
Shift Differential	0

> Entries Unable to be Approved

Entries to be Approved

All Entries

No entries to be approved

The employee biweekly period summary will also provide the reasons why a time entry may not be approved from the Review Time Report.

Time Entries

Actions

Jan 11 - 24, 2018

Week 1

Thursday

0

Friday

0

Saturday

0

Sunday

7.5

Monday

0

Tuesday

0

Wednesday

0

TOTAL

7.5

Week 2

Thursday

0

Friday

0

Saturday

0

Sunday

0

Monday

0

Tuesday

0

Wednesday

0

TOTAL

0

Period Totals

Regular

0

Overtime

0

Double Time

0

Paid Time Off

7.5

Hours Total

7.5

Other Paid

7.5

Shift Differential

0

Entries Unable to be Approved

2 items

Reason	Date	Time Type	Time Calculation Tags	Quantity	Unit	Status	Worktags	Comment	View Details
Must be approved from your inbox - time off request spans multiple weeks or periods	Sun, 1/14	Vacation (University Bi-Weekly) Time Off	Vacation Time Off	7.5	Hours	Submitted			Q
Hours must be submitted before they can be approved	Mon, 1/15		Holiday	7.5		Not Submitted			Q

Entries to be Approved

All Entries

2 items

Date	Time Type	Time Calculation Tags	Quantity	Unit	Status	Worktags	Comment	View Details
Sun, 1/14	Vacation (University Bi-Weekly) Time Off	Vacation Time Off	7.5	Hours	Submitted			Q
Mon, 1/15		Holiday	7.5		Not Submitted			Q

Enter Time for Worker

The manager has access to edit the worker's timesheet by selecting the "Enter Time for Worker" button at the bottom left hand corner.

Time Entries

Jan 11 - 24, 2018

Week 1		Week 2		Period Totals	
Thursday	7.5	Thursday	0	Regular	0
Friday	7.5	Friday	7.5	Overtime	0
Saturday	0	Saturday	0	Double Time	0
Sunday	0	Sunday	0	Paid Time Off	22.5
Monday	0	Monday	0	Hours Total	22.5
Tuesday	0	Tuesday	0	Other Paid	0
Wednesday	0	Wednesday	0	Shift Differential	0
TOTAL	15	TOTAL	7.5		

Entries to be Approved | All Entries

1 Item

Date	Time Type	Time Calculation Tags	Quantity	Unit	Workdays	Comment	View Details
Fri, 1/19	Winter Recess (Paid University Biweekly) Time Off	Winter Recess	7.5	Hours			

Enter Time for Worker

The **Enter Time for Worker** button will take you to the employee's time entry. A worker's time can be edited, deleted, or added here. If you are the manager and select the submit button, you will automatically approve the time entry. You will no longer see the employee's time under "Unsubmitted" or "Hours to Approve", it will have moved the hours to "Approved Hours" status.

Enter Time

Regular: 0, Overtime: 0, Double Time: 0, Paid Time Off: 7.5, Hours Total: 7.5, Other Paid: 0, Shift Differential: 0

Please enter your hours worked and time off on the timesheet below. Each employee is responsible for accurately recording their time and attendance hours using Workday Time Tracking. Use of this timesheet is governed by the [University's Wage and Hour Policies](#).

Today: Jan 18 - 25, 2018

View: Week

	Thu 1/18	Fri 1/19	Sat 1/20	Sun 1/21	Mon 1/22	Tue 1/23	Wed 1/24	Thu 1/25
Hours	0	7.5	0	0	0	0	0	0
Time Period End	01/11/2018 - 01/24/2018							
Time Period Lockout	01/11/2018 - 01/24/2018							

7 AM, 8 AM, 9 AM, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4 PM

Enter Time

You can select the browser's "back arrow" to return to the Review Time Report from the time entry screen.

Sandbox - usc

On behalf of: [redacted]

W Review Time

Enter Time

Actions

Please enter your hours worked and time off on the timesheet below. Each emplo

Today < > Jan 18 – 25, 2018

Thu 1/18 Hours: 0	Fri 1/19 Hours: 7.5
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Once the edits are complete, all time sheets can be selected for approval or individual employee timesheets can be selected for approval. Once the selection process is complete, click on the approve button at the bottom left hand corner of the screen.

