



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Viewing Time and Absence (Managers)

September 15th, 2021



RESOURCES AVAILABLE FOR MANAGERS/TIMEKEEPERS

Workday for Managers Training Course

- <https://wpl.ubc.ca/browse/irp-training/courses/wpl-irp-wdm>

Entering Time for Employee – Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0016661&sys_kb_id=228841551bba28901cfdeac3b24bcb7a&spa=1

Entering Absence for Employee – Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0016826&sys_kb_id=1e08525e1b426450b2eda8ecbc4bcb92&spa=1



Workday for Timekeepers Training Course

- <https://wpl.ubc.ca/browse/workday/hr-roles/courses/wpl-wd-timekp>

Maintain Accrual and Time Off Accruals/Overrides

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=ec2894721b193010ba8f539f034bcb53&table=kb_knowledge

AGENDA

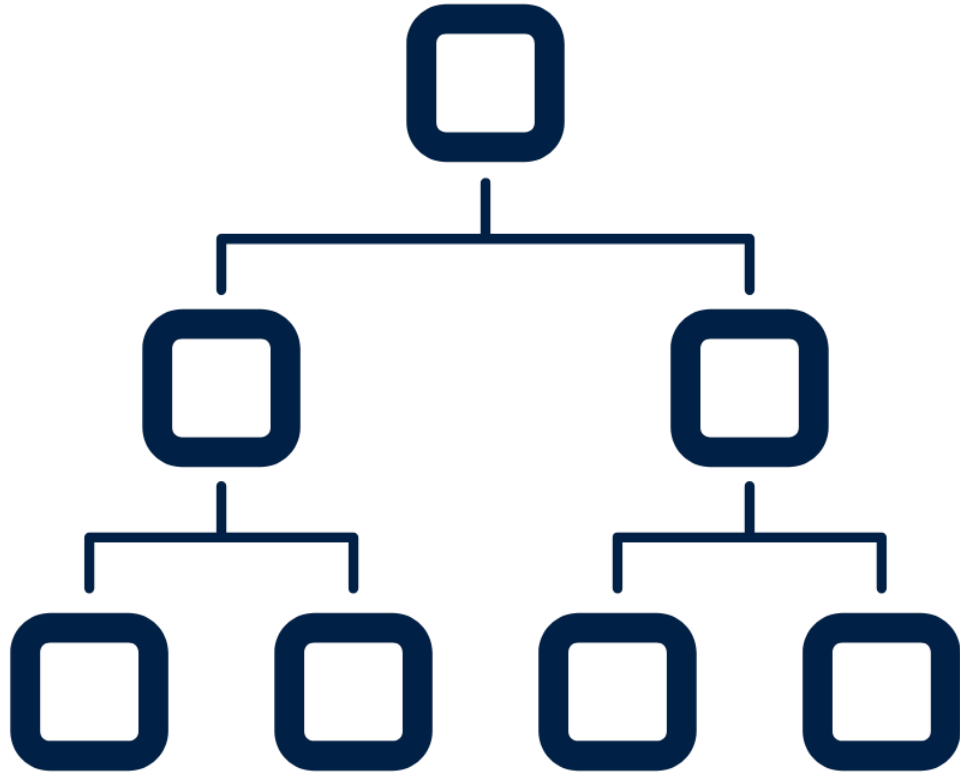
- 1 | Viewing Team Absences
- 2 | Viewing Leave Balances
- 3 | Reviewing Time
- 4 | Q+A





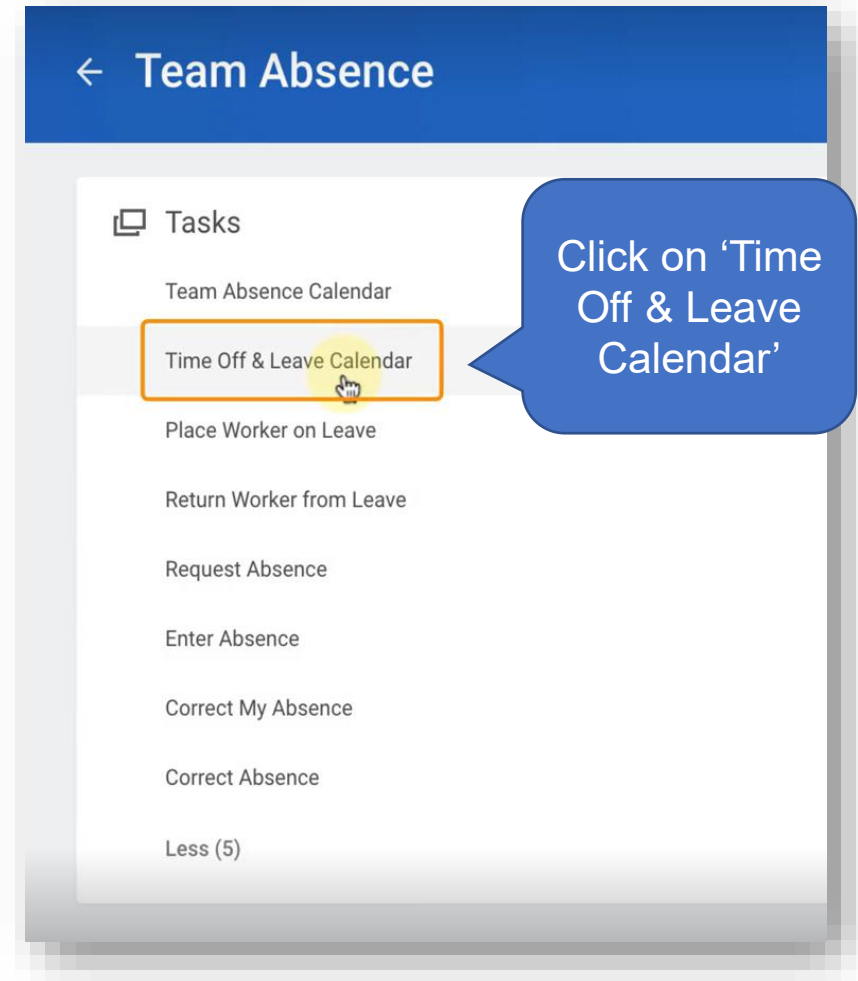
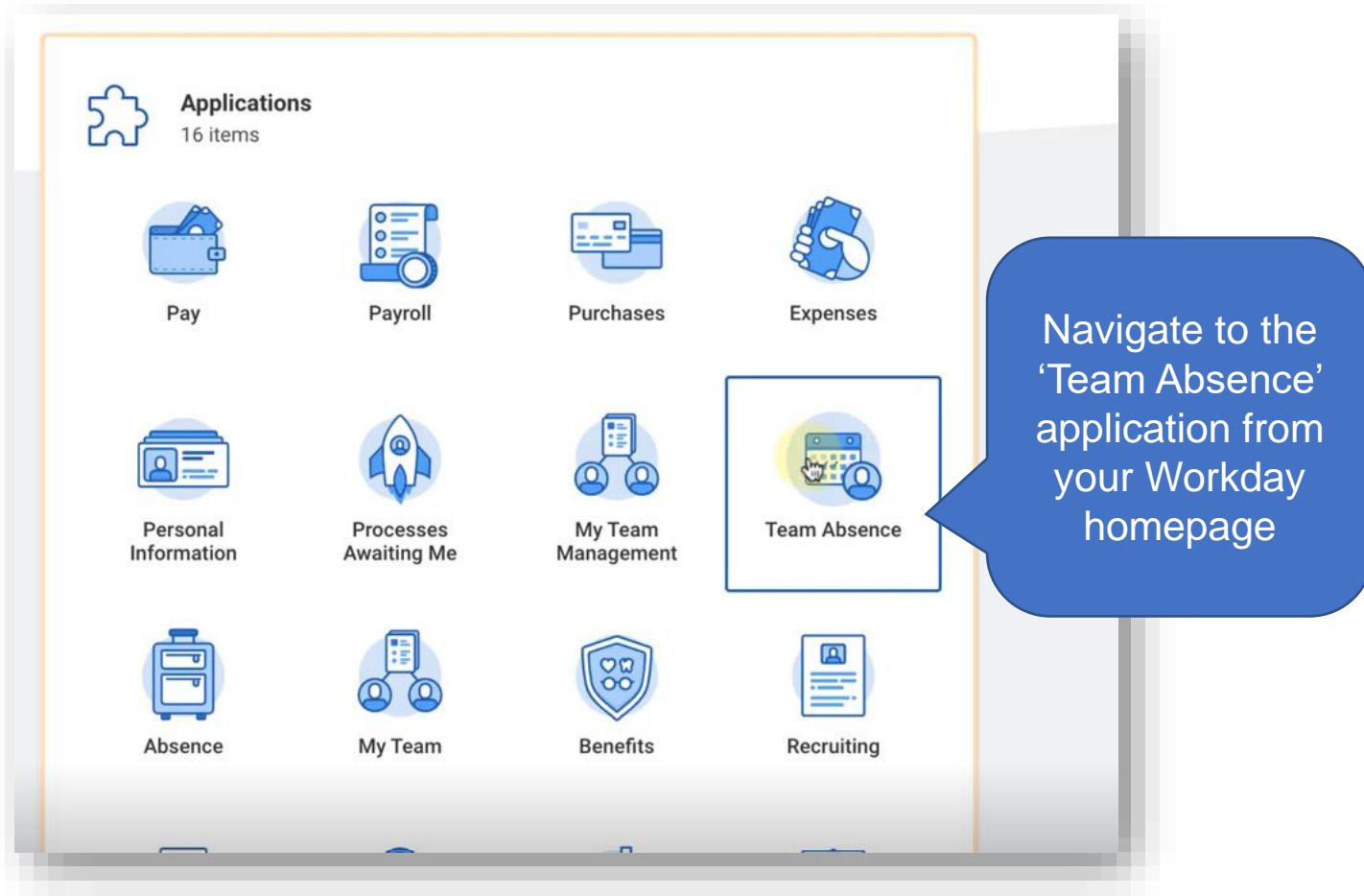
VIEWING TEAM AND EMPLOYEE ABSENCES

