

## Viewing Your Team's Timecards in Workday

## STEP 1

**Type and click on "Enter Time for Worker"**

A screenshot of a mobile application interface. At the top is a search bar with the placeholder text "enter time for worker" and a magnifying glass icon. Below the search bar is a list of items. The first item, "Enter Time for Worker Report", is highlighted with a red box. The second item is "Positions and their FTE Report". At the bottom of the list is a blue "View More" button. The background features a dark blue header with the word "TITUTE" in white, and a decorative graphic on the left side consisting of a hexagonal ring with a red and blue dot.

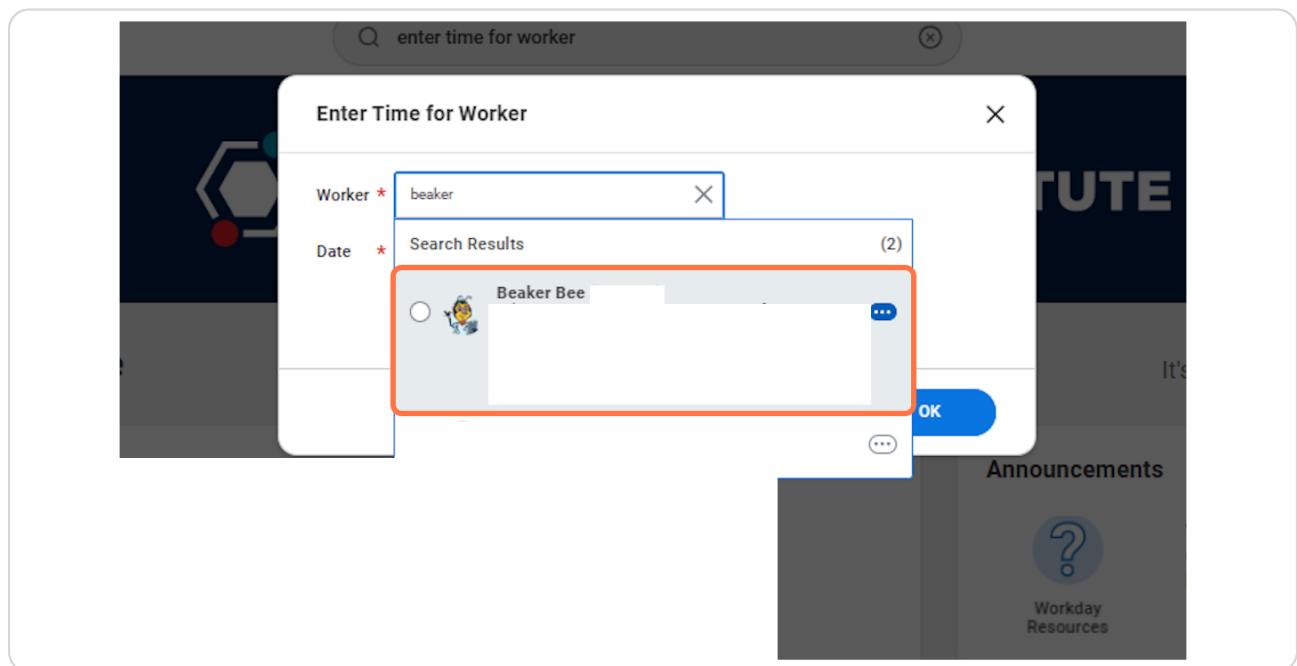
## STEP 2

Type your employee's name.

The screenshot shows a mobile application interface. At the top is a search bar with a magnifying glass icon and the placeholder text "enter time for worker". To the right of the search bar is a close button (an 'X'). Below the search bar is a modal dialog box with a dark gray header containing the text "Enter Time for Worker". The dialog has two fields: "Worker" with a red asterisk and "Date" with a red asterisk. The "Worker" field is currently active, displaying the text "beaker" which is highlighted with a red rectangle. A dropdown menu is open below the "Worker" field, listing four options: "My Team", "All Workers", "Workers by Manager", and "Employees by Organization", each preceded by a right-pointing arrow. At the bottom of the dialog are two buttons: "Cancel" on the left and "OK" on the right, with the "OK" button having a blue background.

