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

Not applicable to Timekeeepers

- 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
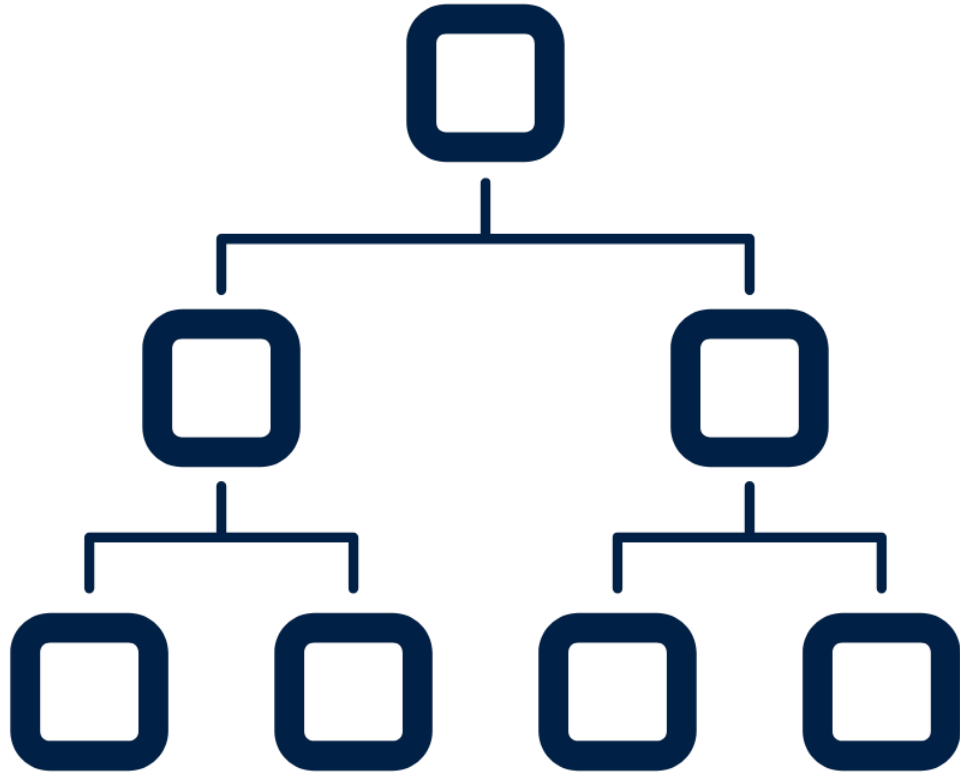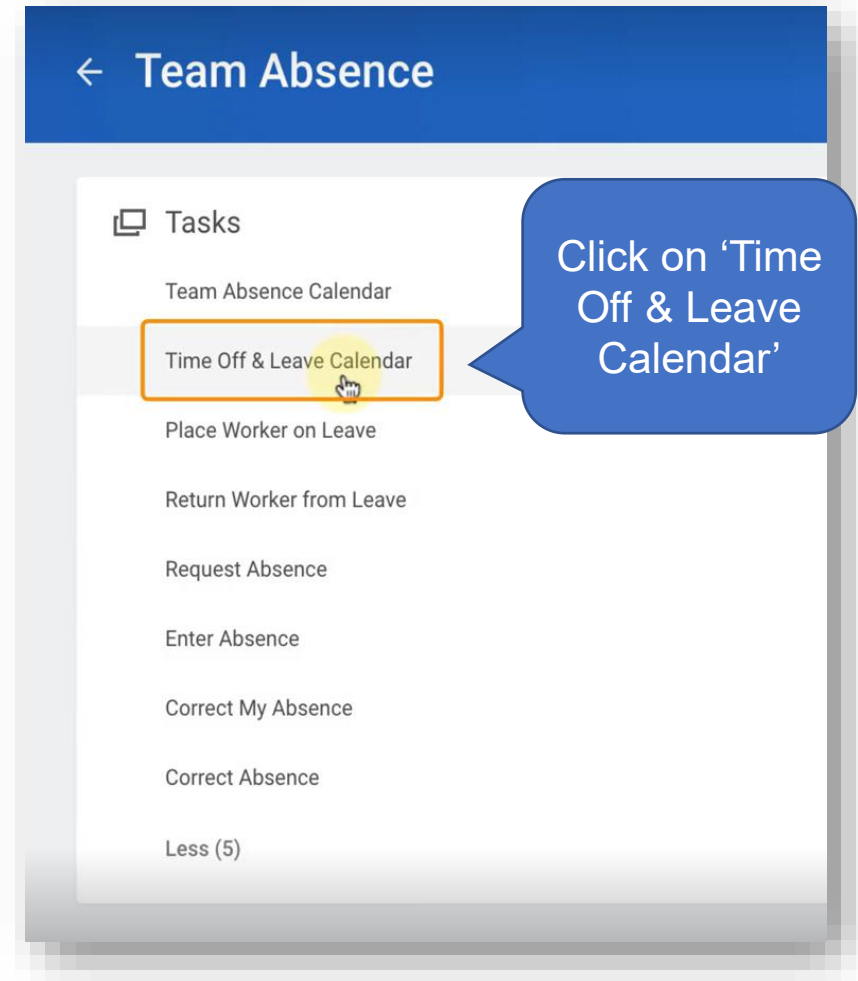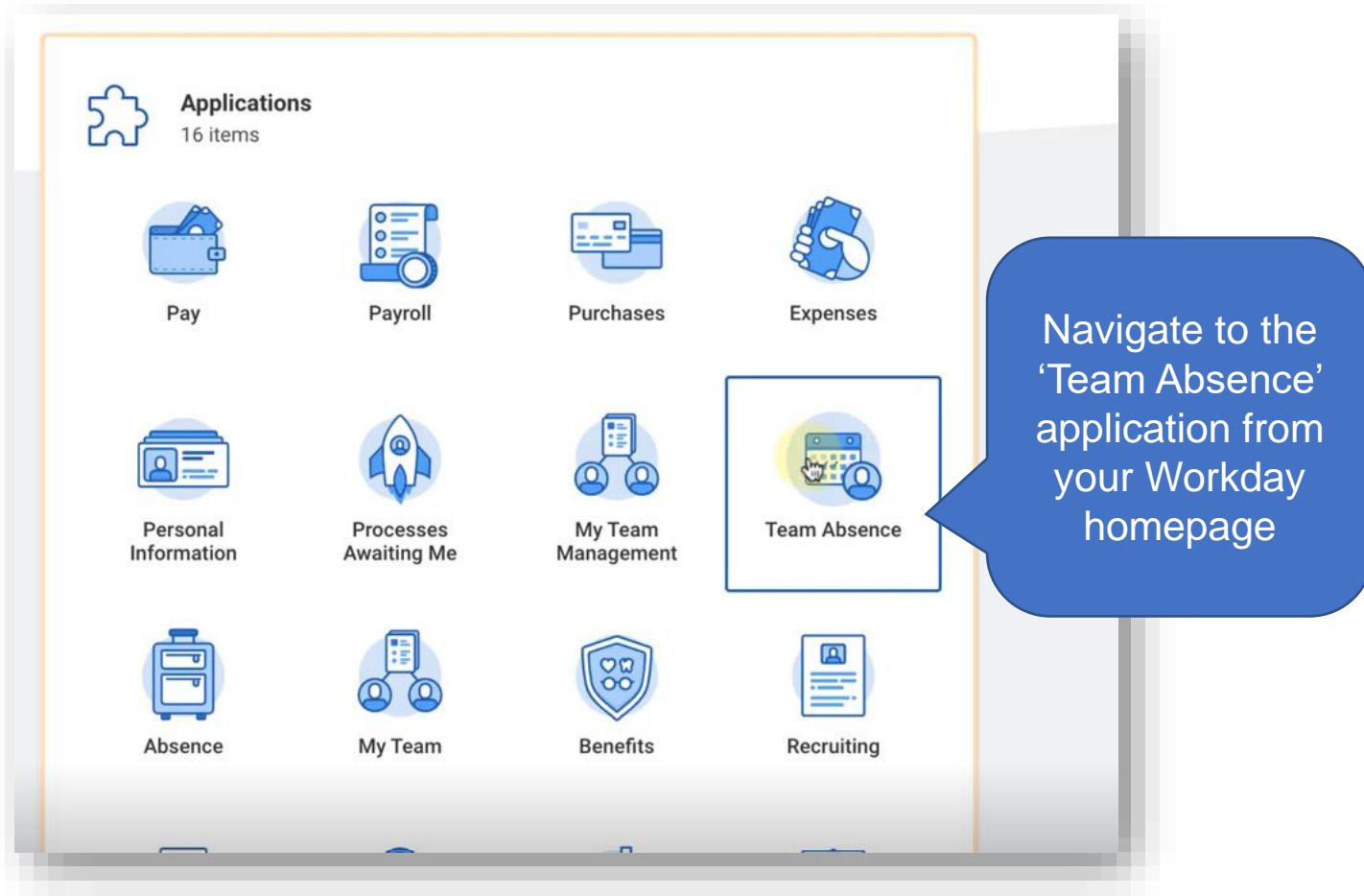
AGENDA

