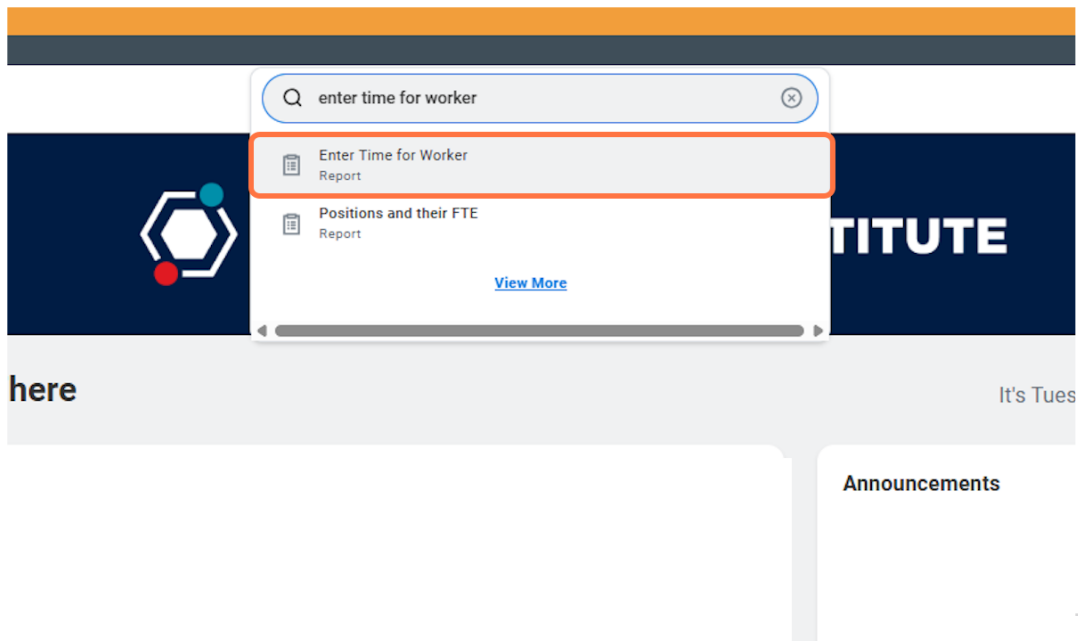


Viewing Your Team's Timecards in Workday

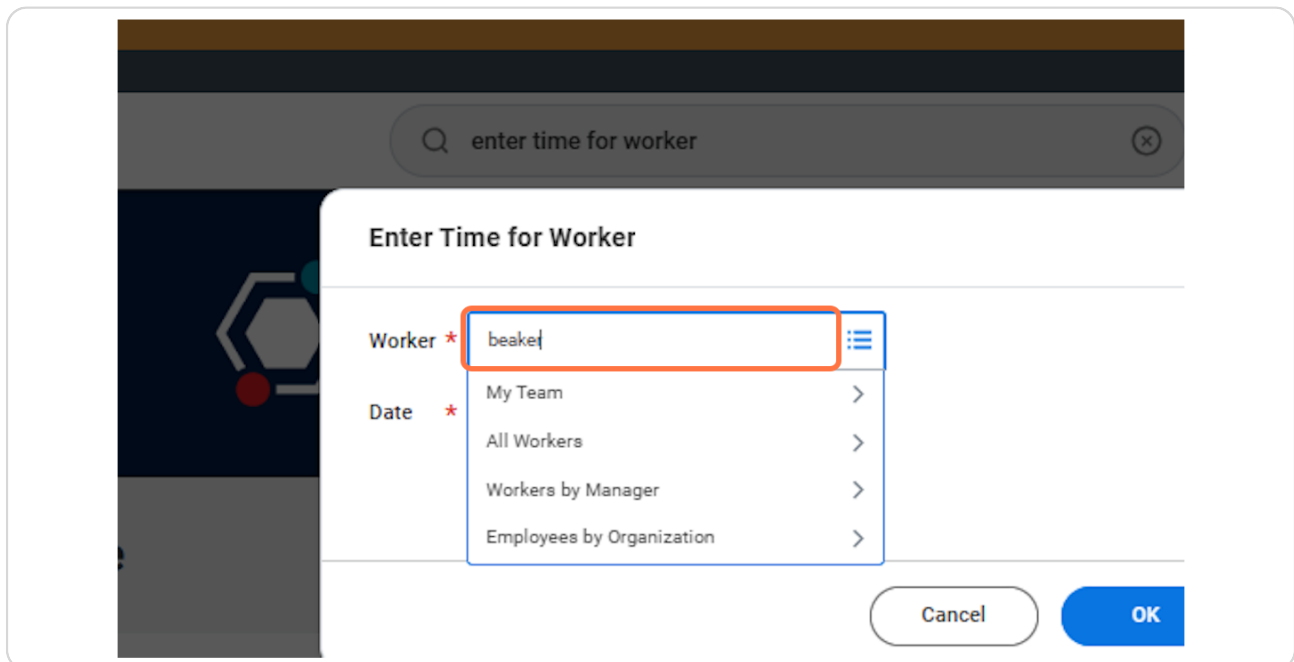
