Manage Workers’ Time & Absence for Managers

Objective: To navigate the Time & Scheduling Hub and manage workers’ Time and Absence submittals, to submit Time & Absence entries on behalf of workers as needed.

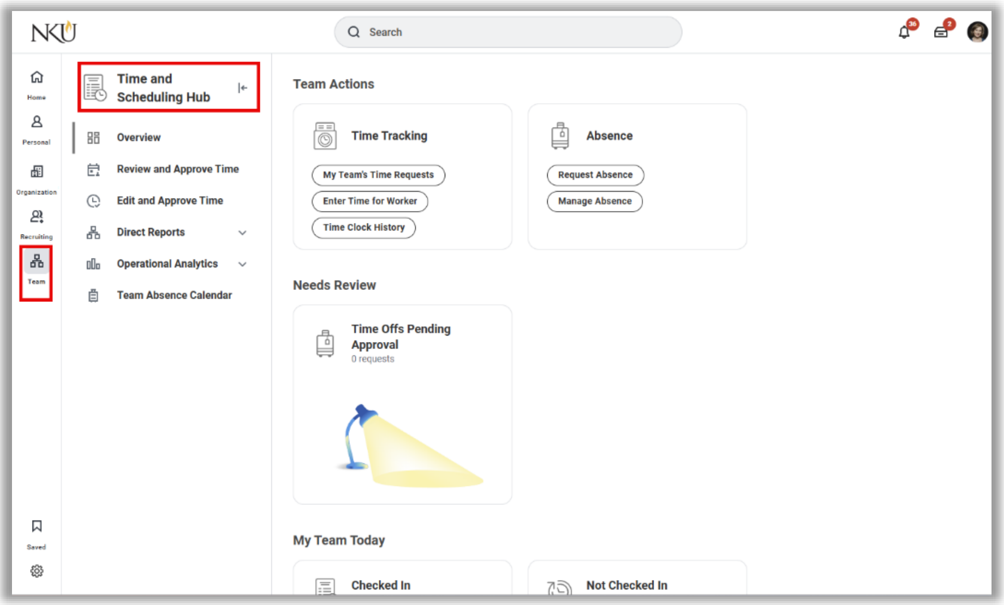
Audience: Managers

Time and Absence actions can be completed by both Managers and Timekeepers, with Managers being the primary action takers

Click the required process below to go directly to that portion of the User Guide:

Navigate the Time & Scheduling Hub

From the Navigation Menu, select **Team > Time & Scheduling Hub**. From here, Managers can review their team's Time and Absence submittals, enter Time or Absences on behalf of a Worker, view Time Clock History (if applicable) and view Team Absence Calendar.



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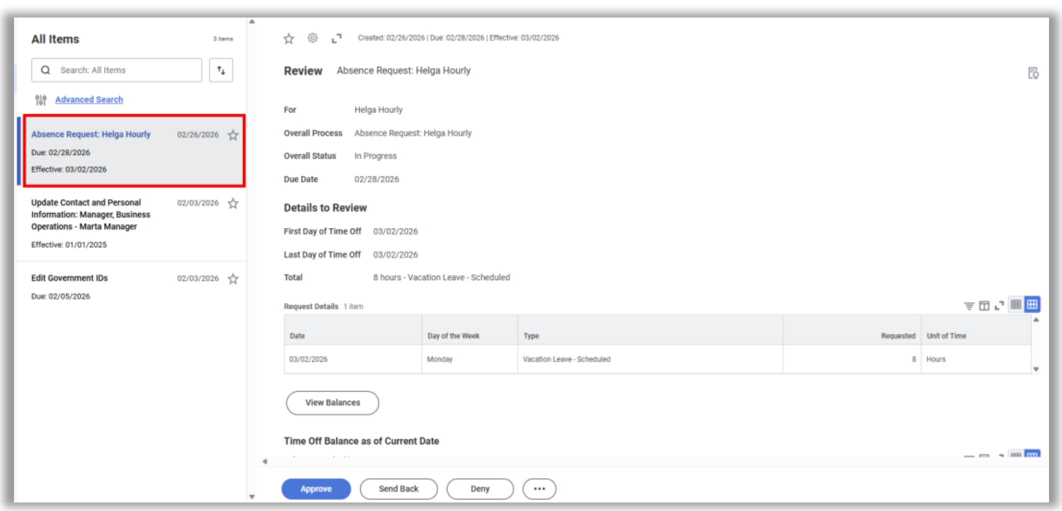
Review Absence Requests

Managers can review and approve workers' Absence requests from their Workday Inbox or from the Time & Scheduling Hub. Absence requests should be reviewed daily.

From your Inbox click the **Absence Request** inbox item. The item displays.



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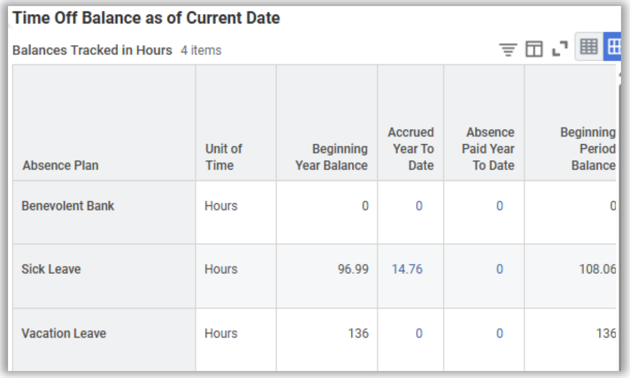
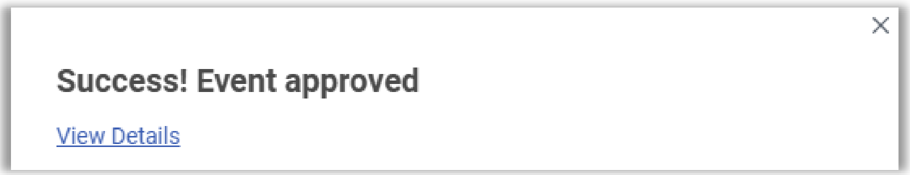
1. (Optional) Click View Balances to view employees' Time Off balances as of current date.