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

Applications
16 items

Pay	Payroll	Purchases	Expenses
Personal Information	Processes Awaiting Me	My Team Management	Team Absence
Absence	My Team	Benefits	Recruiting

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

Team Absence

Tasks

Team Absence Calendar

Time Off & Leave Calendar

Place Worker on Leave

Return Worker from Leave

Request Absence

Enter Absence

Correct My Absence

Correct Absence

Less (5)

Click on 'Time Off & Leave Calendar'

TEAM ABSENCE

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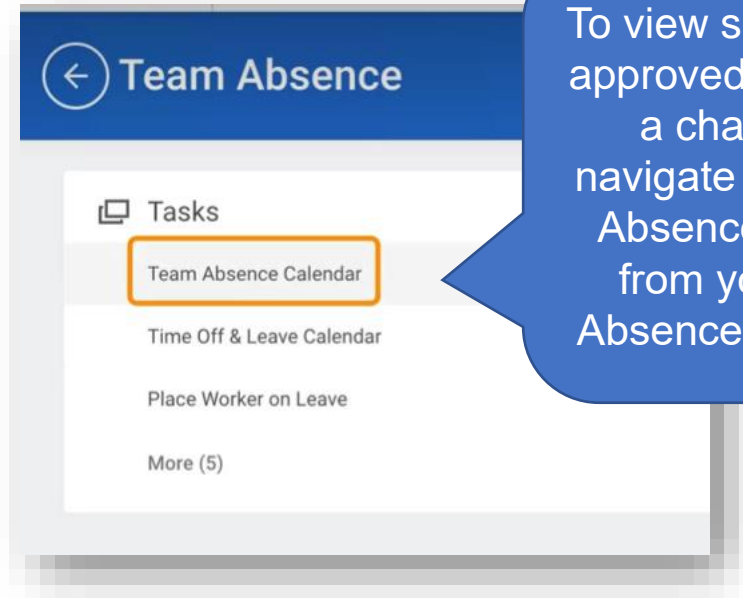
TEAM ABSENCE
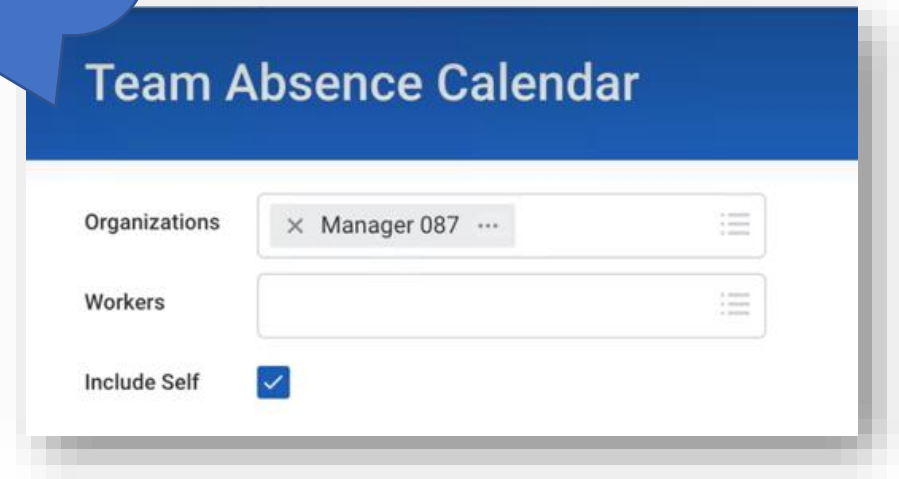
TEAM ABSENCE

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

VIEWING ABSENCE BALANCES

VIEWING ABSENCE BALANCES – INDIVIDUAL EMPLOYEE

Navigate to the employee's profile in Workday

Click 'Actions'

Click 'View Time off Balance'

Navigate to 'Time and Leave'

VIEWING ABSENCE BALANCES – INDIVIDUAL EMPLOYEE

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

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.

Time Off Balance   Ted Ned   ...

As Of *   2021-09-14

OK   Cancel

VIEWING ABSENCE BALANCES – INDIVIDUAL EMPLOYEE

'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

Applications — 16 items

Pay	Payroll	Purchases	Expenses
Personal Information	Processes Awaiting Me	My Team Management	Team Absence
Absence	My Team	Benefits	Recruiting