STEP 1

Type and click on "Enter Time for Worker"



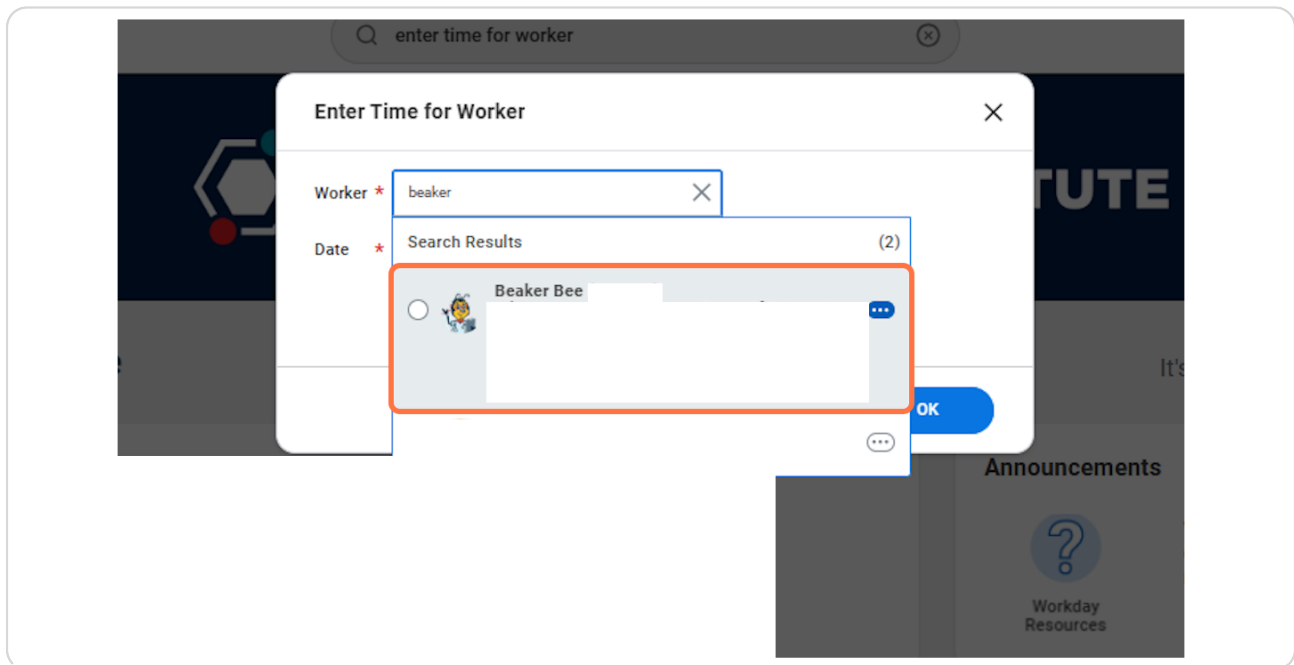
STEP 2

Type your employee's name.



