Workday Time Tracking

Workday Time Tracking is a consumer-driven, global time-and-attendance application that works seamlessly with Workday Human Capital Management (HCM), Workday Payroll, Workday Absence Management, Workday Scheduling, and Workday Projects. This cloud application provides global organizations with an end-to-end user experience that is accessible anywhere, increasing adoption for users whether they're using the web, a mobile device, or a physical time clock.

Workday Time Tracking helps organizations increase worker productivity, reduce labor costs, and minimize compliance risks.

Boost productivity with an engaging and user-friendly experience.

Workday Time Tracking is a consumer-driven time-and-attendance application that is available anytime, anywhere, both online and on mobile devices. It delivers an engaging experience that drives user adoption across the workforce, giving organizations the ability to streamline time-entry and approval processes. Workers and managers can quickly and efficiently enter and approve time, allowing them to focus on their work and add more value to the organization.

- **Self-service time entry.** Enter time worked from web browsers or mobile devices. Time can also be entered against projects using an easy-to-access calendar view.

- **Mobile and web time clocks.** Check-in and checkout time clocks for workers include automatic date and time stamps, as well as geofencing for mobile devices. Workers can easily access their activity history.

- **Efficient approvals.** With time editing and approvals, managers can efficiently add, correct, submit, and approve time for a large group of workers. In addition, validation alerts can be resolved all on one page for an enhanced manager experience.
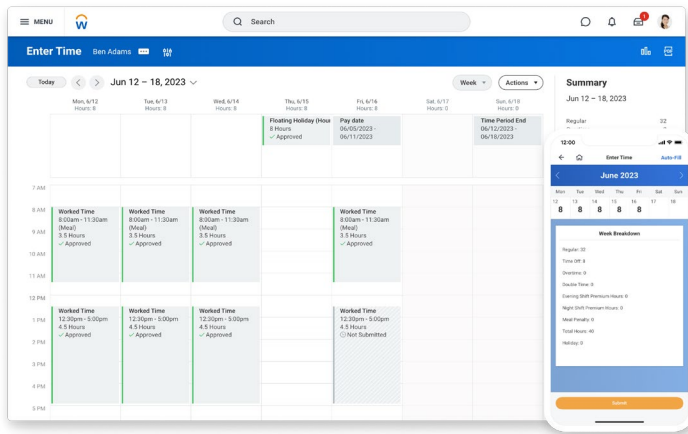
Key Benefits

- Engage users with a consumer-driven, enterprise-grade application
- Simplify global workforce management
- Reduce labor costs
- Minimize compliance risks
- Increase workforce productivity
- Lower total cost of ownership

Key Features

- Global time entry
- Mobile and web time clock
- Time-clock integration
- Time approvals
- Real-time calculation
- Configurable business processes
- Reporting and analytics
- A single system for time and absence management
- Attendance and points tracking

Results

- 50,000 manager hours saved each year with automated time management *(Life Time Fitness)*
- 30%+ improvement in timesheet completion rates *(Unum)*
- 67% fewer late time corrections per pay period *(Clark County Washington)*

Enter time via mobile or desktop.

Control labor costs.

This end-to-end system seamlessly processes HR functions, along with time, attendance, and scheduling, reducing all manual effort and accurately reflecting in payroll every time.

- **Actionable reporting.** Get real-time reporting to analyze global workforce costs and trends. Use actionable insights with embedded analytics at the point of decision-making to more appropriately align with workforce plans.

- **All-in-one dashboard.** Frontline managers and admins can oversee critical labor and productivity tasks through a single dashboard. It's easier than ever to monitor their team's daily trends and quickly handle time and absence issues.

Lower compliance risks.

Organizations can minimize compliance risks by automating workforce management processes and eliminating manual interpretation of pay rules around rates, hours worked, and overtime.

- **Easy configuration.** Time-entry templates are configurable and standardized.

- **More control.** Managers can override rate during time entry and correct time off. For multiple jobs, approvals can be routed separately to each manager, eliminating approval delays.

- **Time-clock integration.** Workday delivers APIs that enable organizations to integrate their physical time clocks with Workday Time Tracking (supports inbound integration to import clock-in/outs).

WORKDAY TIME TRACKING

Global Time Entry

- Web time entry
- Time entry from calendar view
- Configurable time entry (in/out, units, required/optional worktags)
- Time entry against projects
- Administrator-defined scheduling

Mobile/Web Time Clock

- Check-in and checkout
- Geofencing capabilities
- Employee activity history

Time-Clock Integration

- APIs to integrate with physical time clocks and other time clock systems

Time Approvals

- Flexible manager/supervisor approvals
- Mass online edit and approvals
- Exception management

Global Time Calcualtion

- Enterprise-grade calculation engine
- Real-time calculations before payroll run (overtime, double time, and so on)
- Configurable time-calculation framework
- Support for weekly/daily/consecutive days overtime, holidays, shift differential, predictive scheduling, minimum rest period, and more

Combined with Workday Applications

- Workday Human Capital Management, Workday Payroll, Workday Absence Management, Workday Scheduling, and Workday Projects
- Integrated with Workday Cloud Connect for Third-Party Payroll

To learn more about Workday Time Tracking, visit: workday.com/en-us/products/workforce-management/time.html