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

Team Absence

Team Absence

Tasks
- Time Off & Leave Calendar
- Place Worker on Leave
- Return Worker from Leave
- More (5)
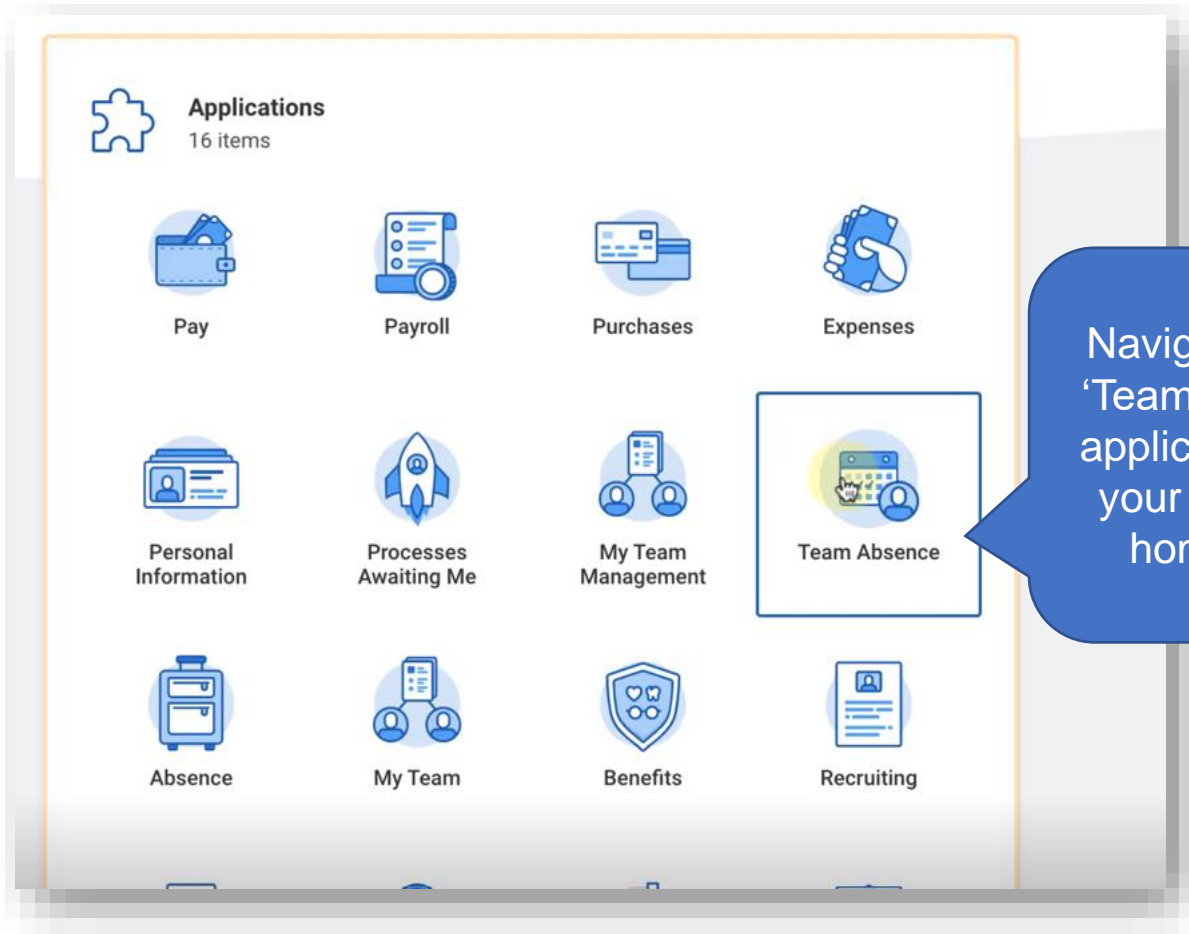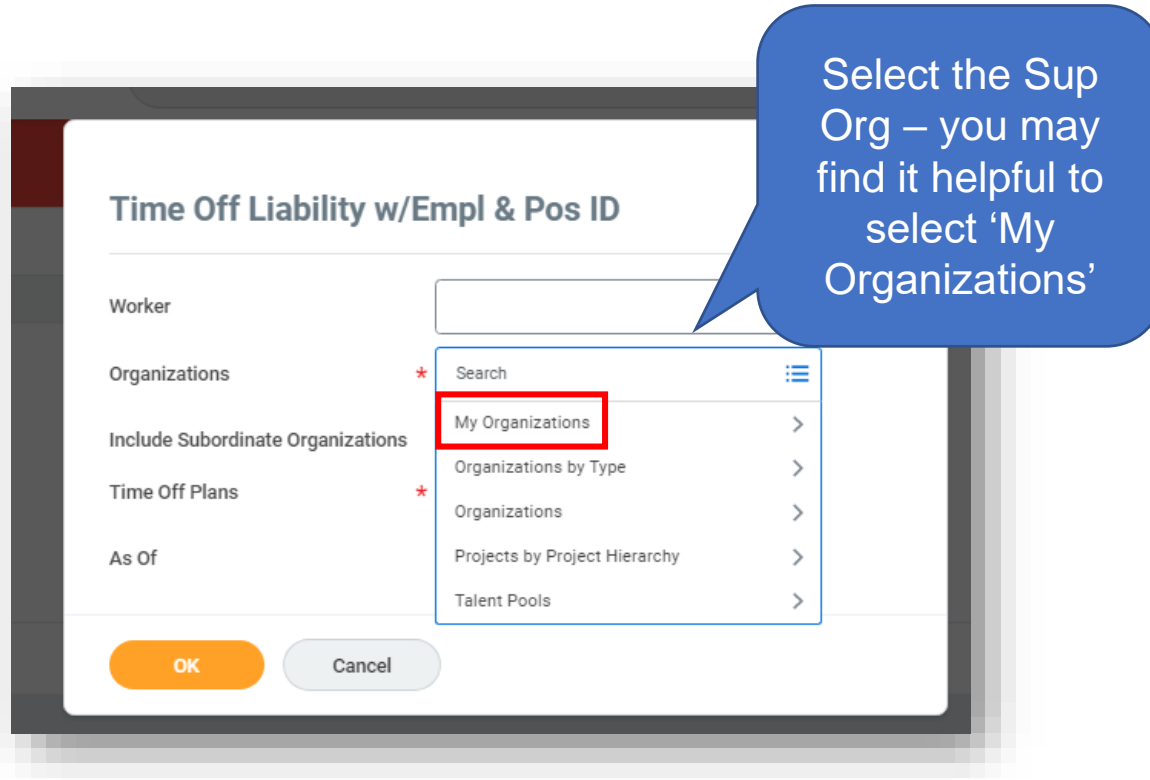
Reports
- Time Off Liability w/Empl & Pos ID
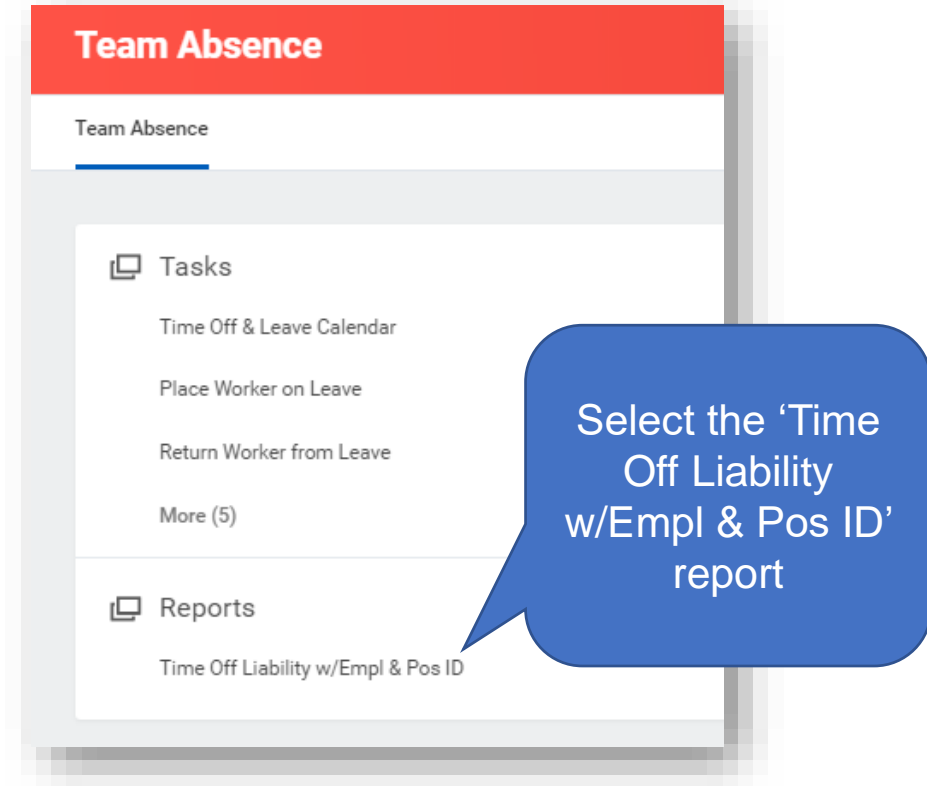
Select the 'Time Off Liability w/Empl & Pos ID' report