TEAM ABSENCE



It's a known limitation that Workday does not allow for Managers to view absences for employees in Sup Orgs below their own. To mitigate this, many departments are keeping vacation calendars up-to-date using applications outside of Workday.

TEAM ABSENCE



TEAM ABSENCE

Time Off and Leave Calendar						
Today < > August 2020 View Month						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	More (1) 28	More (4) 29	More (3) 30	More (2) 31	Aug 1
	Vernaz Gaetanoz	Vernaz Gaetanoz	Rafael Bonacci	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz
		Vernaz Gaetanoz	Rafael Bonacci	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz
2	3	4	5	6	7	8
	British Columbia Day	Vernaz Gaetanoz	Rafael Bonacci	Vernaz Gaetanoz	Vernaz Gaetanoz	
	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz		
9	10	11	12	13	14	15
	Vernaz Gaetanoz	Vernaz Gaetanoz		Vernaz Gaetanoz	Vernaz Gaetanoz	
				Vernaz Gaetanoz		
16	17	18	19	20	21	22
	Rafael Bonacci	Vernaz Gaetanoz				
	Vernaz Gaetanoz	Rafael Bonacci	Vernaz Gaetanoz			
23	24	25	26	27	28	29
	Vernaz Gaetanoz				Vernaz Gaetanoz	
	Vernaz Gaetanoz				Vernaz Gaetanoz	
30	31	Sep 1	2	3	4	5
	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz	Vernaz Gaetanoz	

From here, you can view the submitted and approved absences for your direct reports in a calendar view for the entire month.

TEAM ABSENCE

Details

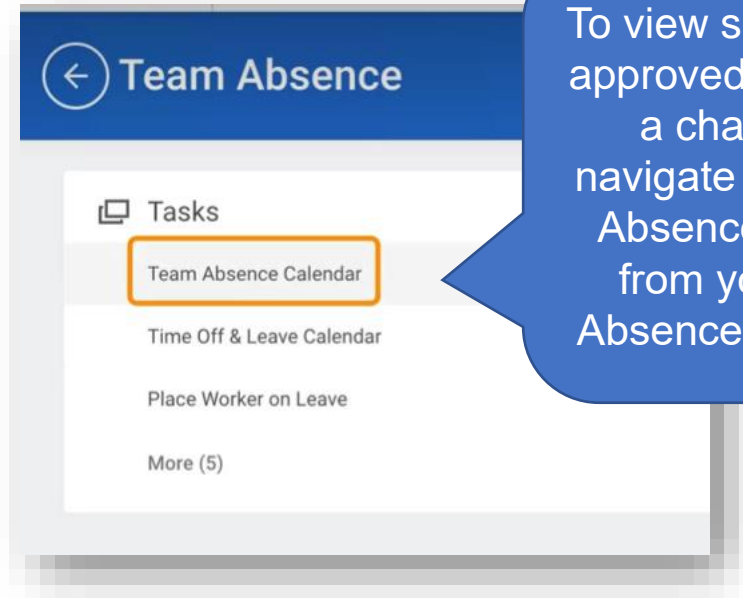
4 items

Date	Type	Position	Requested	Initiated On	Absence Even
2020-07-28	Paid Union/Business Time Off	Employee (CUPE2950)	2 Hours	2020-07-27 11:02 AM	Absence Requ Gaetanoz
2020-07-28	Paid Union/Business Time Off	Employee (CUPE2950)	-2 Hours	2020-07-31 03:06 PM	Absence Corr Gaetanoz
2020-07-29	Paid Union/Business Time Off	Employee (CUPE2950)	2 Hours	2020-07-27 11:02 AM	Absence Requ Gaetanoz
2020-07-29	Paid Union/Business Time Off	Employee (CUPE2950)	-2 Hours	2020-07-31 03:06 PM	Absence Corr Gaetanoz