Time Off Balance as of Current Date

Balances Tracked in Hours 4 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance
Benevolent Bank	Hours	0	0	0	0
Sick Leave	Hours	96.99	14.76	0	108.06
Vacation Leave	Hours	136	0	0	136

2. Click **Approve, Send Back, Deny or Cancel.** A confirmation message displays.



The process is complete.

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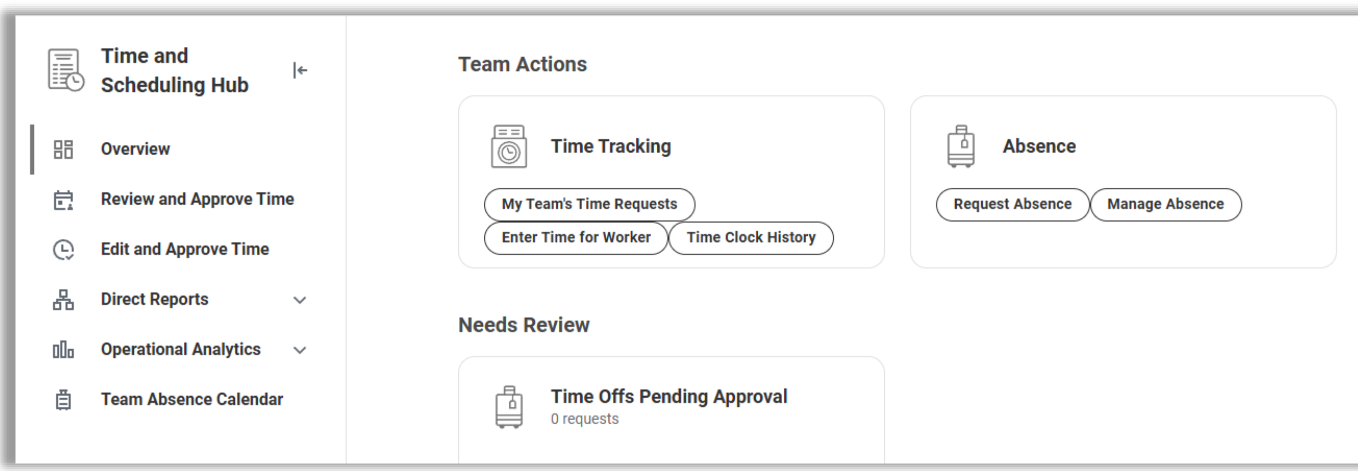
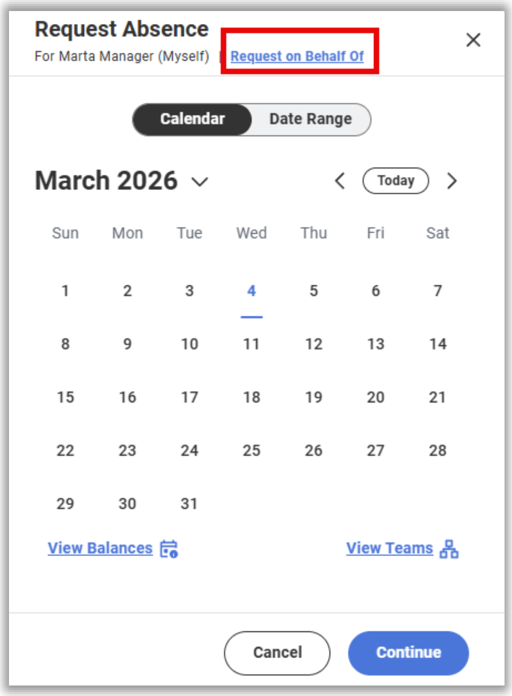
Enter Absence on Behalf of an Employee

Managers can enter absences on behalf of an employee. Follow the instructions below to do so.

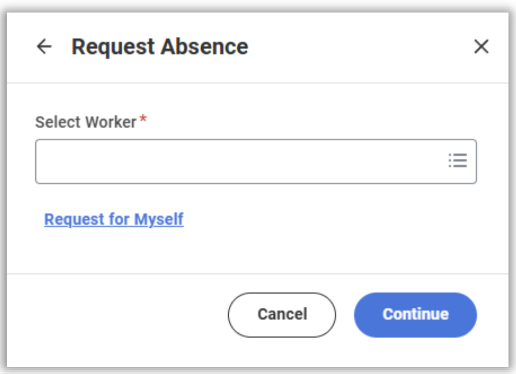
From the Navigation Menu, select **Team > Time & Scheduling Hub.** The hub displays Team Actions on the top right side of the page.