VIEWING ABSENCE BALANCES – TEAM

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

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

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			

Turn on the new tables view

5 items

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
		7	1992244	Employee			35	1	Vacation - Management and Professionals	Hours	7	374.69
		66.5	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
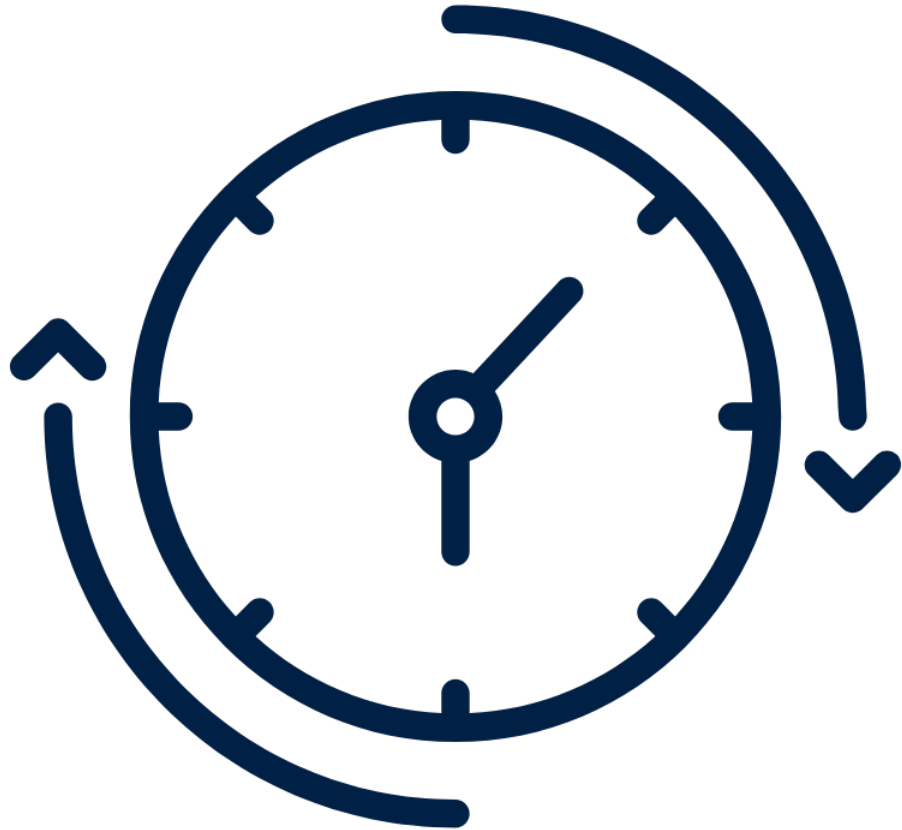
REVIEWING TIME

VIEWING TEAM TIME
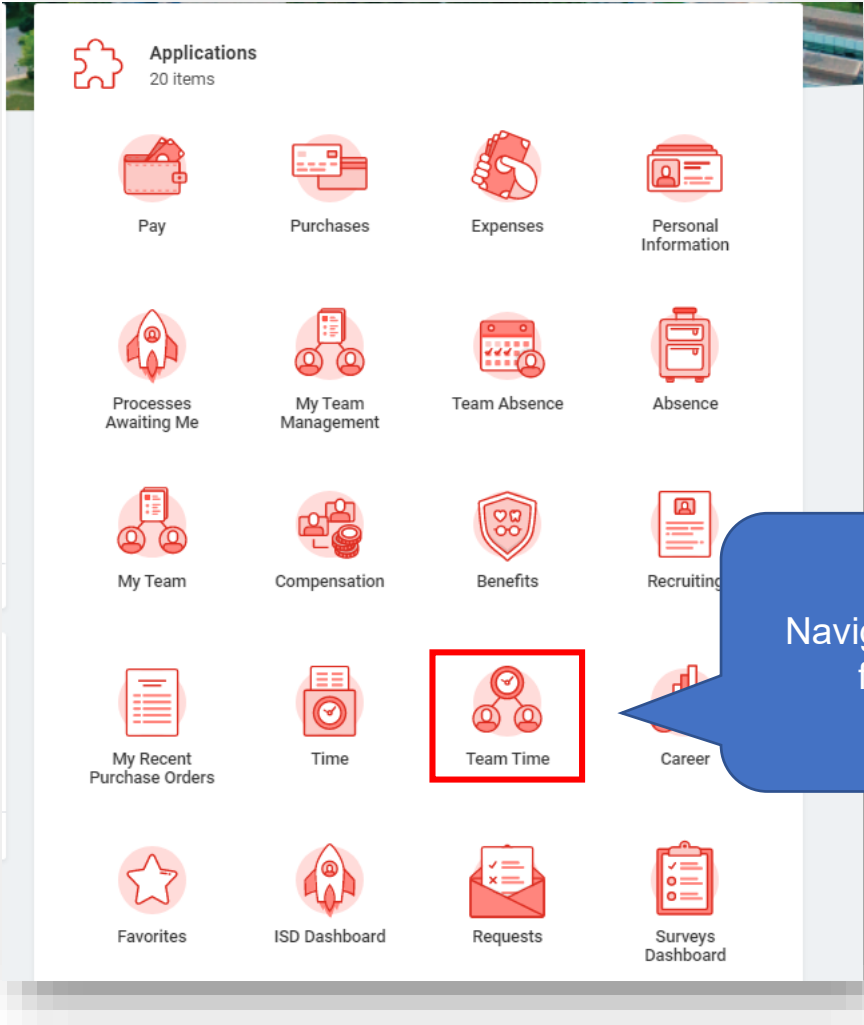
Navigate to the 'Team Time' application from your Workday homepage

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

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.

