

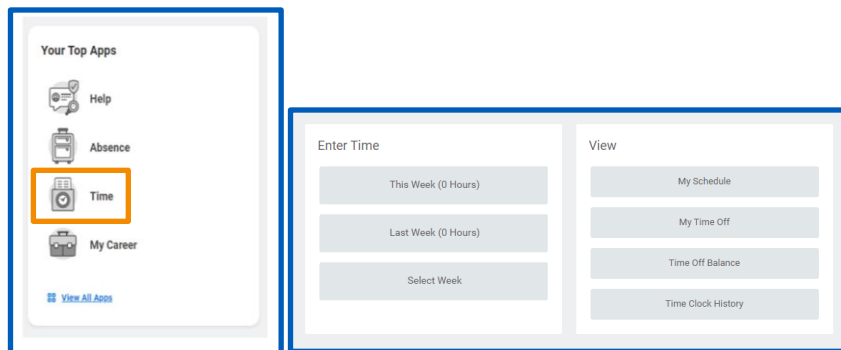
Production employees can view their Timecard, Work Schedule and Time Balances in Workday via desktop or the Workday mobile app. This job aid is designed to allow for you to review your time and absence balance data for accuracy.

## ENTER TIME

A production worker is not able to Enter Time, time worked is captured by badging in and out at the time clocks. This section is designed to allow for you to review your timecard for accuracy.

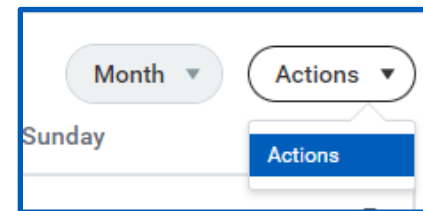
From the Workday Homepage:

1. Menu (top left bar) or access from your Top Apps. Select **Time App**.



2. To view your timecard, select **This Week** to view this weeks' timecard, to view last weeks' timecard click **Last Week** or to select a different week click **Select Week**.

3. Review the calendar and Summary section for accuracy. If your timecard requires an adjustment, please contact your manager.
4. To request time off from the calendar view, click Actions > Actions



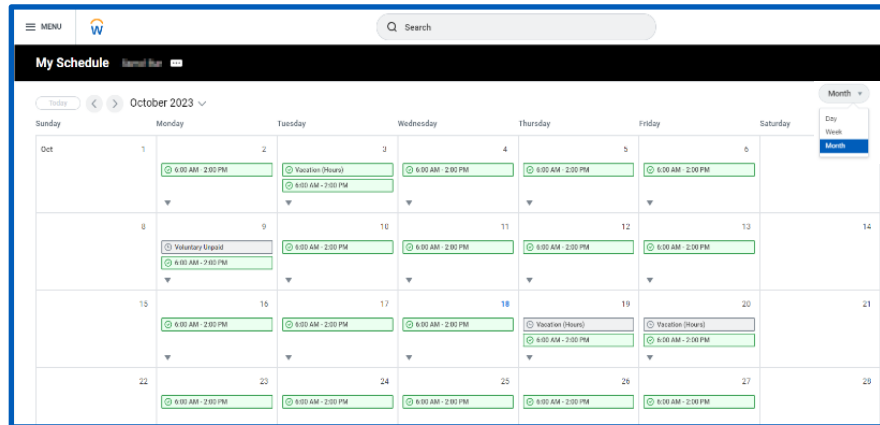
5. Select a date or date range and click Request Absence > select Absence Type > click Submit

For more information related to Time Off or Leave requests view the **Request Absence Job Aid**.

## VIEW

### VIEW WORK SCHEDULE

1. To view your assigned work schedule, click **My Schedule**
2. On the My Schedule calendar, review the work schedule assigned.



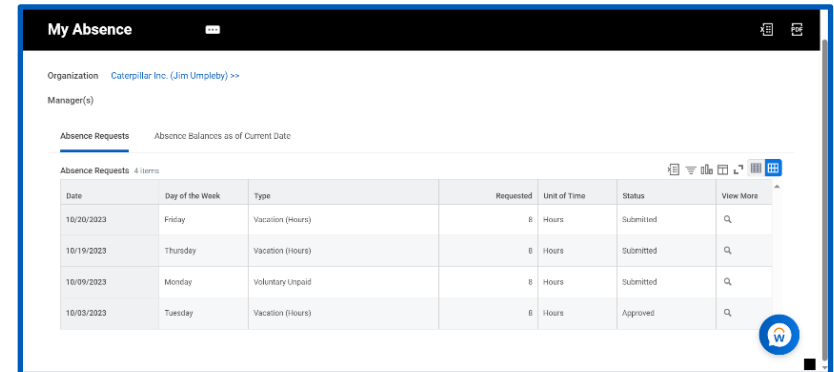
3. Click on the top right bar to change the calendar view by day, week, and month.



**Note:** It's important to view your work schedule to ensure the correct work schedule is assigned. You can also view **My Schedule** on mobile from the **Time Tracking App**. Contact your manager if your work schedule is incorrect.

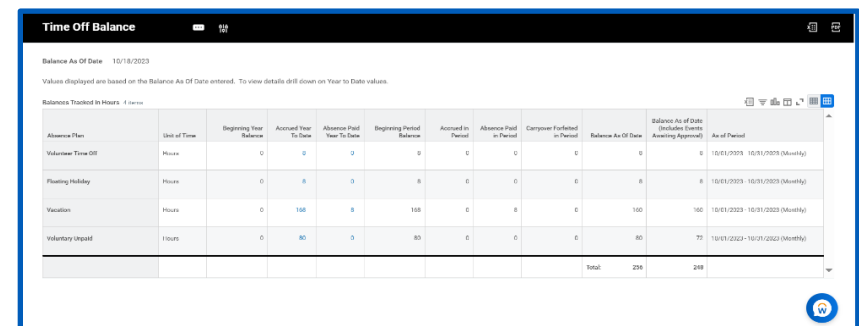
## MY TIME OFF

1. To view your submitted **Time Off**, from the Time app menu, select My Absence in the View section.
2. My Absence calendar will display the time off submitted. This will also show you the status of your request.



## TIME OFF BALANCE

1. To view your **Time Off Balance**, from the Time app menu, select Time Off Balance in the View section.
2. Time Off Balance will display the balance of Time Off and Absence as of date entered



## REVIEW TIME CLOCK HISTORY

1. To view your **Time Clock History**, from the Time app menu, select Time Clock History in the View section.
2. Time Clock History will display any unmatched clock events (missed punches/badge in or out) as well as matched clock events (badge in/out)

# Time Tracking: View Work Schedule and Time Balance

Production Employee

captured at the time clock)

The screenshot shows a mobile application interface titled "My Time Clock History". At the top, it displays "Displaying Clock Events from 10/16/2023 to 10/22/2023". Below this are three navigation buttons: "Previous Week", "Next Week", and "View My Calendar". The interface is divided into two main sections: "Unmatched Clock Events" and "Matched Clock Events". Each section has a table with columns for "Clock Event", "Day of the Week", "Date", "Time", and "Time Zone". The "Unmatched Clock Events" table is currently empty. The "Matched Clock Events" table is also empty. At the bottom right of the interface, there is a blue circular icon with a white 'W' inside.



**Note:** If you notice any issues while viewing Time Clock History, please contact your manager for assistance.