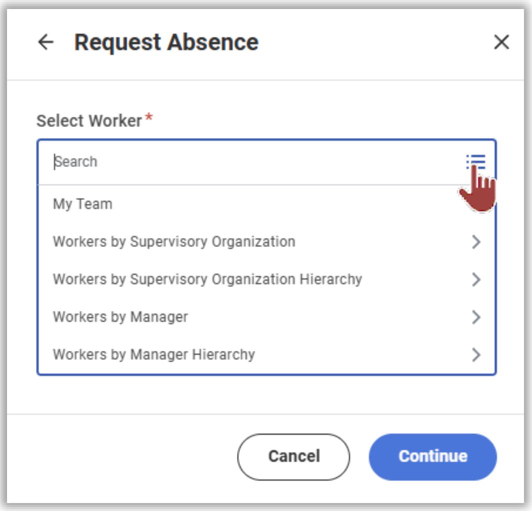
1. Under Team Actions > Absence, click **Request Absence.** The Request Absence Calendar displays.



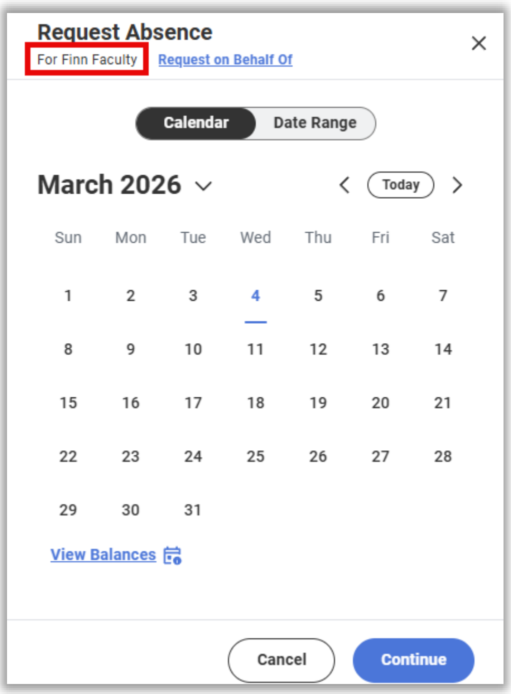
2. Click **Request on Behalf Of** in the upper right corner. The Request Absence window displays.



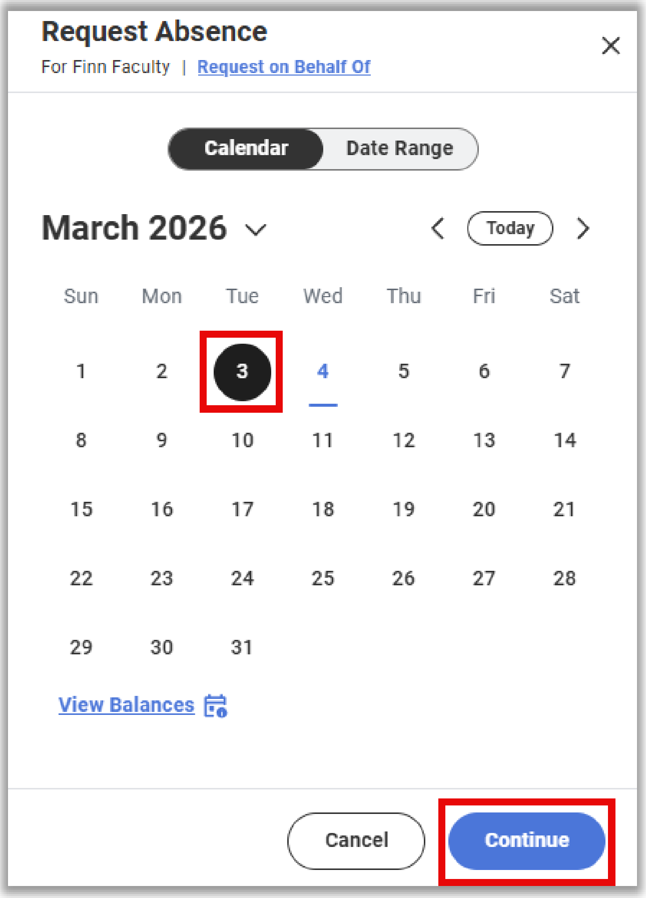
3. Click and select **My Team** > **required worker's name**.



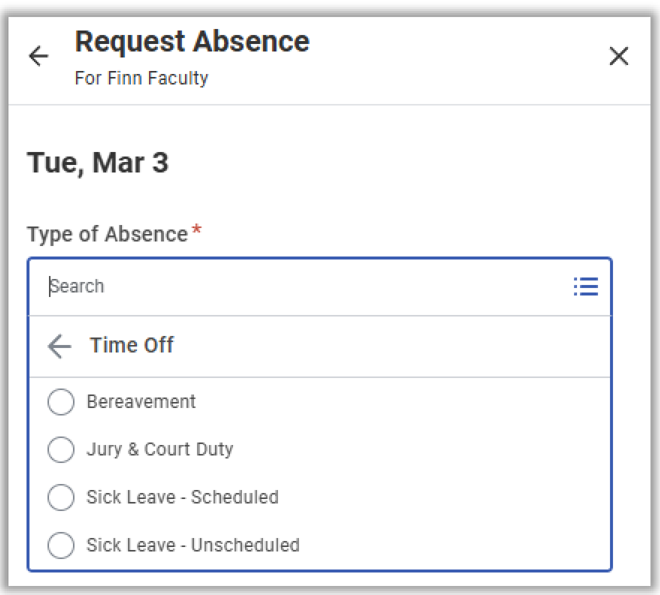
4. Click **Continue**. In the top left, the Request Absence Calendar displays with the name of the worker for whom the absence is being entered.