Review Time

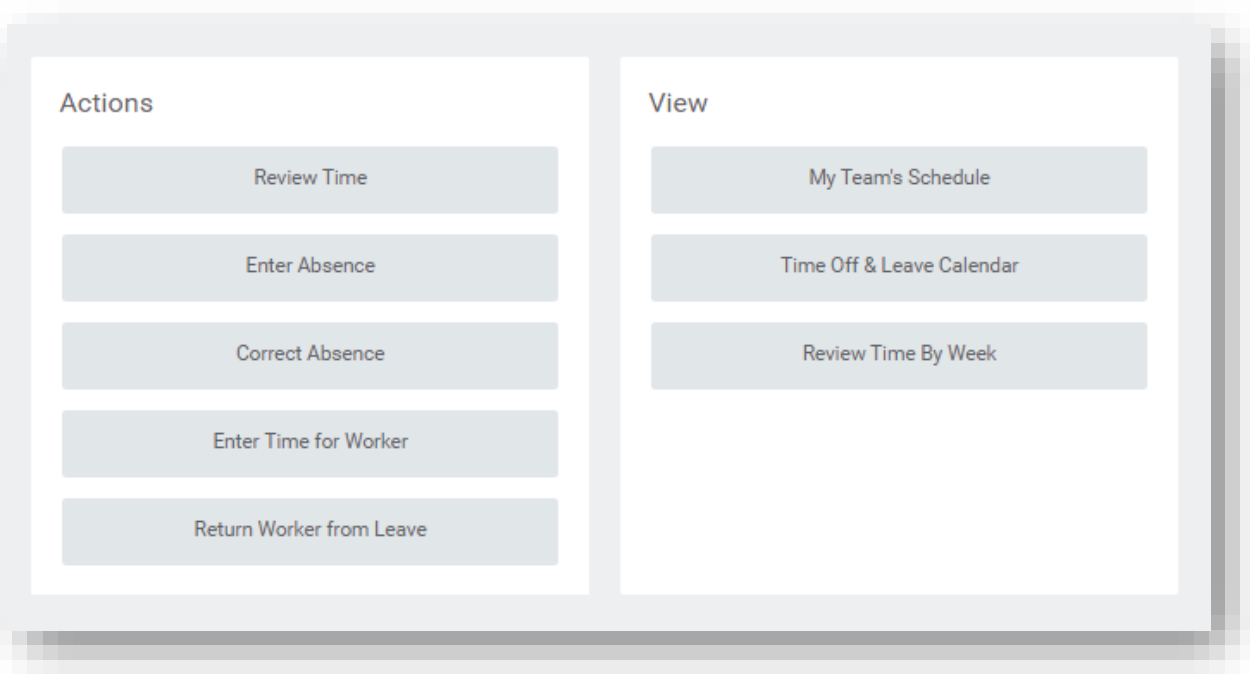|		
Date	*	2021-09-14 📅
Review my direct reports only	✔	
Workers		(empty)
Show	*	⦿ All Workers
		◯ Workers with Hours to Approve
		◯ Workers with Unsubmitted Hours
Period Schedule		[ ] ☰

OK   Cancel

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

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

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

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

Review Time

Aug 24 – Sep 8, 2021

NOTE: You can't approve unsub

3 All Workers	— Workers with Submitted Time	— Workers with No Time Entered	— Workers with Unsubmitted Time

Time Period Summary 8 items

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

Approve

VIEWING TEAM TIME

Show * ● All Workers
○ ~~Workers with Hours to Approve~~
○ Semi-Monthly - Hourly
○ Semi-Monthly - Salary

Period Schedule Search ☰

[OK] [Cancel]

Review Time ⚙

Sep 1 – 15, 2021

NOTE: You can't approve unsubmitted hours.