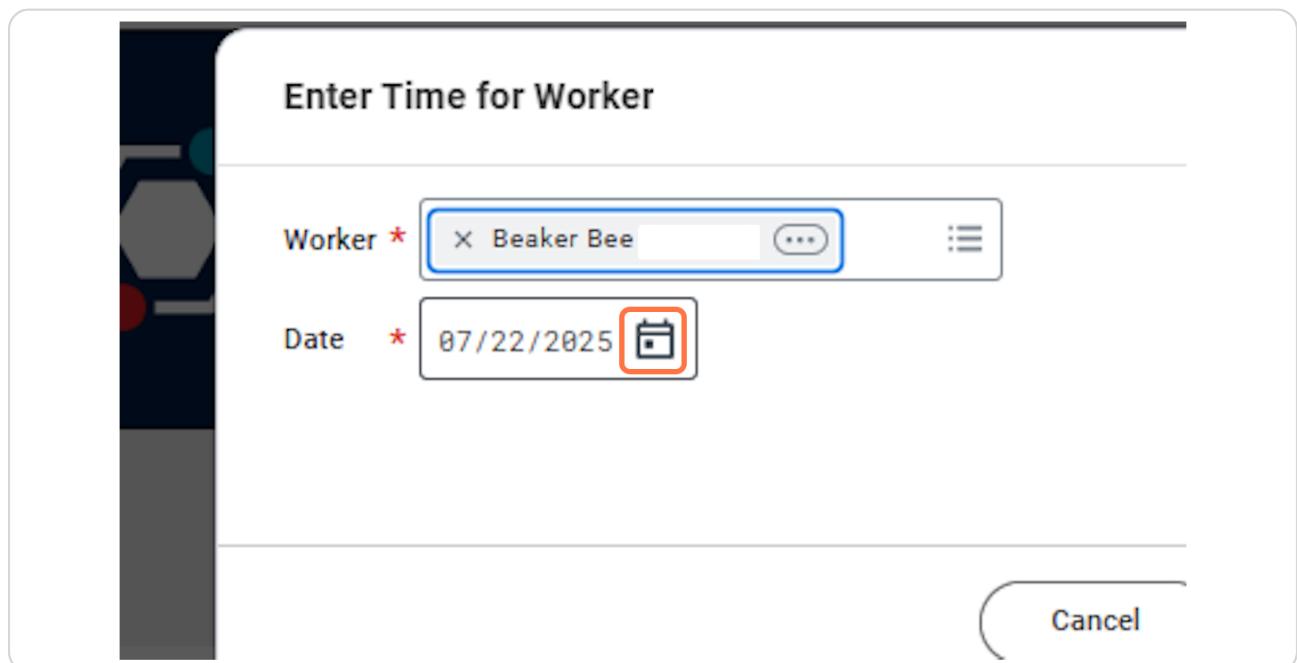
## STEP 3

Click on their name.



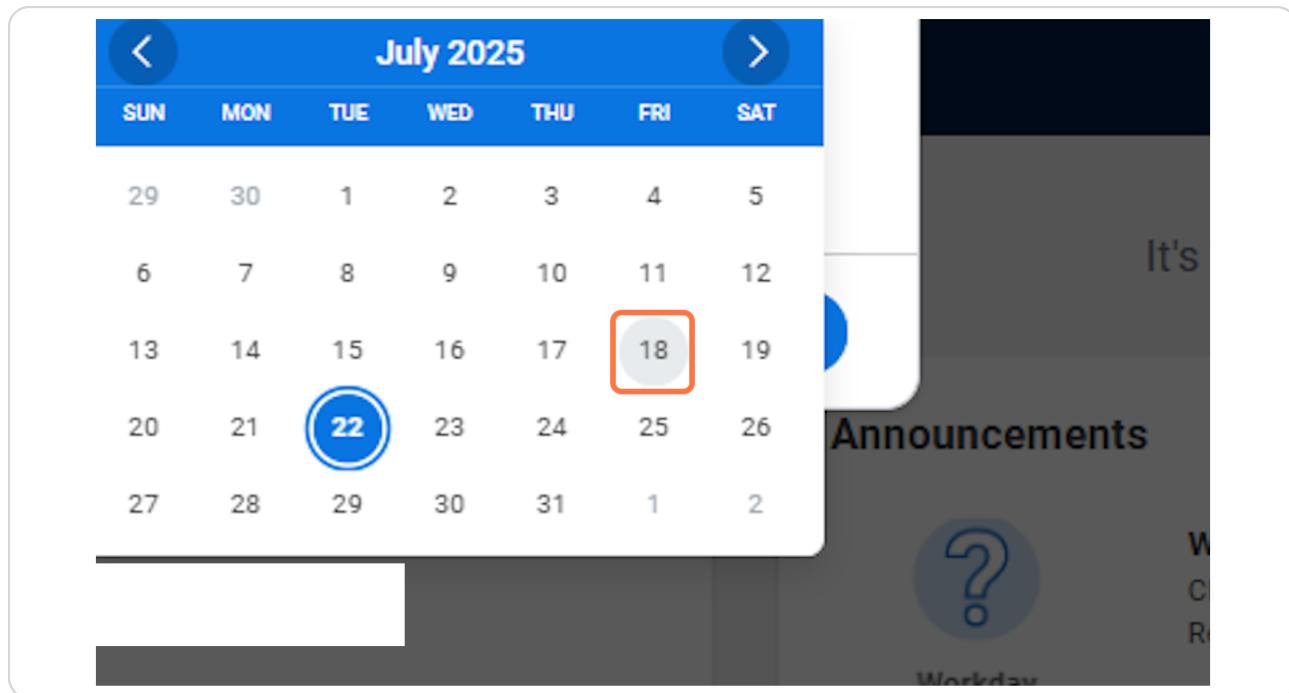
## STEP 4

Click on Calendar.



