Workday Time Tracking

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

Workday Time Tracking helps organisations increase worker productivity, reduce labour costs, and minimise 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, both 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 can now quickly and efficiently enter and approve time, allowing them to focus on their work and add more value to the organisation.

- **Self-service time entry:** Enter time worked from 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 checkout time clocks for workers include automatic date-and-time stamps, as well as location-based detection for mobile devices. 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.
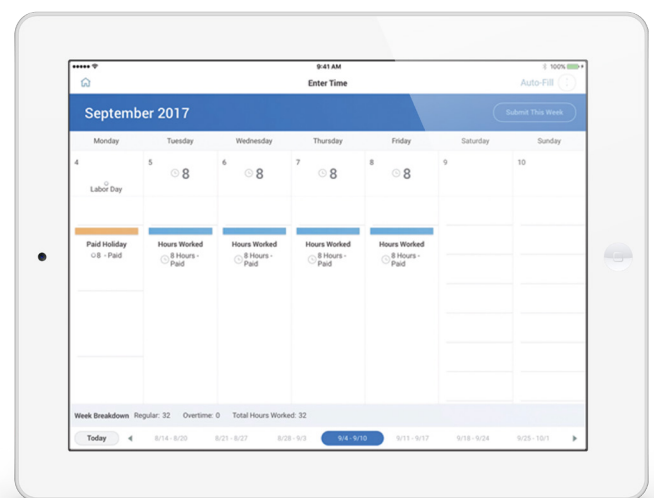
Reduce labour costs with a complete system

This complete end-to-end system seamlessly processes HR functions, along with time and attendance, and then pays out correctly every time in payroll.

Key features

- Global time entry
- Mobile and web time clock
- Time-clock integration
- Time approvals
- Real-time calculation
- Configurable business processes
- Reporting and analytics
- A single system for time and attendance

Key benefits

- Engage users with a consumer-driven, enterprise-grade application
- Simplify global workforce management
- Reduce labour costs
- Minimise compliance risks
- Increase workforce productivity
- Lower total cost of ownership

- **Actionable reporting:** Workday Time Tracking delivers end-to-end insight into HR, payroll, and time-tracking processes. Get real-time reporting into actual labour 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, and more, prior to the payroll run.

Lower compliance risks with complete automation

Organisations can minimise 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).

- **More control:** Managers can override rate during time entry and correct time off. For multiple jobs, approvals can be routed separately to each manager, eliminating approval delays.

- **Time-clock integration:** Workday delivers APIs that enable organisations to integrate their physical time clocks with Workday Time Tracking (supports inbound integration to import clock-in/outs).

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 checkout
- Mobile location-based check-in and checkout
- Control user access for mobile check-in
- 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, and so on)
- Configurable time-calculation framework
- Support for weekly/daily/consecutive days overtime, holidays, shift differential

Combined with Workday applications

- Combined with Workday Human Capital Management, Workday Payroll, Workday Absence Management, and Workday Projects
- Integrated with Workday Cloud Connect for Third-Party Payroll

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