

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, there is a search bar with a magnifying glass icon and the placeholder text "enter time for worker". 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.

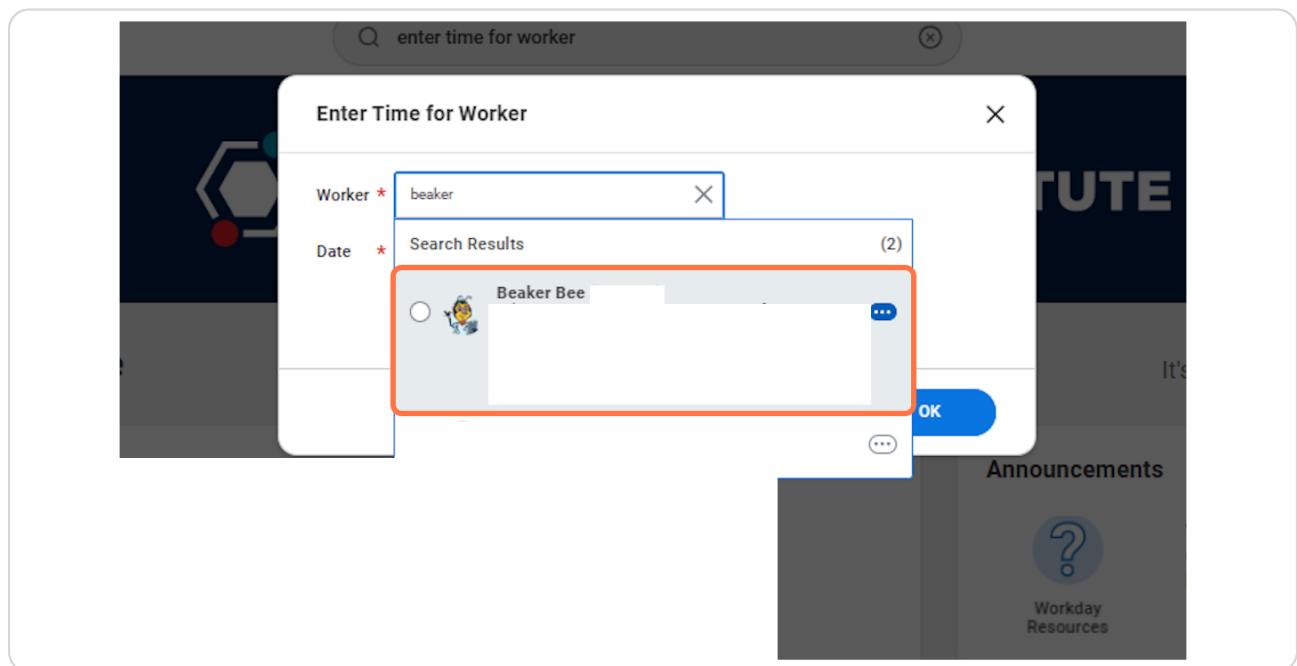
STEP 2

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 with a light gray background. The modal has a title "Enter Time for Worker". Inside the modal, there are two fields: "Worker" with a red asterisk and "Date" with a red asterisk. The "Worker" field contains the text "beaker" and has a blue selection box around it. The "Date" field is empty. Below these fields is a list of five options: "My Team", "All Workers", "Workers by Manager", and "Employees by Organization". The "All Workers" option is highlighted with a blue selection box. At the bottom of the modal are two buttons: "Cancel" on the left and "OK" on the right, which is highlighted with a blue background.