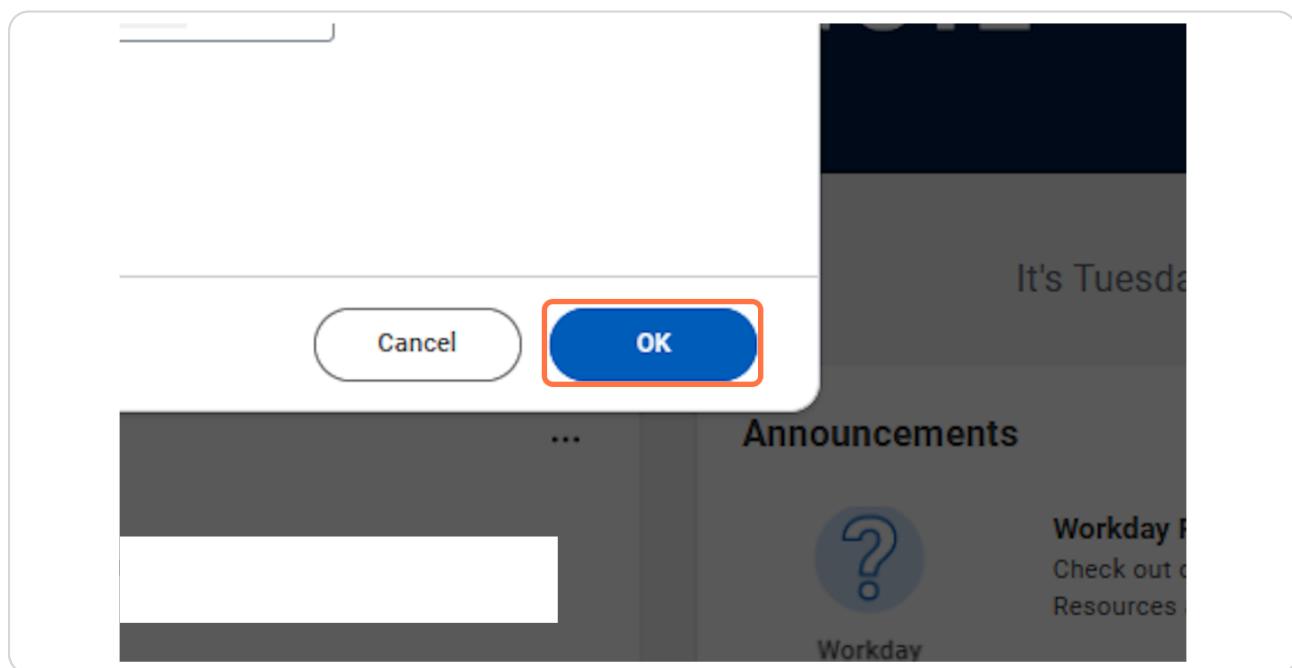
## STEP 5

You can select any date that you want the week to include. In this example, the 18th was selected, which was the end of a pay period.



