

Workday Quick Facts

TIMEKEEPERS

WHAT IS A TIMEKEEPER?



A Timekeeper assists the supervisor/manager with auditing the worker's timesheet for accuracy and makes sure time is submitted and approved by deadlines.

The Timekeeper role allows for a supervisor or manager to mass approve the time. The supervisor or manager can leverage the Timekeeper to make sure time is ready for their approval without the manager or supervisor getting involved without making corrections, etc.

THEY CAN EDIT A WORKER'S TIMESHEET IF NECESSARY TO:

- *add missed punches,*
- *make corrections,*
- *submit time*
- *and request time off on behalf of a worker*

THEY CAN RUN REPORTS TO VIEW (JUST TO NAME A FEW):

- *team schedules,*
- *time clock history*
- *time block audit*
- *and time off summary*

THEY WILL HAVE ACCESS TO THE TIME AND ABSENCE DASHBOARD WHICH ALLOWS THEM TO SEE WHO:

- *has checked in today,*
- *has unmatched events,*
- *has not submitted time,*
- *has a timesheet that is not approved*
- *and/or has not entered any time*