Close

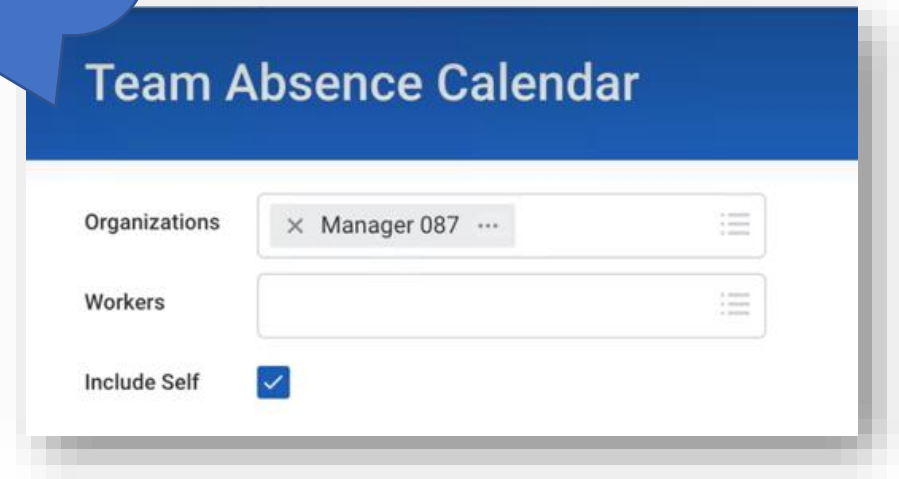
Click on any entry for further details.

TEAM ABSENCE



To view submitted and approved absences in a chart format, navigate to the 'Team Absence Calendar' from your 'Team Absence' application.

You will be able to select Organizations for which you are the **Manager**. By leaving 'Workers' blank, you will see all employees in the Organization.



TEAM ABSENCE

This shows you a summary view of your teams absences any given week.

You can toggle to view by day, four days, week, or month.

← Team Absence Calendar

Today

<

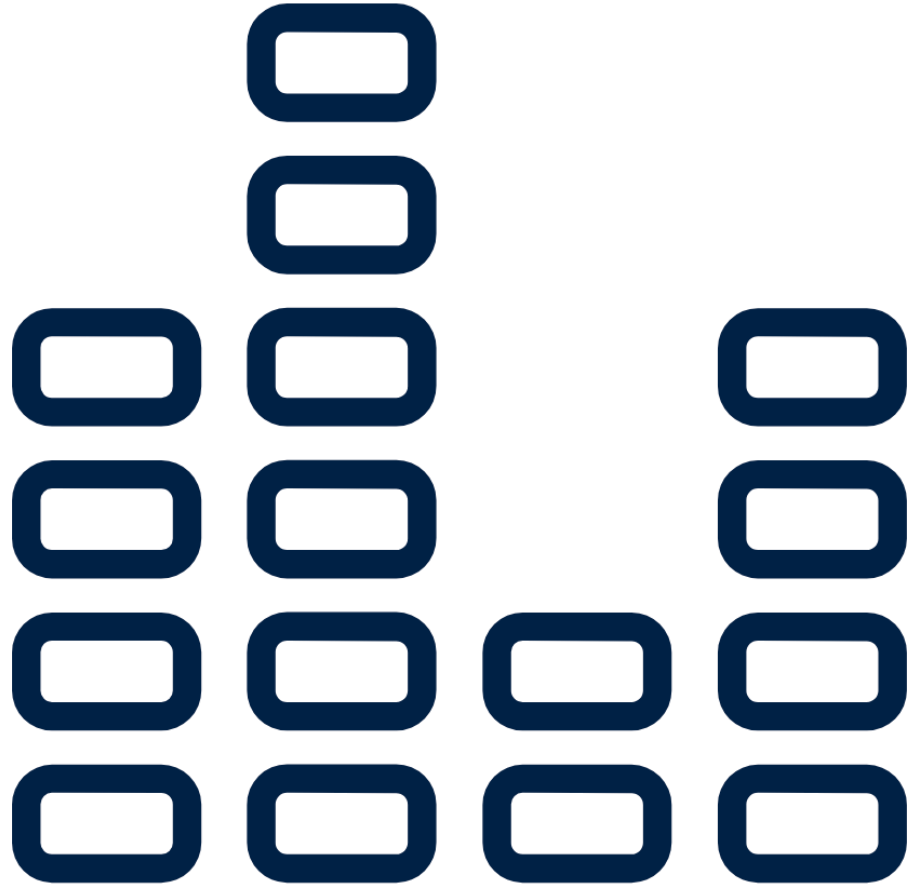
>

Aug 2-8, 2020

View

Week

	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8
Marylou Carolan		British Columbia Day					
Rafael Bonacci		British Columbia Day		1 Hour ✓ Approved			
Vernaz Gaetanoz		4 Hours ✓ Approved British Columbia Day	7 Hours ✓ Approved 1 Hour ✓ Approved	2 Hours ✓ Approved	3 Hours ✓ Approved 1 Hour ✓ Approved	2 Hours ✓ Approved	



VIEWING ABSENCE BALANCES

VIEWING ABSENCE BALANCES – INDIVIDUAL EMPLOYEE

Click 'Actions'

Navigate to the employee's profile in Workday

Click 'View Time off Balance'

Navigate to 'Time and Leave'

UBC

Ted Ned
Tech Support Asst

Actions

- Manage Work >
- Organization >
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >
- Procurement >
- Recruiting >
- Talent >
- Time and Leave**
- Union Membership >
- Worker History >
- Favorite >
- Integration IDs >
- Security Profile >
- Additional Data >

Enter Time

Enter Time for Worker

Review Time by Week for Worker

Submit Time

View Time Calendar

Enter Absence

View Time Off

Overtime Requests

View Schedule for Worker

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 Worker On Leave

View Leave Results

Adjust Calculated Time

Maintain Accrual and Time Off Adjustments/Overrides

Maintain Accrual and Time Off Limit Overrides

Maintain Time Off Plan Carryover Overrides

Maintain Time Off Plan Override Balances

Assign Work Schedule

Schedule History for Worker

VIEWING ABSENCE BALANCES – INDIVIDUAL EMPLOYEE

The 'As Of' date will autopopulate today's date

Time Off Balance Ted Ned

As Of * 2021-09-14

OK Cancel

A pop-up window will prompt you to enter the 'As Of' date

If you wanted to ensure your staff were not carrying over more than two weeks into the next calendar year, for example, you would enter December 31st as the 'As Of' date.