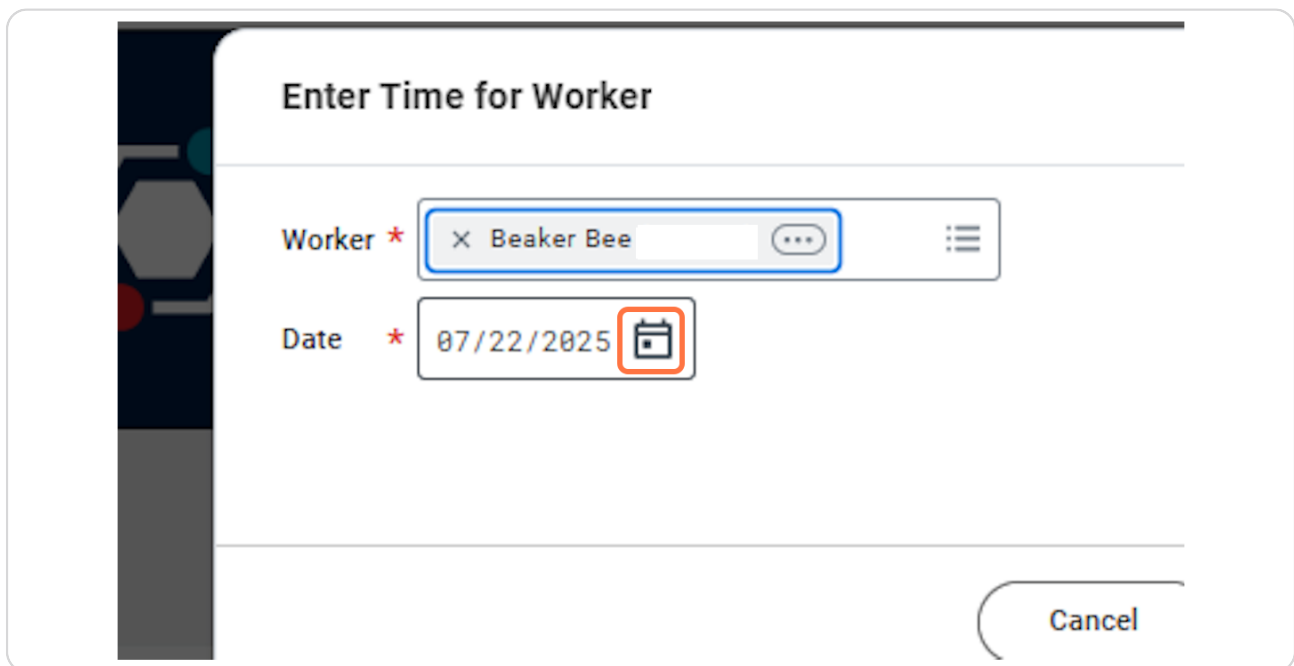
STEP 3

Click on their name.



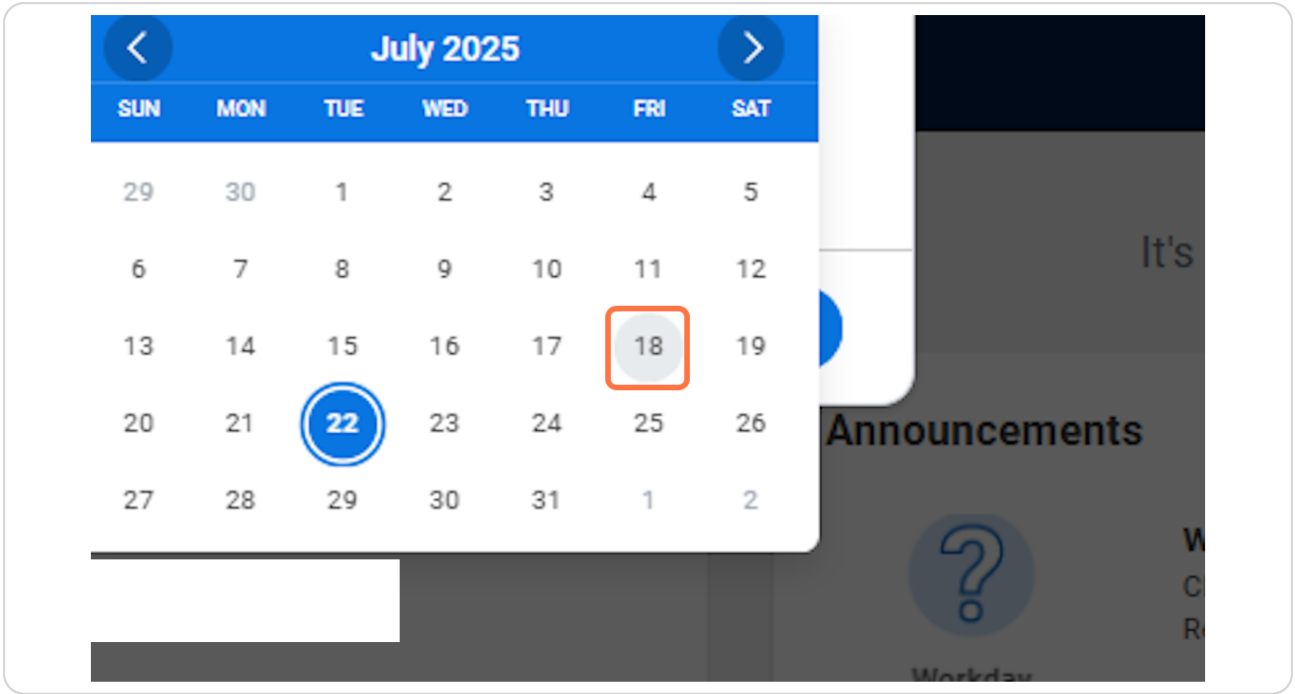
STEP 4

Click on Calendar.