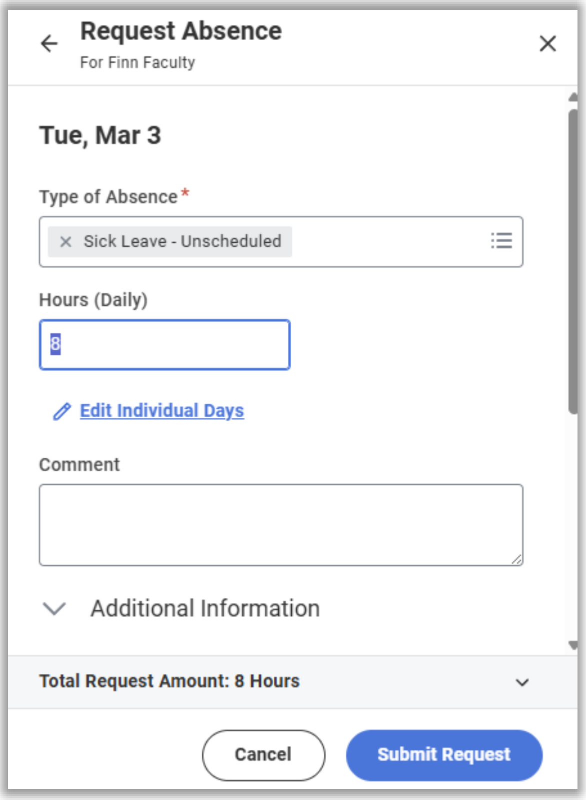
5. Click the required absence dates on the calendar and click **Continue**.



6. Click and select required **Time Off** or **Leave Type**.



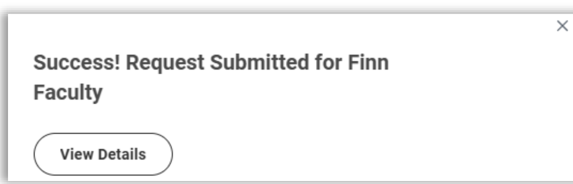
7. Enter **Hours** per day required for absence request.



8. Enter a **Comment** and complete additional fields that display related to that type of absence.

   Note: Managers must enter a comment when entering an Absence on behalf of an employee.

9. Click **Submit Request**. A pop-up display confirms that the absence request was submitted.



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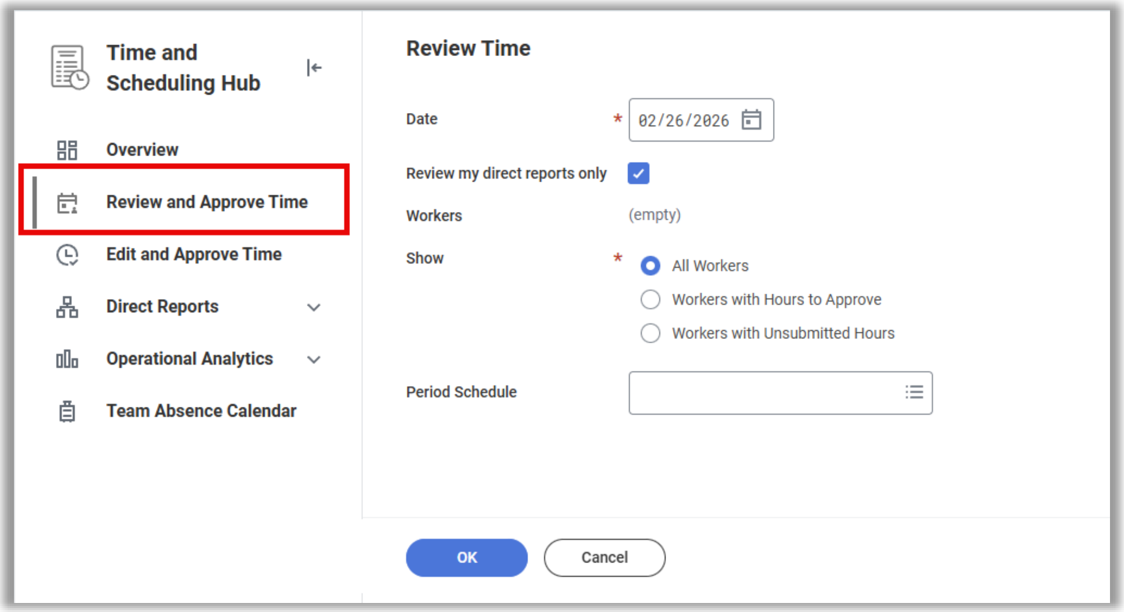
Review & Approve Workers' Time Submittals

Managers can review and approve workers' time from their Workday Inbox or from the Time & Scheduling Hub. Instructions below are from the Time & Scheduling Hub.

Note: Employees must submit time for Managers to be able to approve.

From the Menu, select **Team > Time & Scheduling Hub**. The Time & Scheduling Hub displays.