VIEWING ABSENCE BALANCES – INDIVIDUAL EMPLOYEE

Time Off Balance

Ted Ned

Balance As Of Date 2021-12-31

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 5 items

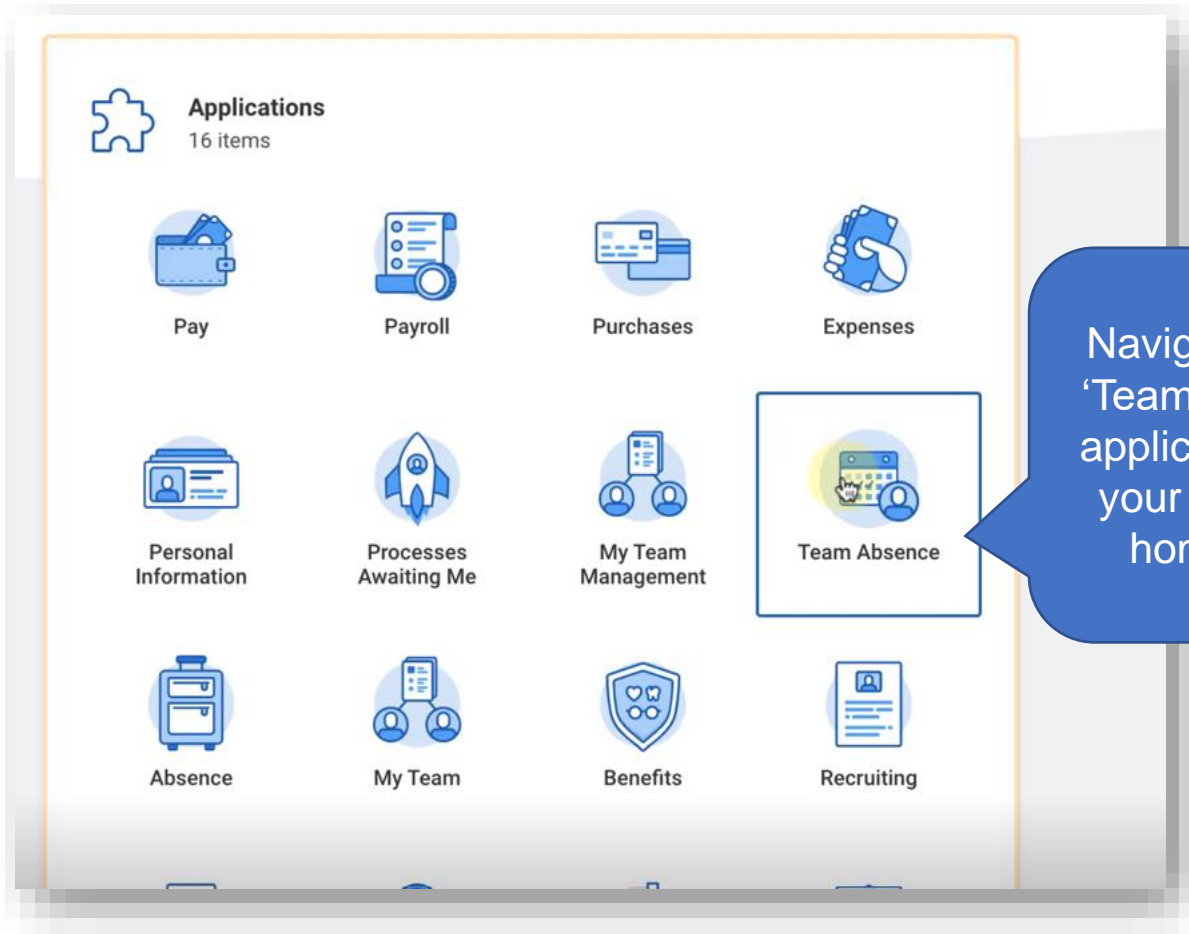
Absence Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Other Time Off	Hours		0	0	0	0	0	0	0	0	0	2021-12-01 - 2021-12-31 (Monthly)
Paid Sick Time Off	Hours		0	13.25	13.25	0	0	0	0	0	0	2021-12-01 - 2021-12-31 (Monthly)
Unpaid Personal Time Off	Hours		0	0	0	0	0	0	0	0	0	2021-12-01 - 2021-12-31 (Monthly)
Unpaid Sick Time Off	Hours		0	0	0	0	0	0	0	0	0	2021-12-01 - 2021-12-31 (Monthly)
Vacation	Hours		42	210	245	42	210	245	0	7	7	2021-01-01 - 2021-12-31 (Annual)
									Total:	7	7	

Turn on the new tables view

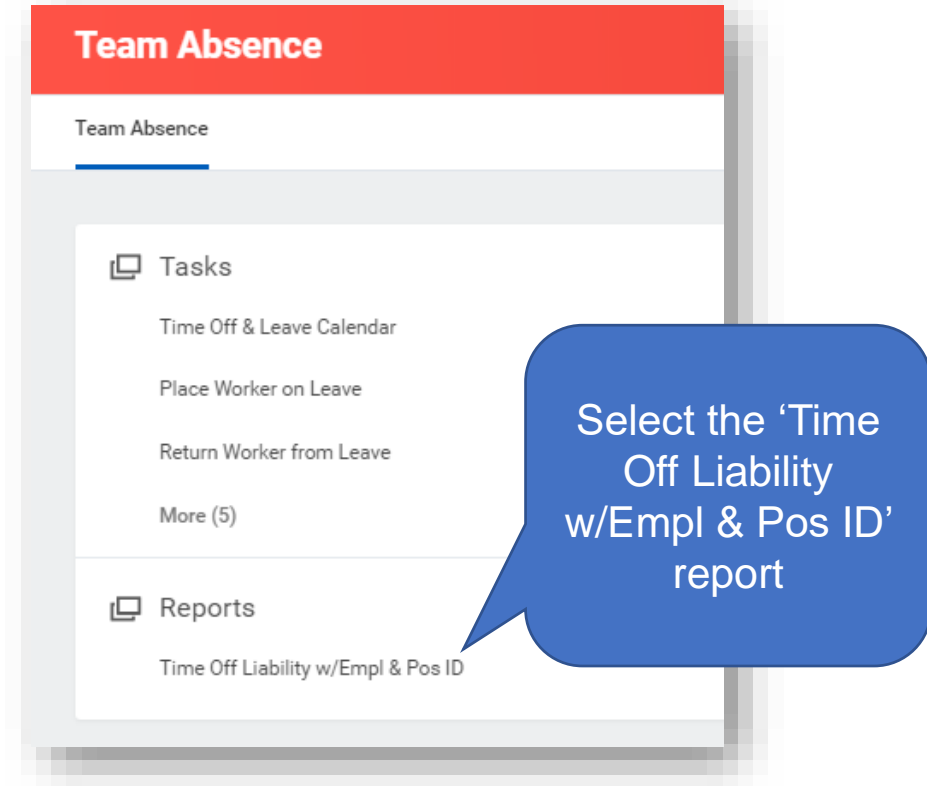
'Ending Period Balance' shows the amount of hours remaining for the parameters you've set

If there are any absence requests in process, this column includes those as well.