Review Time

Jan 11 - 24, 2018

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary: All 5 selected

With Hours to Approve: 3
With Unsubmitted Hours: 0

Checking the box in the first column will allow you to approve all

Summary of employee count with hours to approve and unsubmitted hours

Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours	Regular	Overtime	Double Time	Paid Time Off	Hours Total	Other Paid	Shift Differential
<input checked="" type="checkbox"/> [Worker Name]	80	0	0	80	0	0	0	80	10	0
<input checked="" type="checkbox"/> [Worker Name]	0	0	80	70	0	0	10	80	10	0
<input checked="" type="checkbox"/> [Worker Name]	80	0	0	80	0	0	0	80	10	0
<input checked="" type="checkbox"/> [Worker Name]	70	0	0	70	0	0	0	70	10	0
<input checked="" type="checkbox"/> [Worker Name]	0	0	0	0	0	0	0	0	0	0

You can select the employees you want to approve by checking the boxes next to their names

Approve

Once you select approve, a confirmation page will display with actions taken. Links to **Review Time Report** and **Enter Time for Worker** are available.

Time not approved with the reasons why will be displayed above the list of time approved.

You have approved time for 2 worker(s): 01/11/2018 - 01/24/2018

Do Another: [Review Time](#)

Related Links: [Enter Time for Worker](#)

Time Not Approved

2 items

Worker Name	Unsubmitted Hours	Time Off Hours	Reason
[Worker Name]	0	0	Must be approved from your Inbox - employee has multiple jobs
[Worker Name]	0	0	Must be approved from your Inbox - employee has multiple jobs

Time Approved

2 items

Worker Name	Approved Hours	Regular	Overtime	Double Time	Paid Time Off	Hours Total	Other Paid	Shift Differential
[Worker Name]	80	70	0	0	10	80	10	0
[Worker Name]	70	70	0	0	0	70	10	0

Done

Selecting an employee's name will allow you to view their biweekly summary, approve, deny or send back the timesheet.

Review Time

Jan 11 - 24, 2018

Previous Period Next Period

Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 3 items All 5 selected

Worker Name	Hours to Approve	Unsubmitted Hours	Approved Hours	Breakdown							
				Regular	Overtime	Double Time	Paid Time Off	Hours Total	Other Paid	Shift Differential	
[Employee Name]	80	0	0	80	0	0	0	0	80	10	0
[Employee Name]	0	0	80	70	0	0	10	0	80	10	0
[Employee Name]	80	0	0	80	0	0	0	0	80	10	0
[Employee Name]	70	0	0	70	0	0	0	0	70	10	0
[Employee Name]	0	0	0	0	0	0	0	0	0	0	0

Once you have selected to approved the timesheet, a confirmation message will display.

Time Entries

Jan 11 - 24, 2018

Week 1

Date	Time Type	Time Calculation Tags	In	Out	Out Reason	Quantity	Unit	Status	Worktags	Comment	View Details
Thu, 1/11	Hours Worked	Regular Hours Worked	07:30 AM	12:00 PM	Meal	4.5	Hours	Submitted			
Thu, 1/11	Hours Worked	Regular Hours Worked	01:00 PM	04:00 PM	Out	3	Hours	Submitted			
Fri, 1/12	Vacation (University Bi-Weekly) Time Off	Vacation Time Off				7.5	Hours	Approved			
Mon, 1/15		Holiday				7.5		Submitted			
Tue, 1/16	Hours Worked	Regular Hours Worked	07:30 AM	12:00 PM	Meal	4.5	Hours	Submitted			
Tue, 1/16	Hours Worked	Regular Hours Worked	01:00 PM	04:00 PM	Out	3	Hours	Submitted			

Period Totals

Regular	90
Overtime	0
Double Time	0
Paid Time Off	7.5
Hours Total	97.5
Other Paid	7.5
Shift Differential	0

You've approved some time entries.

Done

Entries to Be Approved All Entries

Approve Enter Time for Worker Send Back