1. Click **Review and Approve Time.** The Edit and Approve Time window displays.

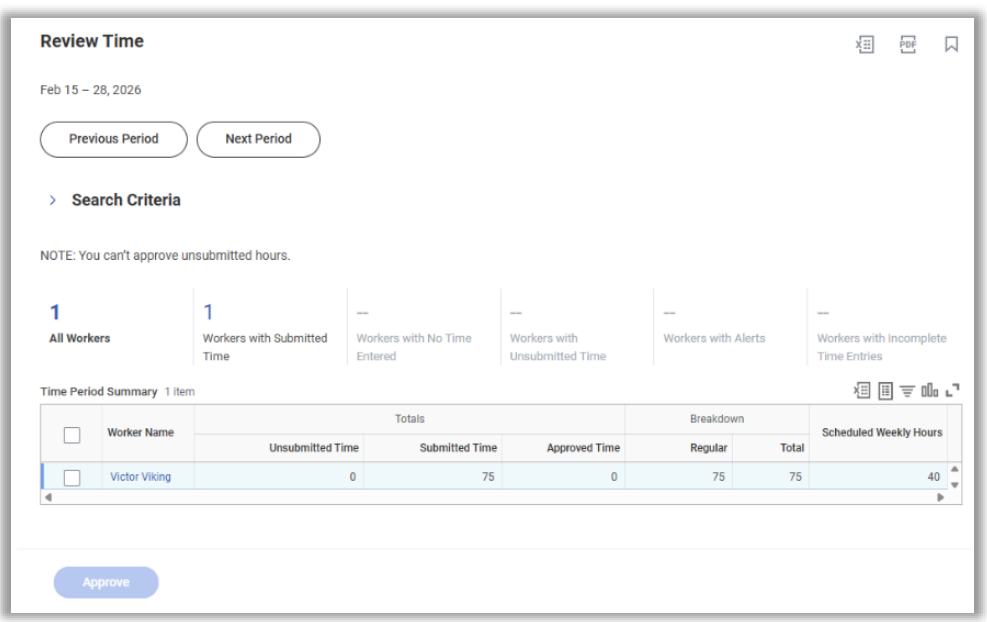


2. Enter criteria based upon information requirements.

   a. **Show**: Select one option - All Workers, Workers with Hours to Approve, or Workers with Unsubmitted Hours. Note: Select **Workers with Hours to Approve** to *only* view workers who have submitted time for approval.

   b. **Period Schedule:** Select **NKU Bi-weekly (Sun-Sat)**

3. Click **OK.** Review Time details display.



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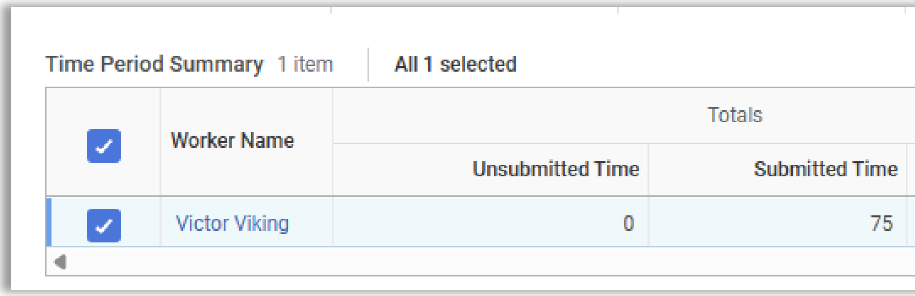
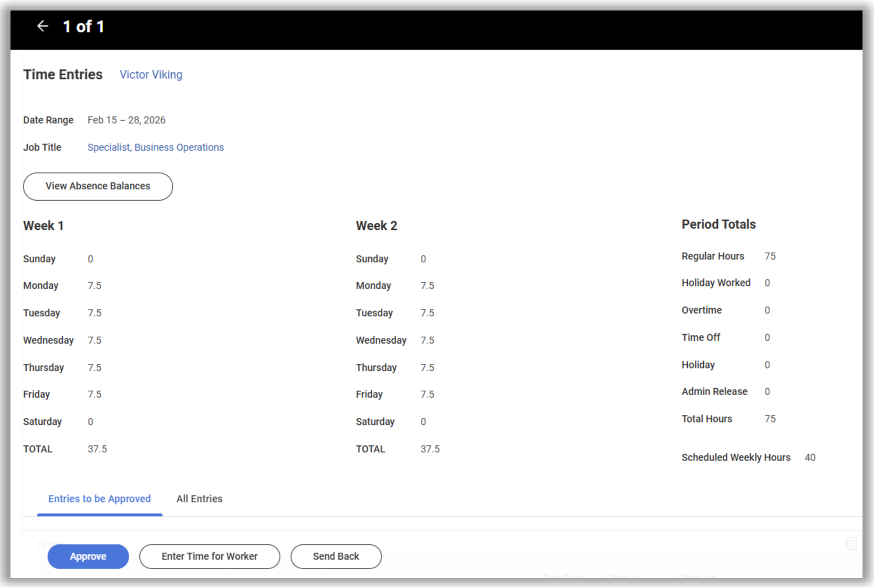
4. Review time entries and check the **checkbox** to the left of each employee time entry line to be approved.

   Note: For Mass Approval, check the checkbox on the top column to auto-check all employees listed. Managers are responsible for the accuracy of time approvals.



Note: To view additional details on a specific employee's time entry before approval, click the employee's name. A Time Entries detail page displays where Managers can Enter Time For Worker, Approve or Send Back with comments. If Send Back is selected, the employee must resubmit the entry.



5. Click **Approve** to approve the Time submission and then click **Done**.

A confirmation displays and the timecard is routed for processing.