VIEWING ABSENCE BALANCES – TEAM

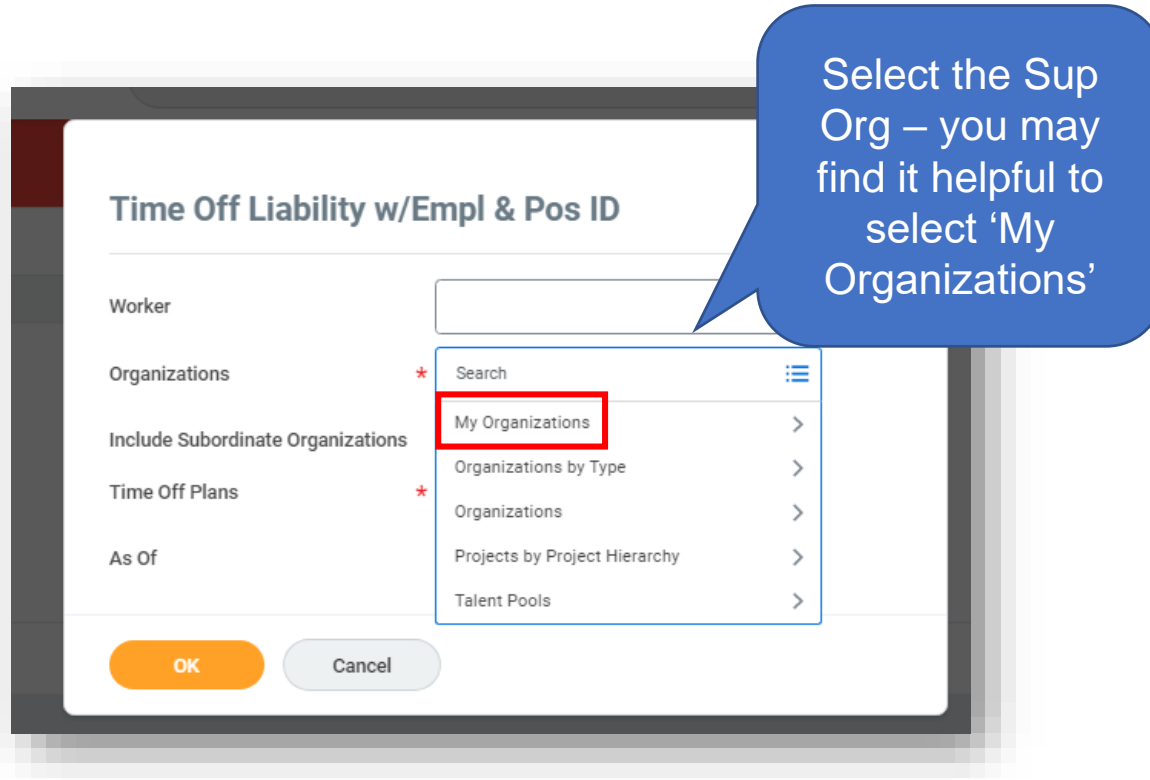


Navigate to the 'Team Absence' application from your Workday homepage




Select the 'Time Off Liability w/Empl & Pos ID' report







VIEWING ABSENCE BALANCES – TEAM




Time Off Liability w/Empl & Pos ID

Worker

Organizations 

- Search 
- My Organizations** 
- Organizations by Type 
- Organizations 
- Projects by Project Hierarchy 
- Talent Pools 

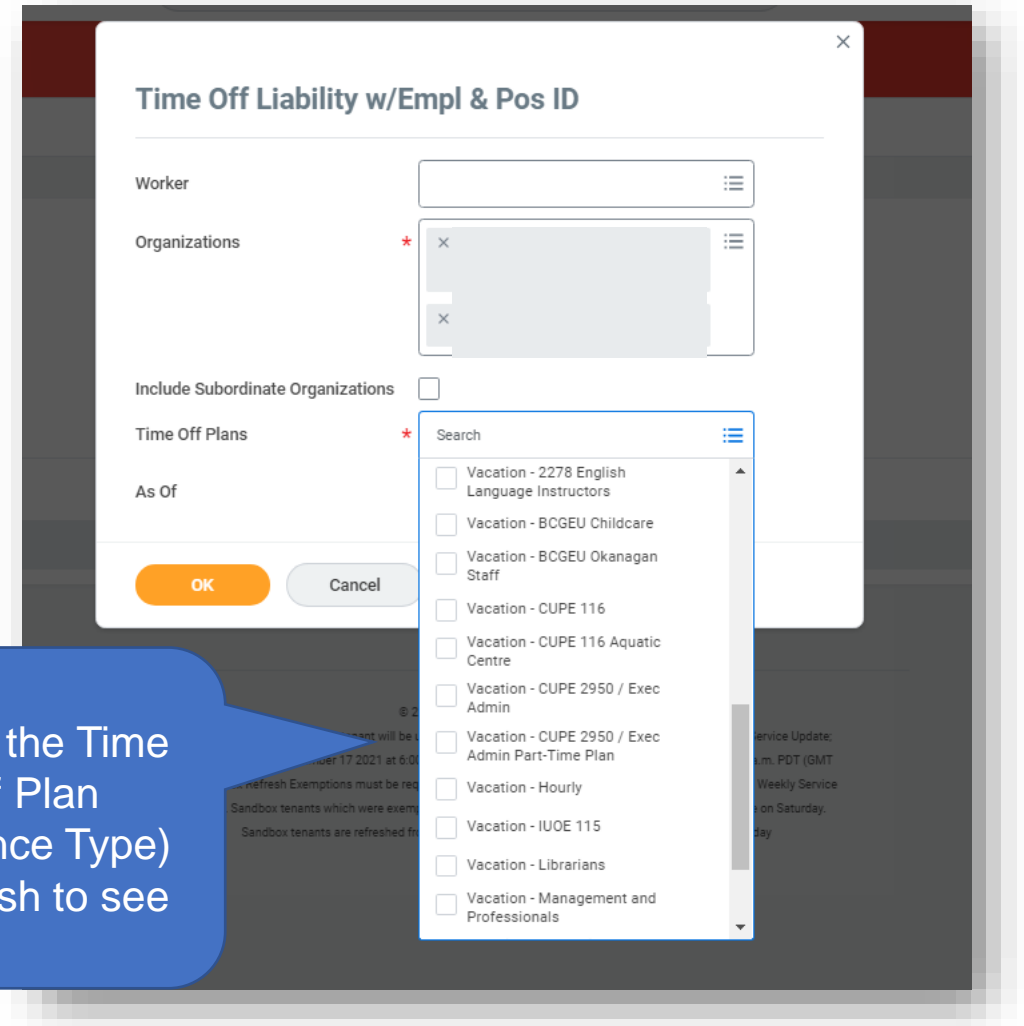
Include Subordinate Organizations ☐

Time Off Plans 

As Of


OK **Cancel**

Select the Sup Org – you may find it helpful to select 'My Organizations'




Time Off Liability w/Empl & Pos ID

Worker

Organizations 

Include Subordinate Organizations ☐

Time Off Plans 

As Of

- ☐ Vacation - 2278 English Language Instructors
- ☐ Vacation - BCGEU Childcare
- ☐ Vacation - BCGEU Okanagan Staff
- ☐ Vacation - CUPE 116
- ☐ Vacation - CUPE 116 Aquatic Centre
- ☐ Vacation - CUPE 2950 / Exec Admin
- ☐ Vacation - CUPE 2950 / Exec Admin Part-Time Plan
- ☐ Vacation - Hourly
- ☐ Vacation - IUOE 115
- ☐ Vacation - Librarians
- ☐ Vacation - Management and Professionals

