



WORKDAY TIME TRACKING



About 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 organizations with a complete end-to-end user experience that works on the web and mobile devices, or with a physical time clock.

We designed the course content based on the clients feedback and the well versed trainers.

Workday Time Tracking Key Features

10 hours of Learning on LMS

A 360 degree learning approach that you can adapt to your learning style



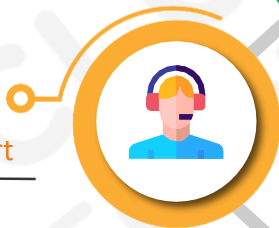
2+ Realtime Projects

Gain real time experience and profound knowledge by involving in hands on projects and get hired quickly



24x7 Support

Having any technical issue? Reach out our Support to have an immediate solution



Job Placement Assistance

Our personalized and interactive learning experience will help you to land at your dream company.



Pay in easy Installments

With secured hassle free payment gateway you can pay the course fee in two installments



Live sessions with Instructor

The best approach of learning is achieved by having a interactive session. With live interactive sessions you can fulfill your goals at a faster pace



Mock Interviews

We have dedicated sessions after the training classes for interview preparation.



Why Should You Learn **Workday Time Tracking Course** ?

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

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.



Who Should **Learn Workday Time Tracking** ?

The following job roles will get benefited from learning the Workday Time Tracking course:

- ❖ Freshers or graduates
- ❖ IT Professionals
- ❖ Integration developers



About **CloudFoundation**

CloudFoundation - Online global training platform connecting individuals with the best trainers around the globe. With the diverse range of courses, Training Materials, Resume formats and On Job Support, we have it all covered to get into IT Career. Instructor Led Training - Made easy.



Course Overview

Workday Time Tracking is part of a single system with absence, HCM, and payroll. With everything together, you gain one source of data and unified actions—helping you reduce labor costs, increase productivity, promote worker well-being, and confidently manage compliance risks.

Ability to track all of the different types of time off that state employees are eligible to use. Provides more accuracy in how employees report absent time. Allows for reporting and analysis of usage..

24*7 technical support for solving your concerns instantly.



Contents

- ❖ Time Tracking Basics
- ❖ Time Tracking Hub
- ❖ Time Entry Setup
- ❖ Time Calculations
- ❖ Time Entry Validations
- ❖ Period Schedules
- ❖ Work Schedules
- ❖ Worker Eligibility for Time Tracking
- ❖ Time Tracking, Payroll, and Absence
- ❖ Entering and Correcting Time
- ❖ Reviewing and Approving Time

Time Tracking Basics

- ❖ Set Up Time Tracking
- ❖ Enable Time Tracking for Mobile
- ❖ Time Tracking Links on External Sites
- ❖ Time Tracking on Mobile

Time Tracking Hub

- ❖ Time Tracking Hub



Time Entry Setup

- ❖ Set Up Time Entry
- ❖ Set Up Work tags for Time Entry
- ❖ Set Up Tax Locations for Time Entry
- ❖ Select a Time Entry Method
- ❖ Create Time Entry Codes
- ❖ Create Time Code Groups
- ❖ Create Time Entry Templates
- ❖ Set Up Time Clock Event Matching Options
- ❖ Set Up Time Entry Calendars
- ❖ Set Up Time Submission
- ❖ Set Up Effort Certification for Time Tracking
- ❖ Set Up Calendar Totals
- ❖ Set Up Project Time Entry
- ❖ Set Up Time Shift Options
- ❖ Defer Time Clock Event Matching
- ❖ Set Up Statutory Holiday Eligibility (CAN)
- ❖ Set Up Request Overtime
- ❖ Project Time Entry
- ❖ Time Shifts
- ❖ Time Tracking Flow
- ❖ Increments and Rounding for Time Entry
- ❖ Enter Time Business Process
- ❖ Time Tracking and Payroll Work tags
- ❖ How do I exempt workers from lock out dates?