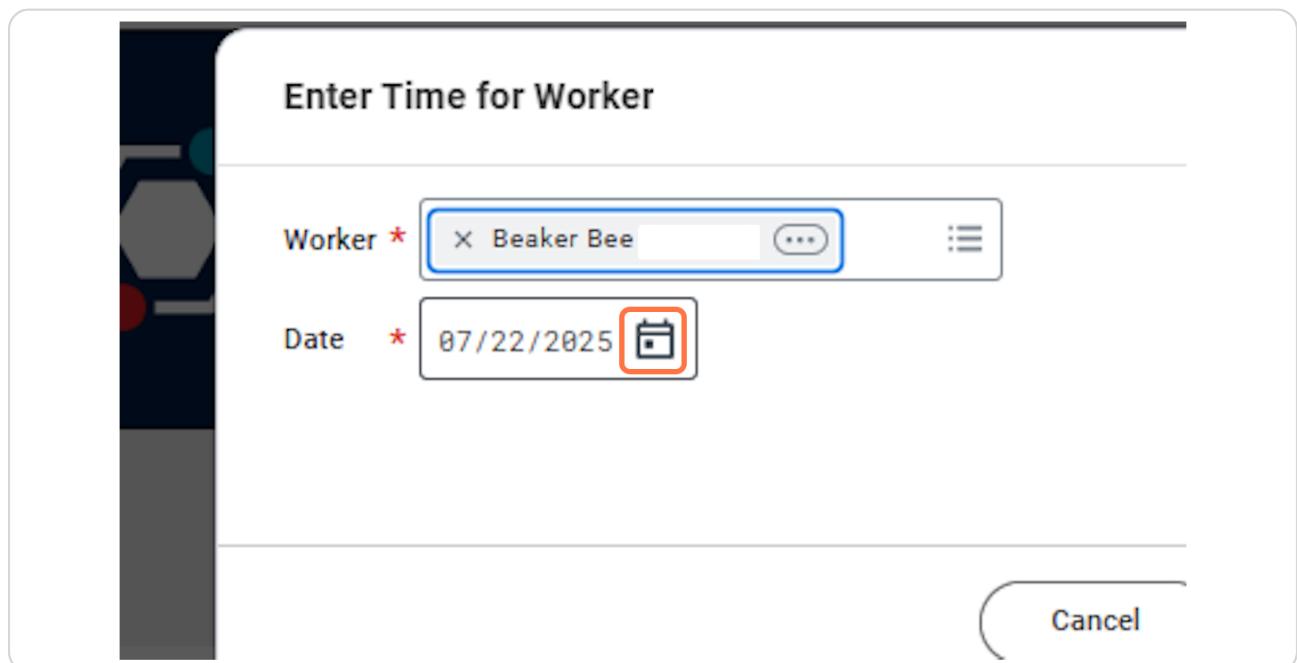
STEP 3

Click on their name.



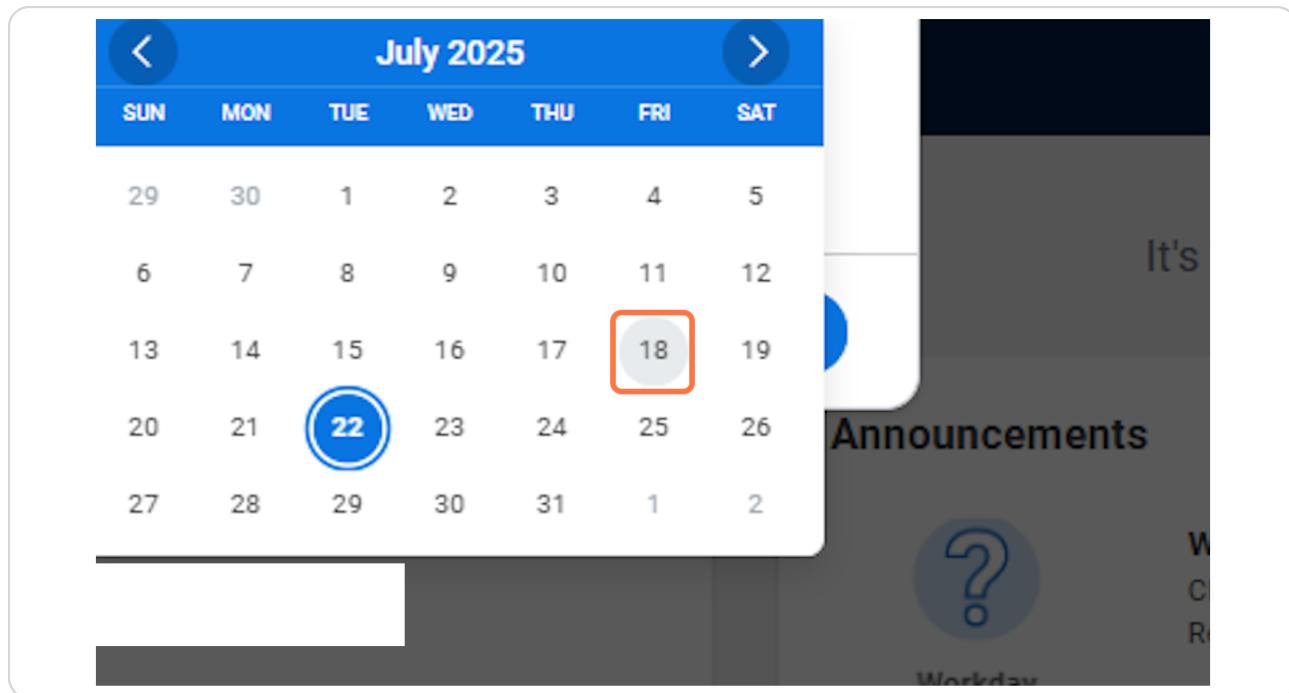
STEP 4

Click on Calendar.