OK **Cancel**

Select the Time Off Plan (Absence Type) you wish to see

VIEWING ABSENCE BALANCES – TEAM

You can select
'Include
Subordinate
Organizations' to
see the balances
for employees in
Sup Orgs below
yours

Time Off Liability w/Empl & Pos ID

Worker

Organizations

Include Subordinate Organizations ☐

Time Off Plans

As Of

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Select the 'As Of'
date and click
'OK'

VIEWING ABSENCE BALANCES – TEAM

Time Off Liability w/Empl & Pos ID

Organizations

Time Off Plans

Vacation - Management and Professionals

Include Subordinate Organizations

No

As Of

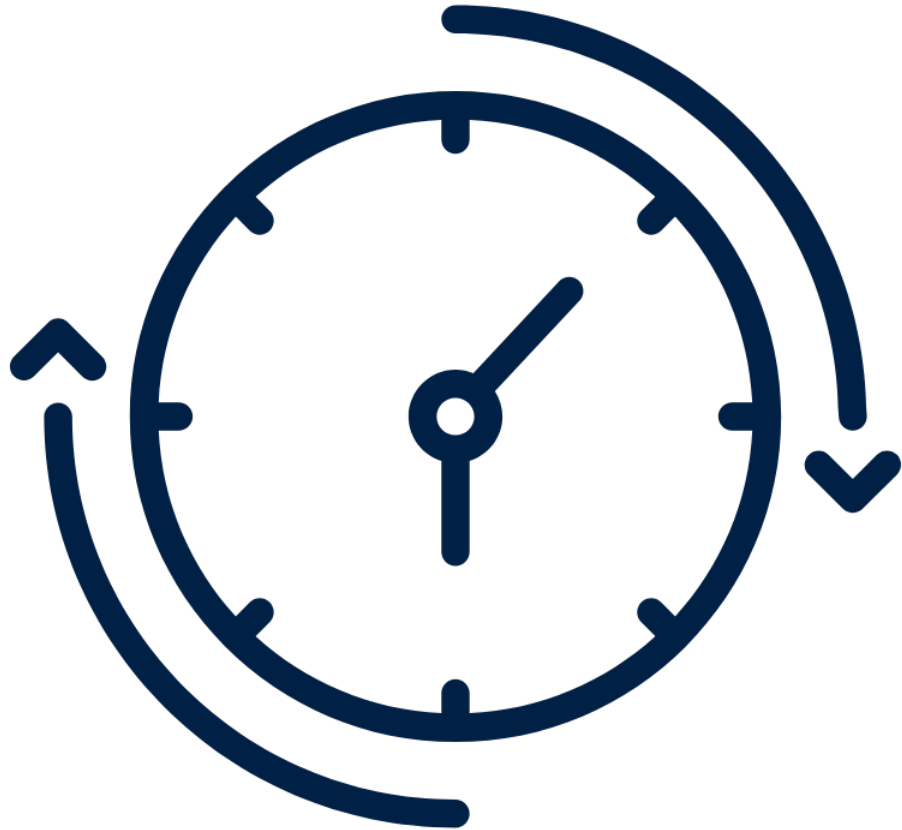
2021-12-31

5 items

Turn on the new tables view

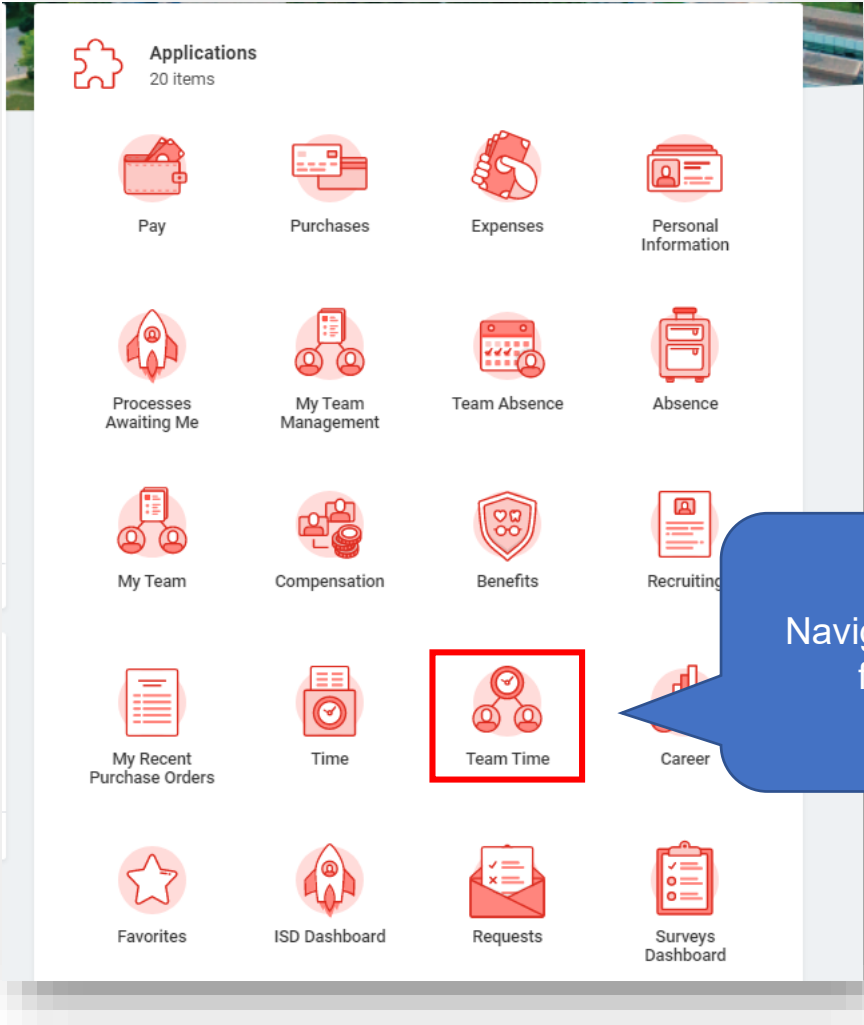
Organization	Worker	Employee ID	Worker Type	Position	Position ID	Scheduled Weekly Hours	FTE	Eligible Time Off Plans for Position			
								Time Off Plan	Unit of Time	Balance	Liability
		1992244	Employee			35	1	Vacation - Management and Professionals	Hours	7	374.69
		5549752	Employee			35	1	Vacation - Management and Professionals	Hours	66.5	3,108.84
		5598206	Employee			35	1	Vacation - Management and Professionals	Hours	8.5	386.56
		2283689	Employee			17.5	0.5	Vacation - Management and Professionals	Hours	87.5	3,288.47
		4695038	Employee			35	1	Vacation - Management and Professionals	Hours	57.92	2,545.94