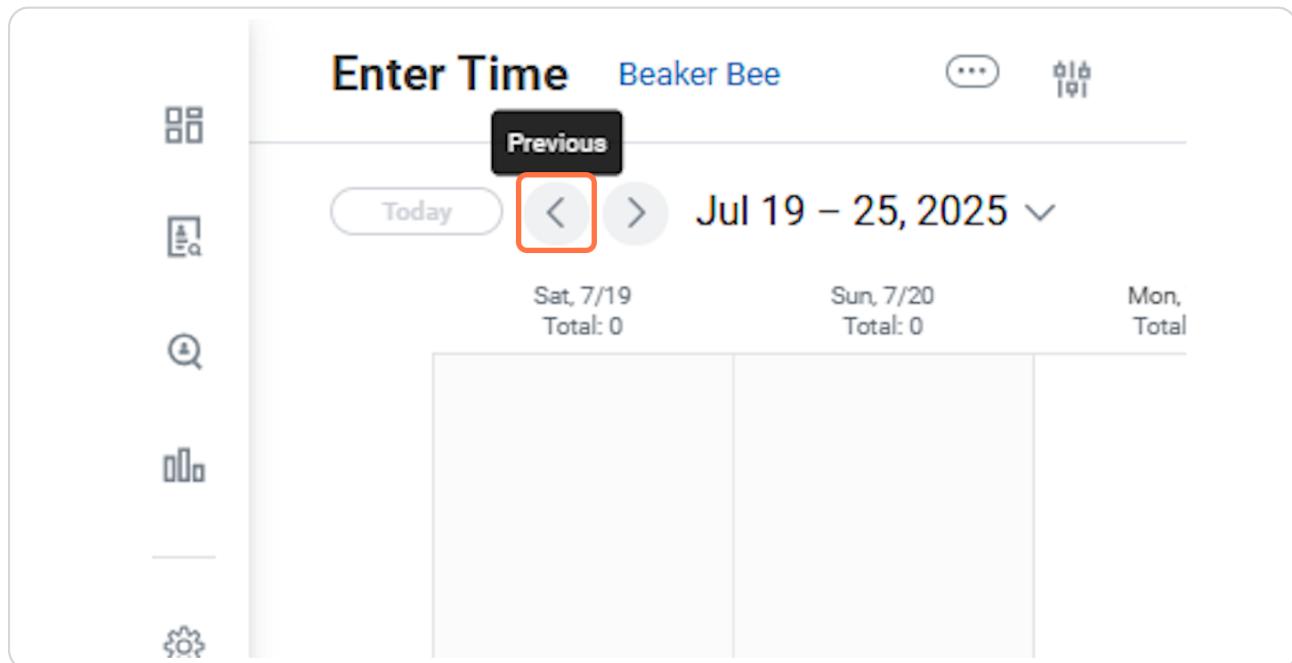
## STEP 6

Click on OK



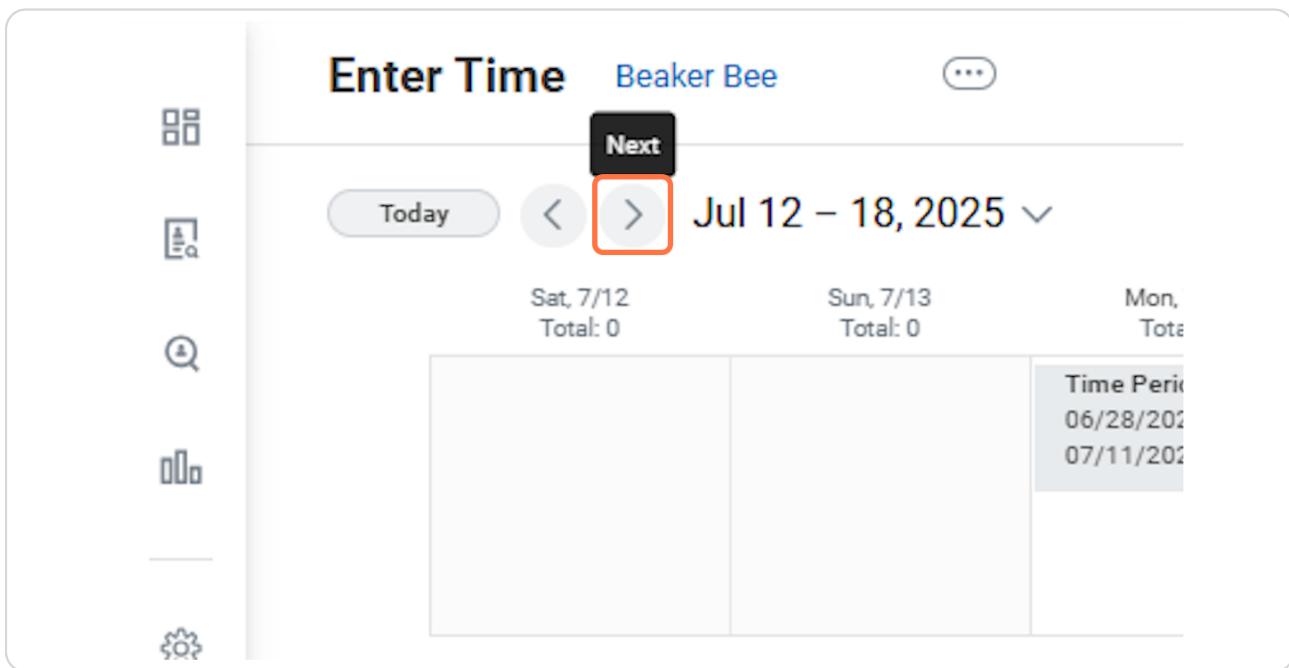
## STEP 7

Click on Previous Week to view the prior workweek.



## STEP 8

Click on Next Week to view the following week.



## STEP 9

The workweek will appear as shown below.