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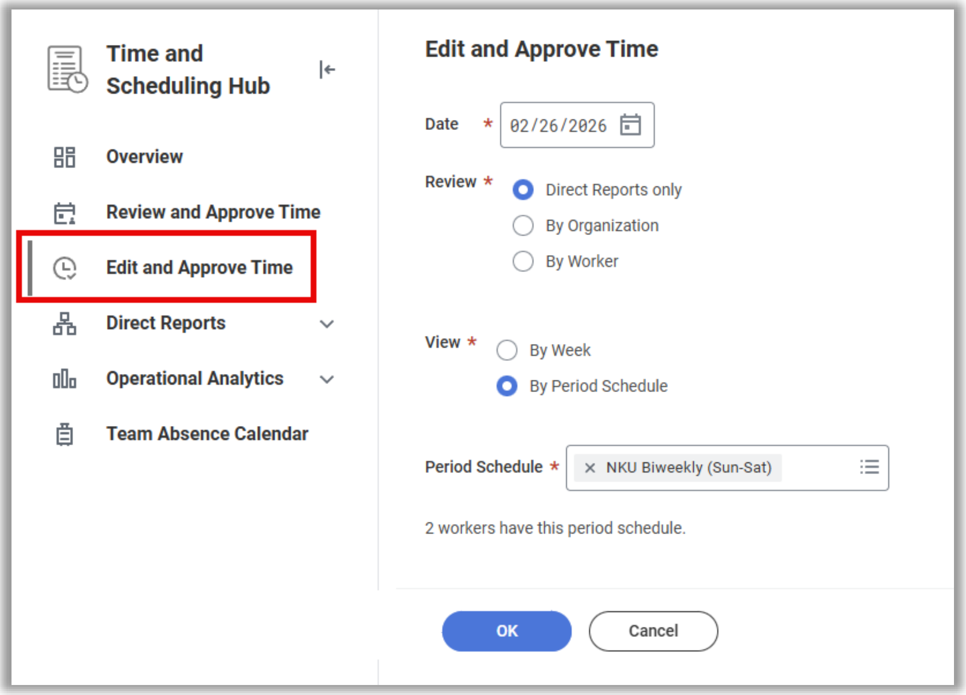
Edit Time on Behalf of an Employee

In the case that an employee's time requires adjustment, please Send Back so the employee can personally edit and resubmit the time entry. In rare cases where that is not possible, Managers can enter time on behalf of an employee or modify a submitted time entry.

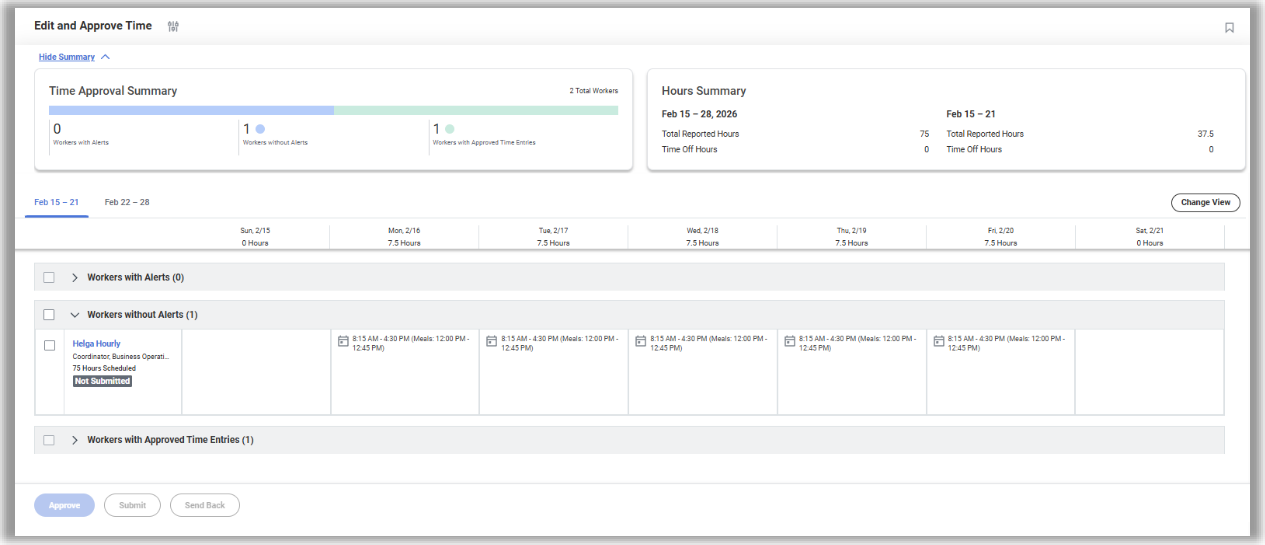
From the Menu, select **Team > Time & Scheduling Hub**. The Time & Scheduling Hub displays.

1. Click **Edit and Approve Time.** The Review Time window displays.
2. Click **Review and Approve Time.** The Edit and Approve Time window displays.



3. Add required criteria based upon information required.
   a. **Review**: Select Direct Reports only, By Organization or By Worker.
   b. **View:** select **By Period Schedule**
   c. **Period Schedule:** Select **NKU Biweekly (Sun-Sat)**