In this example, you can see the Vacation (M&P) balances as of December 31st, 2021

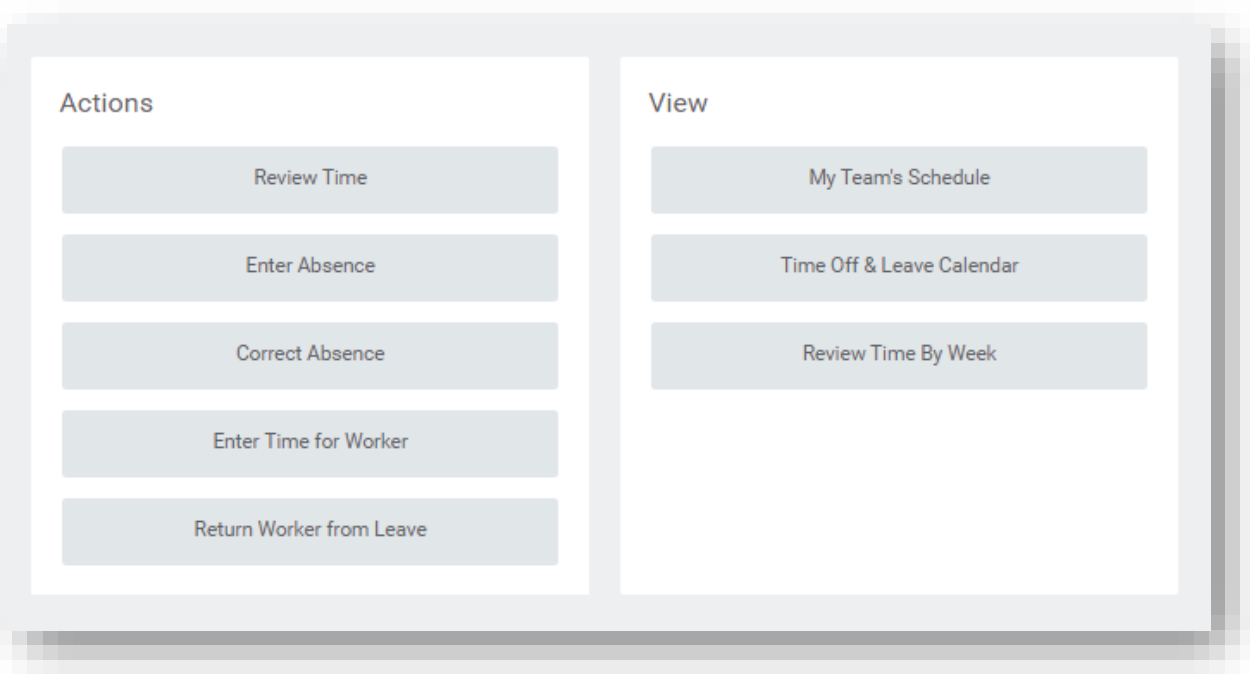


REVIEWING TIME

VIEWING TEAM TIME



Navigate to the 'Team Time' application from your Workday homepage



VIEWING TEAM TIME

Click on 'Review Time'

Actions

Review Time

Enter Absence

Correct Absence

Enter Time for Worker

Return Worker from Leave

View

My Team's Schedule

Time Off & Leave Calendar

Review Time By Week

Show

All Workers

Semi-Monthly - Hourly

Semi-Monthly - Salary

Period Schedule

Search

You can select the Period Schedule depending on viewing hourly or salary employees' time submissions

Review Time

Date

2021-09-14

Review my direct reports only

☒

Workers

(empty)

Show

All Workers

Workers with Hours to Approve

Workers with Unsubmitted Hours

Period Schedule

OK

Cancel

The date you select will populate **one time period**. For example, if you select September 1st, it will populate the August 24th – September 8th submission period.

Select whether you want to see all time submissions, only hours to approve, or hours that have been entered but not submitted.

This would be a handy 'report' to run before the time submission cut-off deadlines to ensure none of your employees have unsubmitted hours and miss their pay.

VIEWING TEAM TIME

Review Time

Aug 24 – Sep 8, 2021

NOTE: You can't approve unsubmitted time.

3
All Workers

In this example, you can see there are a total of three employees, but all of their positions are shown.

Workers with Submitted Time

Workers with No Time Entered

Workers with Unsubmitted Time

Time Period Summary 8 items

<input type="checkbox"/>	Worker Name	Position	Totals			Breakdown					
			Unsubmitted Time	Submitted Time	Approved Time	Overtime	Regular	Hourly Premium	Banked Overtime	Holiday	Total
<input type="checkbox"/>		P000084817 Physical Activity Mentorship Program Mentor (+)	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		P000096180 Physical Activity Mentor Student Hourly - Work Study (UBCO) (Winter Session) (+)	0	0	0.5	0	0.5	0	0	0	0.5
<input type="checkbox"/>		P000094957 Graduate Research Assistant	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		P000101921 BCGEU OK Salaried - Graduate Teaching Assistant 2 (+)	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		P000084816 UBCycles Leader (+)	0	0	17.35	0	17.35	0	0	0	17.35
<input type="checkbox"/>		P000096188 UBCycles Coordinator	0	0	10.183333	0	10.183333	0	0	0	10.183333
<input type="checkbox"/>		P000083379 Recreation Program Leader (+)	0	0	45	0	45	0	0	0	45
<input type="checkbox"/>		P000101833 Recreation Communications Leader	0	0	8	0	8	0	0	0	8

Approve

VIEWING TEAM TIME

Review Time

Sep 1 – 15, 2021

NOTE: You can't approve unsubmitted hours.

1

All Workers

Time Period Summary 4 items

<input type="checkbox"/>	Worker Name	Position	Totals		
			Unsubmitted Time	Submitted Time	Approved Time
<input type="checkbox"/>		P000084817 Physical Activity Mentorship Program Mentor (+)	0	0	0
<input type="checkbox"/>		P000096180 Physical Activity Mentor Student Hourly - Work Study (UBCO) (Winter Session) (+)	0	0	0.5
<input type="checkbox"/>		P000094957 Graduate Research Assistant	0	0	0
<input type="checkbox"/>		P000101921 BCGEU OK Salaried - Graduate Teaching Assistant 2 (+)	0	0	0

You can also see the time submission period is different for students with both hourly and salary positions.