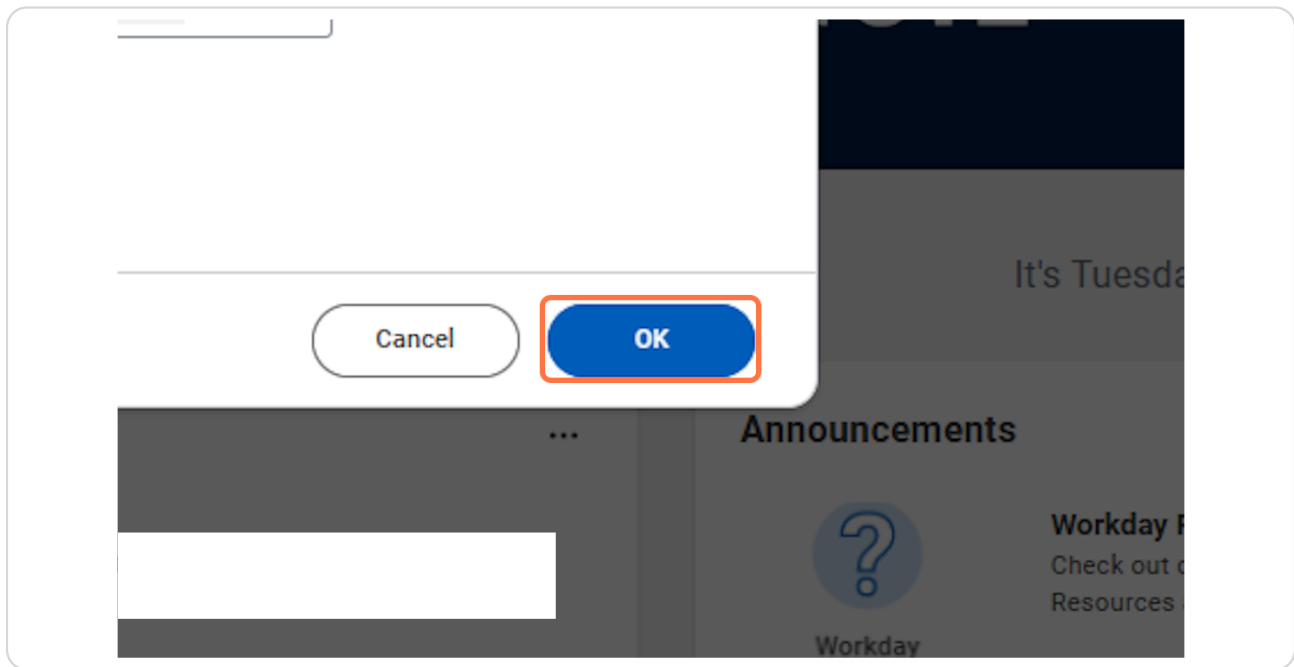
STEP 5

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.