4. Click **OK.** A Summary view and list of workers display.



5. On required employee's time entry line, click time entry that requires edit and make update.

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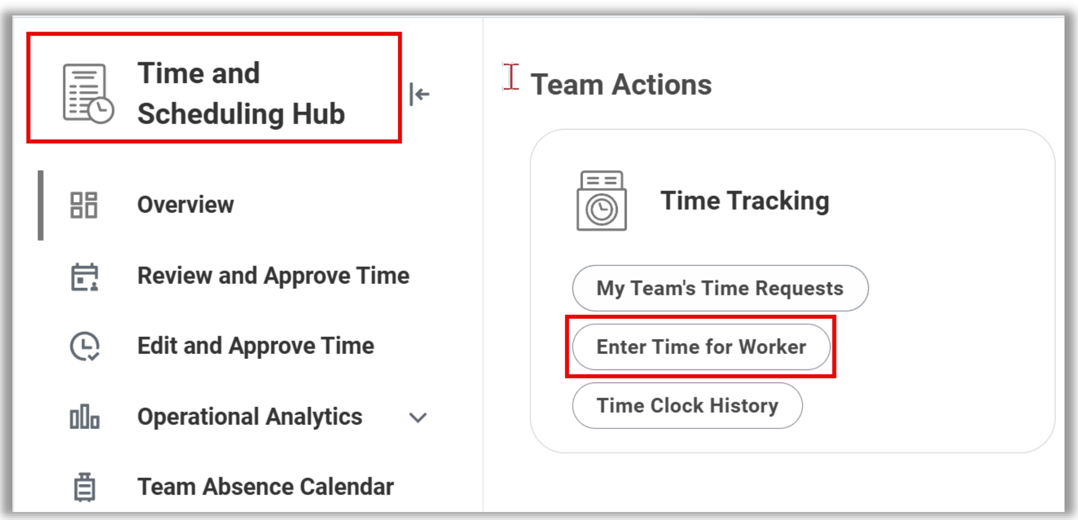
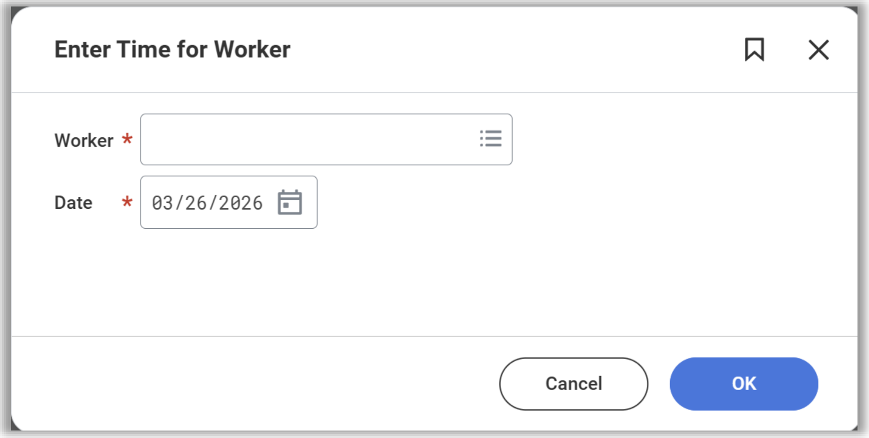
Enter Time on Behalf of an Employee

Employees are responsible for entering time worked. In rare cases where that is not possible, Managers can enter time on behalf of an employee.

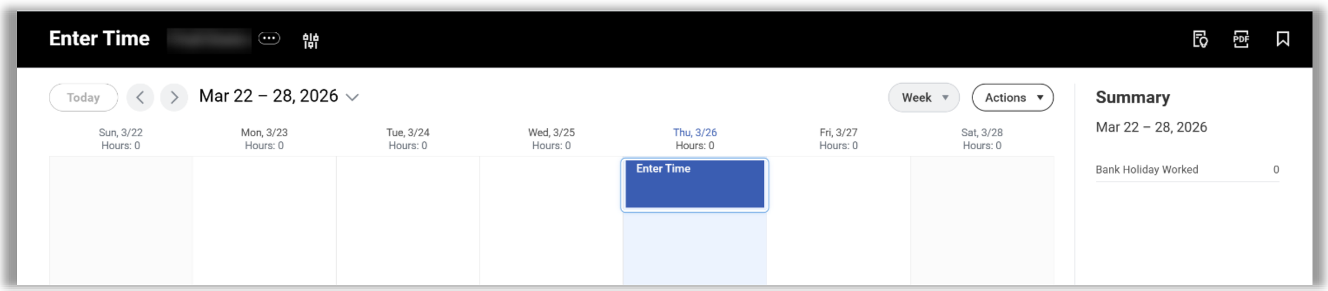
From the Menu, select **Team > Time & Scheduling Hub**. The Time & Scheduling Hub displays.



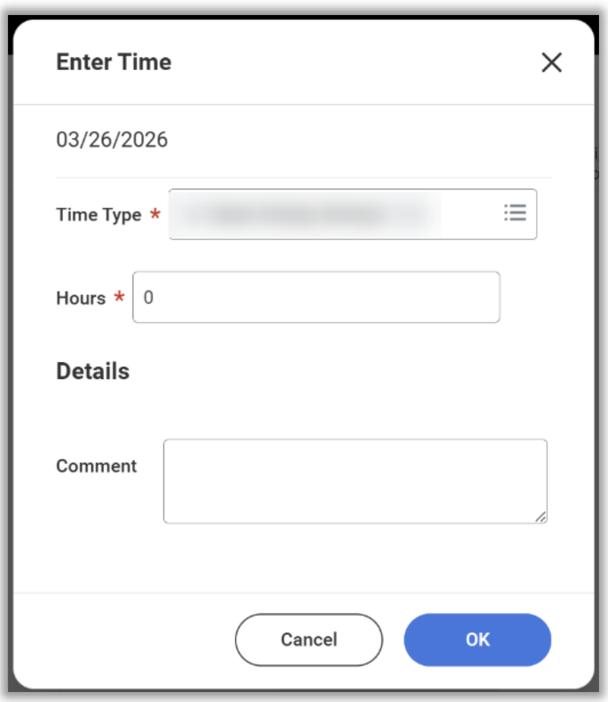
1. Under Team Actions, select **Enter Time for Worker**. The Enter Time for Worker window displays.