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

1
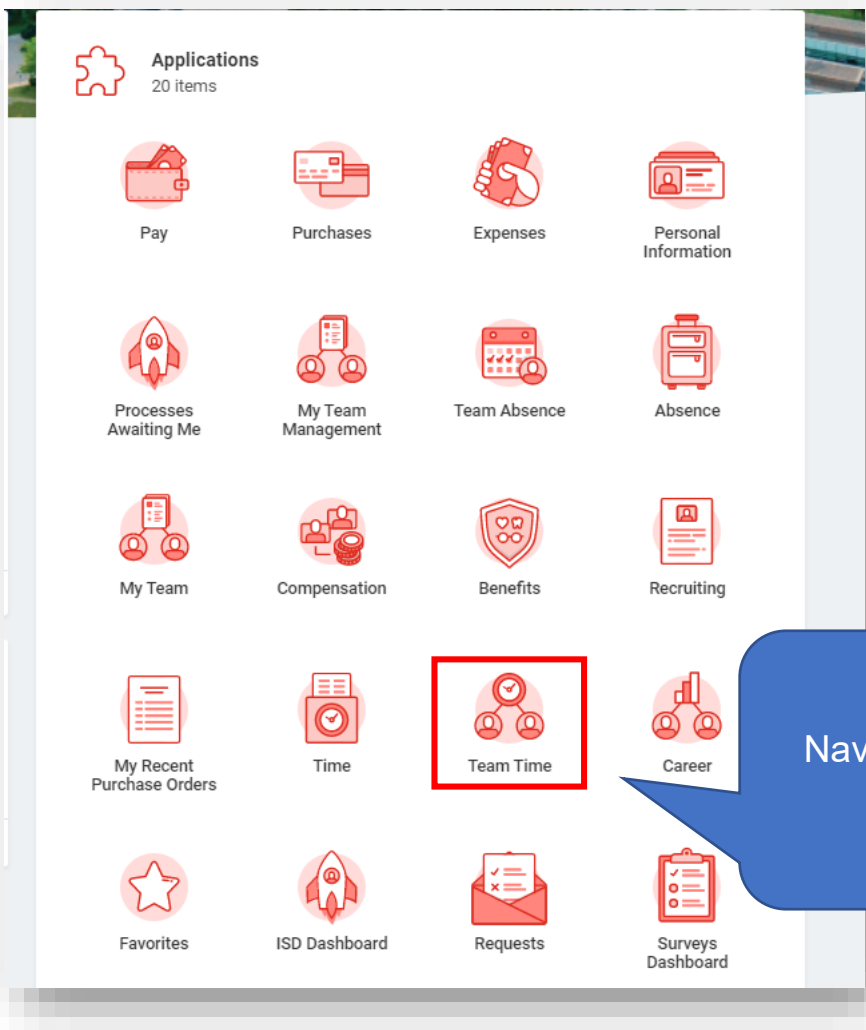All Workers

—
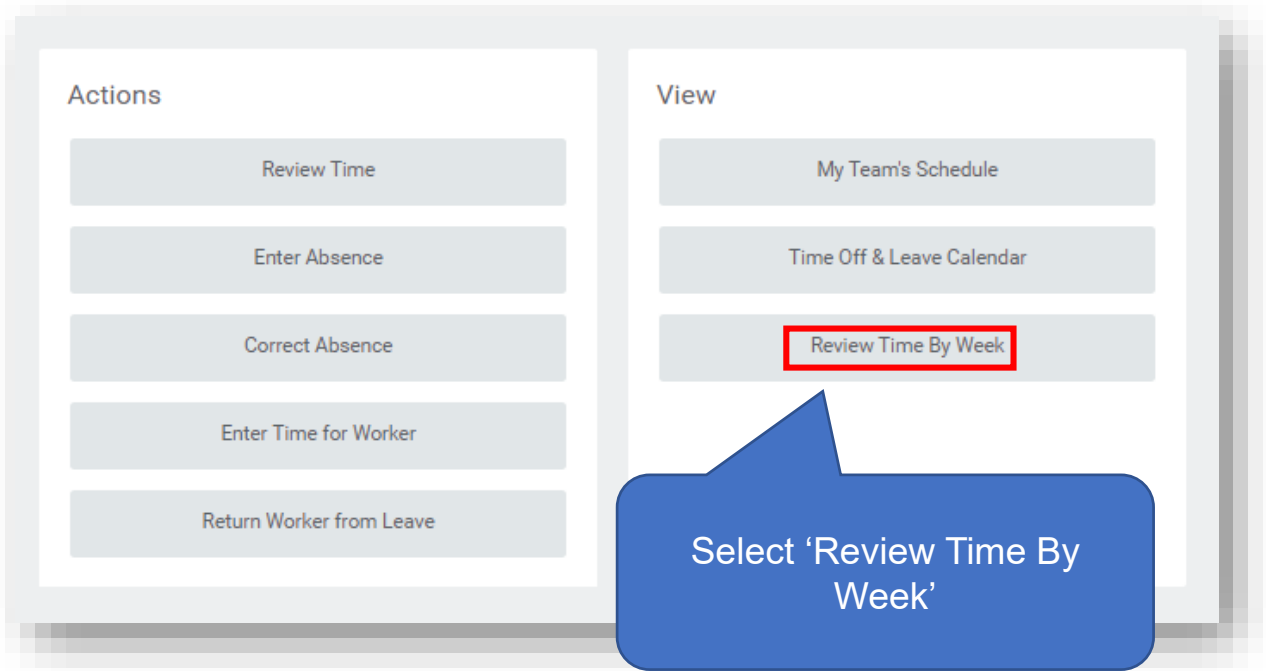Workers with Submitted Time

—
Workers with No Time En...

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

Time Period Summary 4 items

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

VIEWING TIME BY WORKER

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

Select 'Review Time By Week'

VIEWING TIME BY WORKER

VIEWING TIME BY WORKER