Time Calculations

- ❖ Set Up Calculations for Time Tracking
- ❖ Create Time Calculation Tags
- ❖ Create Standard Overtime Calculations
- ❖ Create Consecutive Day Calculations
- ❖ Create Minimum Daily Hours Calculations
- ❖ Create Minimum Weekly Hours Calculations
- ❖ Create Override Rate Calculations
- ❖ Create Schedule Deviation Calculations
- ❖ Create Shift Differential Calculations
- ❖ Create Time Block Conditional Calculations
- ❖ Create Time Block Create Calculations
- ❖ Create Time Calculations for Statutory Holidays (CAN)
- ❖ Create Time Calculation Groups
- ❖ Assign Time Calculation Priorities
- ❖ Manually Run Time Calculations
- ❖ Time Calculations
- ❖ Time Calculation Tags
- ❖ Rolling 24-Hour Periods
- ❖ Time Calculation Types
- ❖ Calculate Double Time on Seventh Consecutive Day
- ❖ Calculate Location-Based Overtime
- ❖ Calculate Nevada Rolling Overtime
- ❖ Calculate the Majority of a Shift



Time Entry Validations



- ❖ Create Time Entry Validations
- ❖ Time Entry Validations
- ❖ Managing Incomplete Time Blocks
- ❖ Validate Holiday Time Entry

Period Schedules

- ❖ Set Up Period Schedules for Time Tracking
- ❖ Period Schedules for Time Tracking

Work Schedules

- ❖ Manage Ad Hoc Work Schedule Changes
- ❖ Day Breakers

Worker Eligibility for Time Tracking

- ❖ Create Worker Eligibility Rules for Time Tracking
- ❖ Worker Eligibility for Time Tracking
- ❖ Troubleshooting Time Tracking Eligibility Issues



Time Tracking, Payroll, and Absence

- ❖ Set Up Payroll to Pay Time
- ❖ Configure Earnings to Retrieve Calculated Time
- ❖ How Payroll Processes Calculated Time
- ❖ Time Tracking and Absence Management
- ❖ Paying Time

Entering and Correcting Time

- ❖ Enter Time for Worker Using Calendar-Based Time Entry
- ❖ Enter Time for Worker Using High-Volume Time Entry
- ❖ Mass Enter Time
- ❖ Mass Auto-Fill from Schedule
- ❖ Mass Submit Time
- ❖ Manage Time Clock Events
- ❖ Manually Schedule Time Clock Event Matching
- ❖ Adjust Calculated Time
- ❖ Time Clock Events
- ❖ Importing Time Clock Events
- ❖ Importing Reported Time Blocks
- ❖ Exporting Time Blocks
- ❖ Time Clock Event Security
- ❖ Time Entry Options
- ❖ Time Tracking Web Services
- ❖ Time Entry



Reviewing and Approving Time

- ❖ Setup Considerations: Reviewing and Approving Time
- ❖ Set Up the Review Time Report
- ❖ Set Up the Review Project Time Report
- ❖ Report on Time Across Supervisory Organizations
- ❖ Mass Approve Time
- ❖ Time Block Approval Moments
- ❖ Dashboards for Time Tracking and Absence
- ❖ Troubleshooting Project Time Reporting
- ❖ Time Tracking Background Jobs and Processes
- ❖ Review Time



Reviews

The trainer gives knowledge of all topics through effective exercises. The support team is very compassionate.

Alamara Jamadar

HR Officer, Associate CIPD



Immeasurable online content. The tutors have good experience on the subject. Self-learning videos accommodate a lot, too. Thanks, CloudFoundation.

Kalakota V

Agile Integration Systems Analyst at IBM



The experience has been extremely satisfying. I like the interaction method and how the instructor acknowledges to subjects and provide feedback in real time.

Paul Aldred

Conversationalist at Blue Smart Fish



The live instructor was absolutely incredibly gentle and executed all our doubts. The course with CloudFoundation has admittedly been a great encounter because of the way the instructors emphasized the topics in an easy method.

Erick Njovu

Senior HR Systems Analyst (Workday)



Senior Talent Acquisition Specialist at Ness Digital Engineering

Mohd Haji

Exceptional outstanding experience.



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& 410K+ Learners



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