2. Select required **Worker** and **Date**. The Enter Time calendar displays.



3. Click date for which time entry is required. The Enter Time window displays.



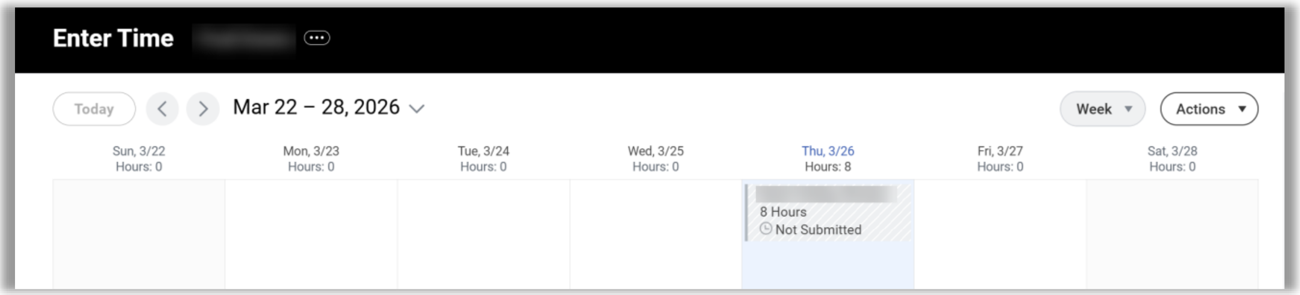
4. Complete the following fields:

    a. **Time Type:** Select applicable Time Type

    b. **Hours**: Enter Hours worked for that day

    c. **Comment:** Enter Comment

5. Click **OK**. Time worked is saved on the employee's time calendar for future submittal.



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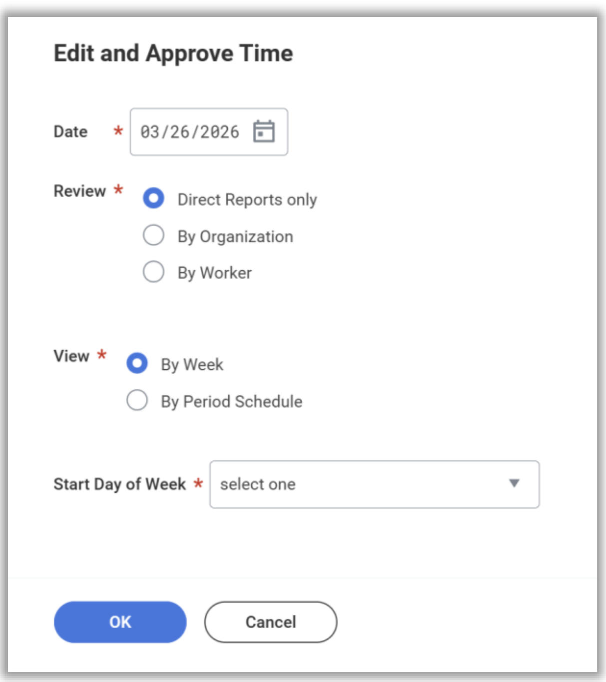
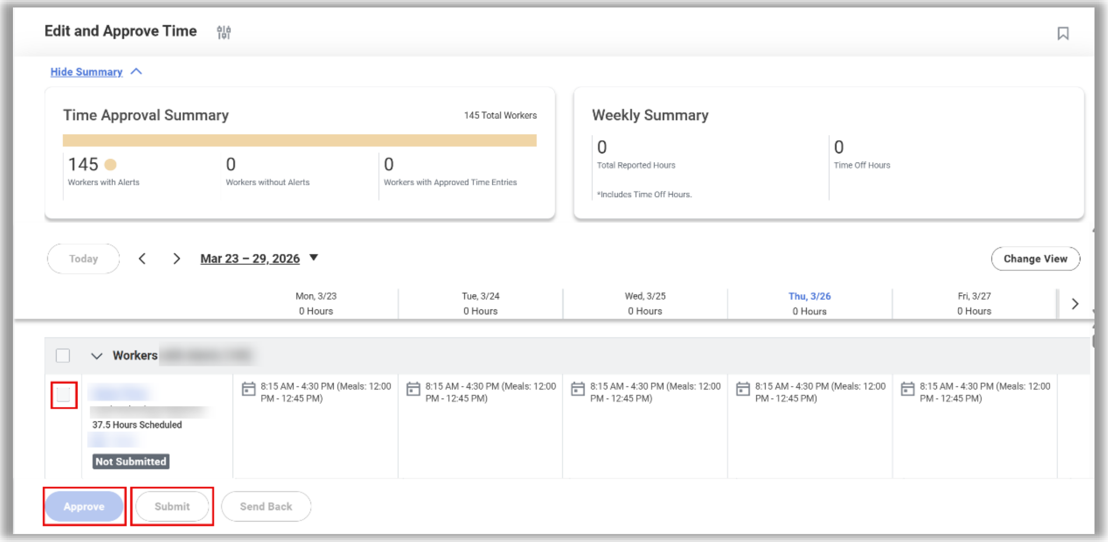
Submit Time on Behalf of an Employee

Managers can submit Time on behalf of an employee. Follow the instructions below to do so.

From the Home page quick links, select **Edit and Approve Time.** The Edit and Approve Time window displays.



1. Select **View** and **Start Day of Week** fields and click **OK**. The Edit and Approve Time page displays.



2. Check checkbox next to Worker's name requiring your time submission.
3. Review their time entries for the time period for accuracy.
4. Click **Approve**.
5. Click **Submit**. The employee's time worked for the time period has been submitted.

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Need Help?

If additional support is needed, contact workdaysupport@nku.edu.