Workday Time Tracking

Workday Time Tracking is a new consumer-driven, global time-and-attendance application. This cloud application works seamlessly with Workday Human Capital Management (HCM), Payroll, Absence Management, and Project and Work Management to provide global organizations a unified, end-to-end user experience that works on the Web, on mobile devices, or with a physical time clock.

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

Improve Productivity with a Consumer-Driven User Experience

Workday Time Tracking is an innovative time-and-attendance application that is available anytime, anywhere, online and on mobile devices. It delivers an engaging experience that drives user adoption across the workforce, giving companies the ability to streamline time-entry and approval processes. Workers and managers eliminate the tasks of entering, checking, re-entering, and approving time cards.

- **Self-service time entry:** Enter time worked on 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 check-out time clocks for workers include automatic date-and-time stamps, as well as location-based detection for mobile workers. Workers can easily access their activity history.

- **Efficient approvals:** Managers can initiate mass approvals, manage exceptions, and get approval alerts on mobile devices and workfeeds.

Reduce Labor Costs with a Unified Solution

This unified, end-to-end solution seamlessly processes HR functions, along with time and attendance. It then pays out correctly every time in payroll. Other “integrated” solutions only claim to handle end-to-end business process needs.

Key Features

- Global time entry
- Mobile and web time clock
- Time-clock integration
- Time approvals
- Real-time calculation
- Configurable business processes
- Reporting and analytics
- One unified solution for time and attendance (seamlessly unified with Workday HCM, Payroll, Absence, and Project and Work Management)

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.
• **Actionable reporting**: Workday’s unified solution delivers end-to-end insight into HR, payroll, and time-tracking processes. Get real-time reporting into actual labor costs and actionable insight with embedded analytics at the point of decision-making.

• **Real-time calculation**: A robust, enterprise-grade calculation engine delivers real-time calculations and information on overtime, double-time, etc. prior to the payroll run.

**Lower Compliance Risks with Complete Automation**

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 is configurable (in/out, units, required, and optional worktags).

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### 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 check-out
- Mobile location-based check-in and check-out
- Employee activity history

#### Time Clock Integration

- APIs to integrate with physical time clocks

#### Time Approvals

- Flexible manager/supervisor approvals
- Workfeed approvals
- Mass approvals
- Exception management

#### Global Time Calculation

- Enterprise-grade calculation engine
- Real-time calculations before payroll run (overtime, double-time hours, etc.)
- Configurable time-calculation framework
- Support for weekly/daily/consecutive days overtime, holidays, shift differential

#### Unified with Workday Applications

- Unified with Workday Human Capital Management, Payroll, Absence Management, and Project and Work Management
- Integrated with Cloud Connect for Third-Party Payroll