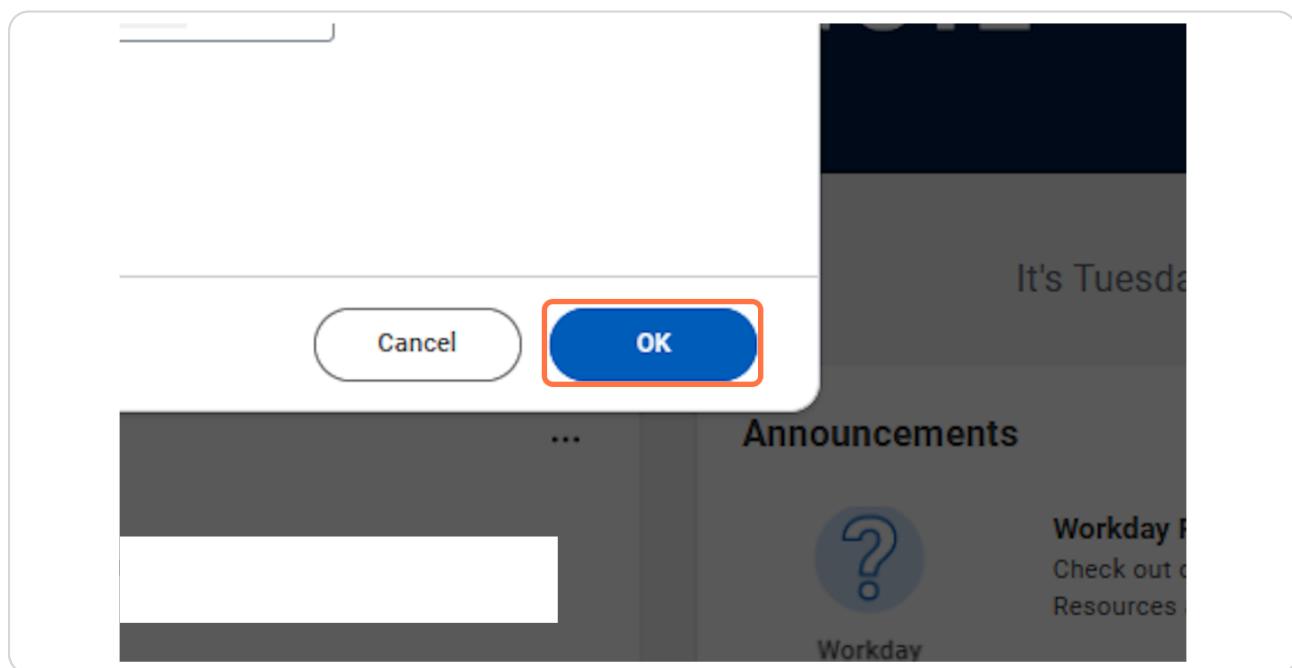
STEP 5

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.