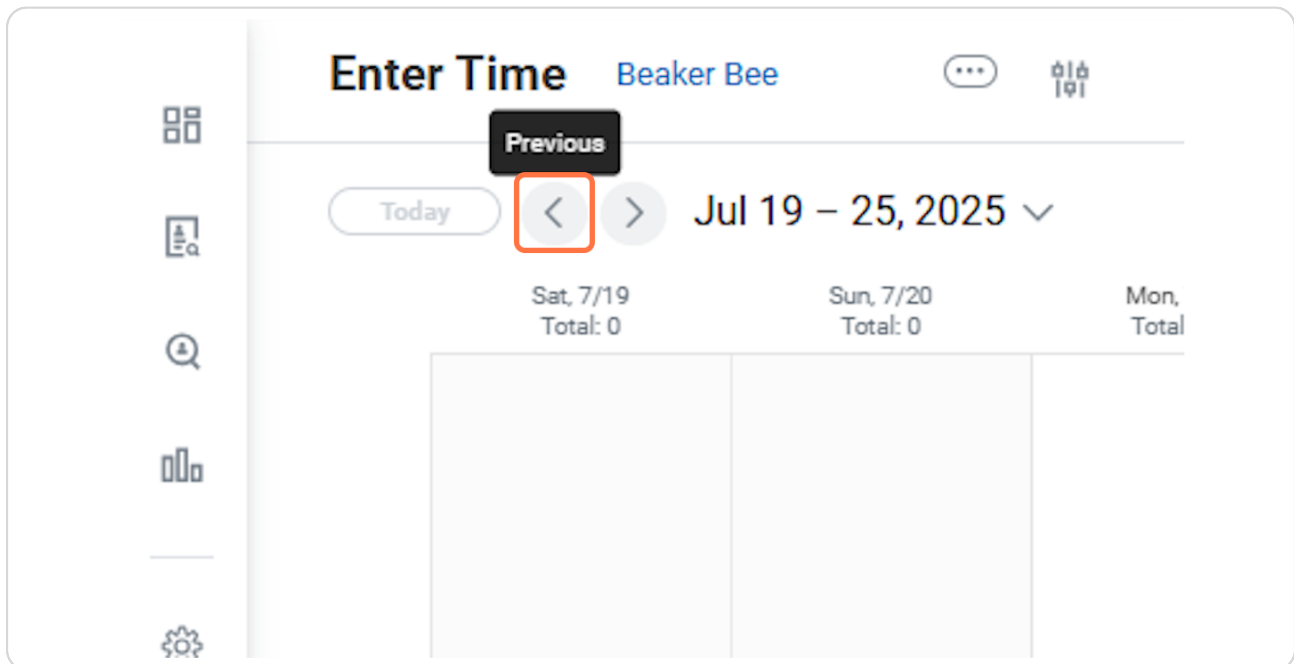
STEP 6

Click on OK



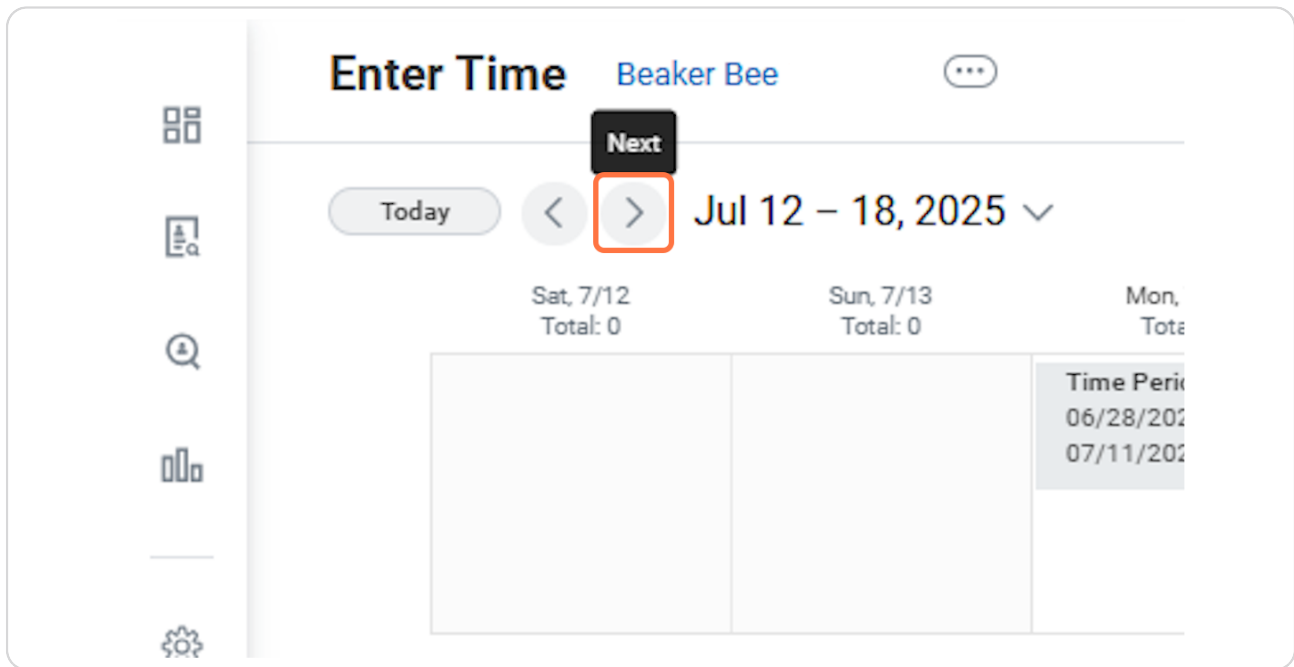
STEP 7

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.

