# 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.

Workday Time Tracking helps organizations 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, 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 organization.

- **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.
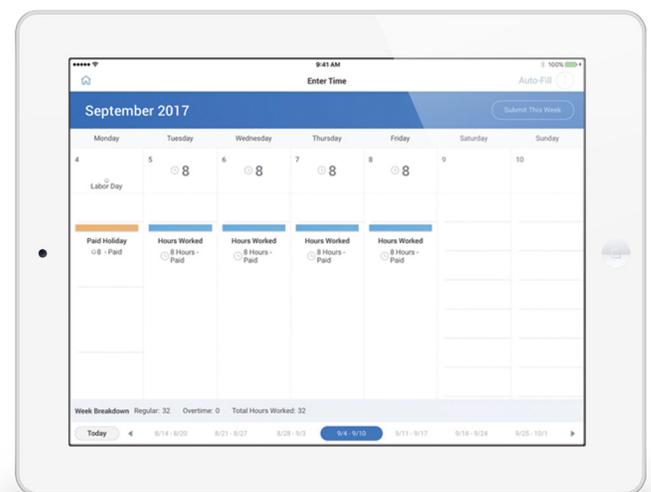
## Reduce Labor Costs with a Complete System

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 labor costs
- Minimize 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 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, and more, prior to the payroll run.

- **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 organizations to integrate their physical time clocks with Workday Time Tracking (supports inbound integration to import clock-in/outs).

## 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.

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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 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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