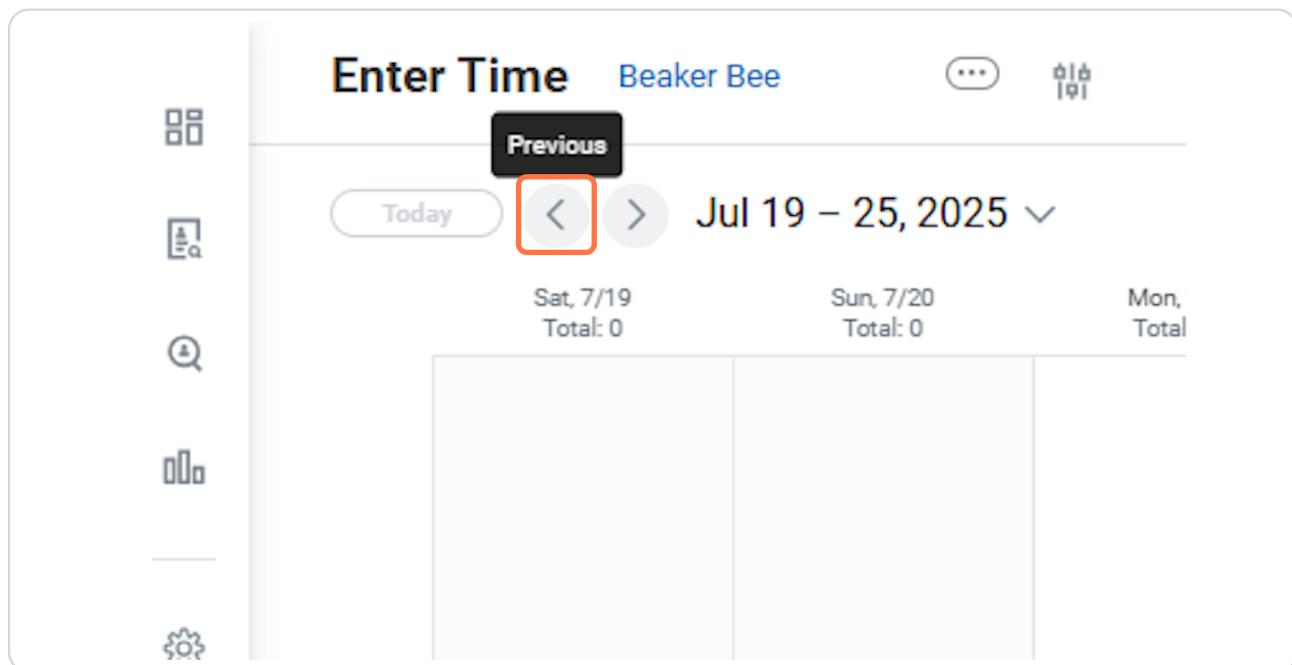
STEP 6

Click on OK



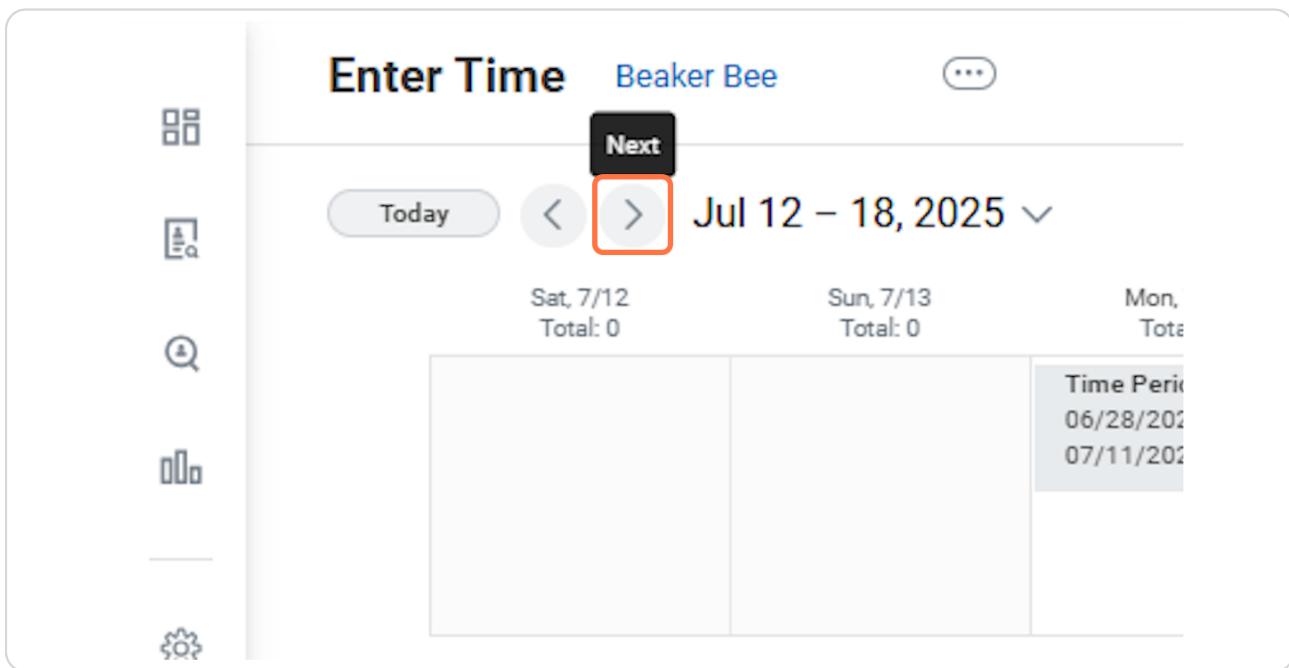
STEP 7

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.

