

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 unified, 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 unified system

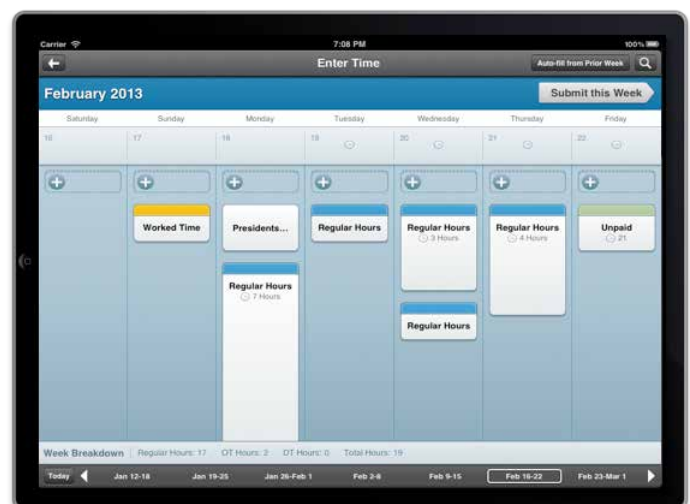
This unified, end-to-end system seamlessly processes HR functions, along with time and attendance, and then pays out correctly every time in payroll.

Key features

- Global time entry
- Mobile and web time clock
- Time-clock integration
- Time approvals
- Real-time calculation
- Configurable business processes
- Reporting and analytics
- One, unified 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:** As a unified system, 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 so on, 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 organisations to integrate their physical time clocks with Workday Time Tracking (supports inbound integration to import clock-in/outs).

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.

Workday Time Tracking	
<p>Global time entry</p> <ul style="list-style-type: none"> • Web time entry. • Time entry from calendar view. • Configurable time entry (in/out, units, required/optional worktags). • Time entry against projects. • Administrator-defined scheduling. 	<p>Time approvals</p> <ul style="list-style-type: none"> • Flexible manager/supervisor approvals. • Workfeed approvals. • Mass approvals. • Exception management.
<p>Mobile/web time clock</p> <ul style="list-style-type: none"> • Check-in and checkout. • Mobile location-based check-in and checkout. • Employee activity history. 	<p>Global time calculation</p> <ul style="list-style-type: none"> • 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.
<p>Time-clock integration</p> <ul style="list-style-type: none"> • APIs to integrate with physical time clocks. 	<p>Unified with Workday Applications</p> <ul style="list-style-type: none"> • Unified with Workday Human Capital Management, Workday Payroll, Workday Absence Management, and Workday Projects. • Integrated with Cloud Connect for Third-Party Payroll.



Workday | Hong Kong: +852 2359 5600 | Malaysia: +603 2615 7812
 Singapore: +65 6809 5098 | www.workday.com/ap