Show

All Workers

Semi-Monthly - Hourly

Semi-Monthly - Salary

Search

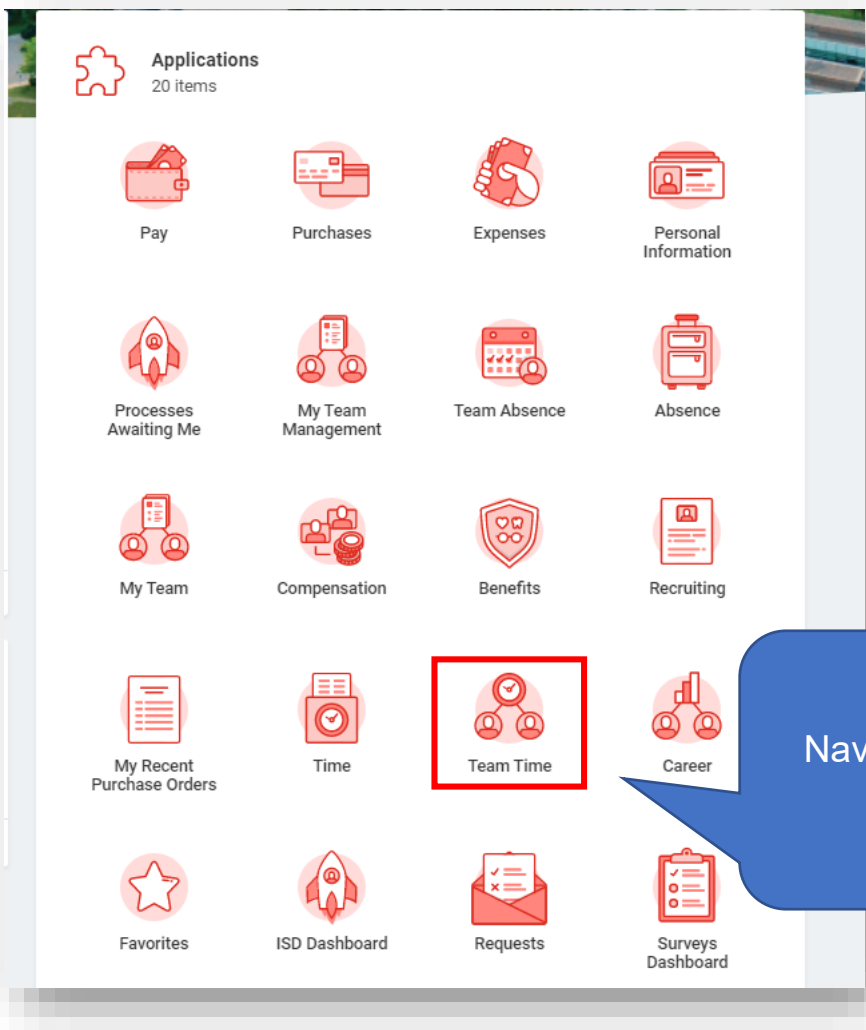
Period Schedule

OK

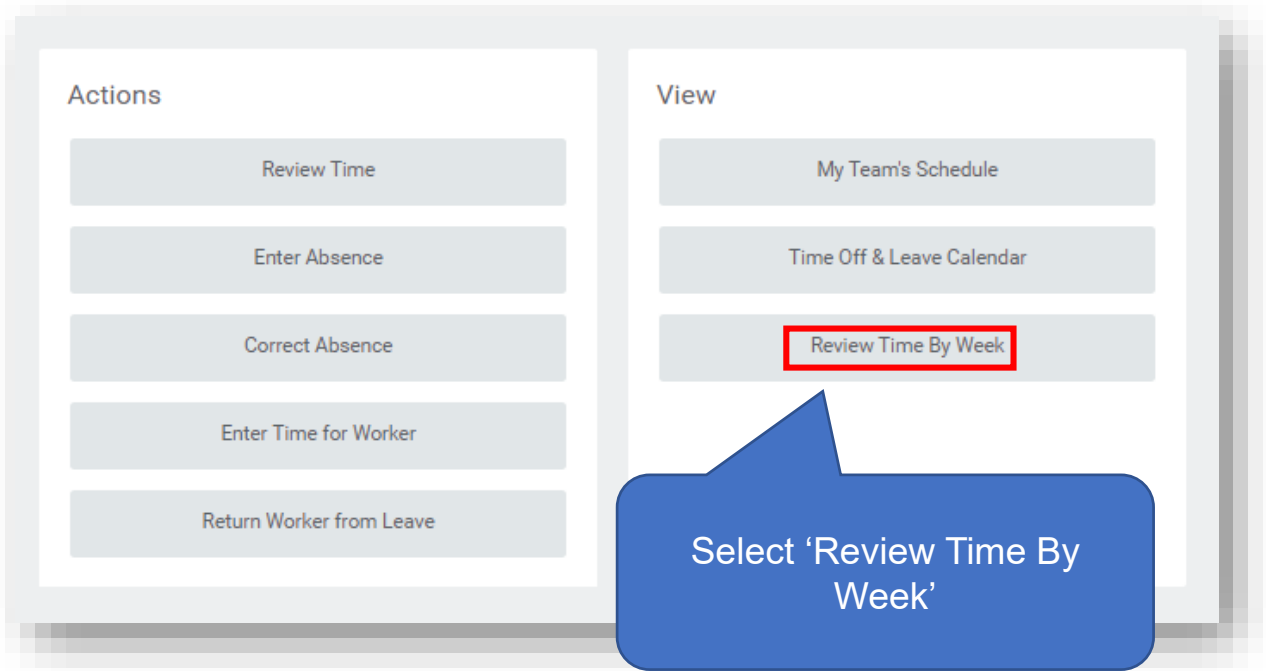
Cancel

In this example, you can see (after selecting 'Semi-Monthly – Salary', this student employee's salary positions and hourly position are shown!

VIEWING TIME BY WORKER



Navigate to the 'Team Time' application from your Workday homepage



VIEWING TIME BY WORKER

Review Time by Week for Worker

Worker *

Search

My Team

All Workers

Workers by Manager

Employees by Organization

Date *

OK

Cancel

Select an employee under 'My Team'

Date * 2021-09-06

OK

Cancel

Select a date within the week you want to review

VIEWING TIME BY WORKER

To approve any submitted hours, they will be in your Workday inbox awaiting approval.

Review Time by Week for Worker | August 29, 2021 - September 4, 2021 |

regular 11.533333 Overtime 0 Hourly Premiums 0 Time In Lieu 0 Total 11.533333



You can navigate to different weeks by clicking these arrows

Turn on the new tables view ☐

6 items

Date	Status	Type	In	Out	Out Reason	Quantity	Units	Worktags	Comment	Details
Mon, 08-30	Approved	In/Out Time	09:00 AM	12:21 PM	Out	3.35	Hours		Rental returns and maintenance	Q
Tue, 08-31	Approved	In/Out Time	10:00 AM	11:00 AM	Out	1	Hours		Rental return and maintenance	Q
Tue, 08-31	Approved	In/Out Time	08:00 PM	10:00 PM	Out	2	Hours		Updating transaction tracker and preparing documents for training new volunteers	Q
Wed, 09-01	Approved	In/Out Time	01:00 PM	02:08 PM	Out	1.133333	Hours		Rental returns and tune up	Q
Thu, 09-02	Approved	In/Out Time	09:30 AM	10:15 AM	Out	0.75	Hours		Salto card pick up and setting future appointments	Q
Fri, 09-03	Approved	In/Out Time	09:00 AM	12:18 PM	Out	3.3	Hours		Rental return and maintenance	Q

You can review the status of these hours

