

Timekeeping Tips

Timesheet Approval

A best practice is to set a weekly task for approving your Workday inbox. This helps with the managing of timesheets, keeping leave balances current, and assists the Timekeeper.

Hourly Payroll

The Hourly Payroll consists of two Pay Periods per month. The 1st – 15th and the 16th through the last day of the month. The Hourly Payroll will run on the second business day of a pay period. It's suggested to set a task to approve timesheets in your Workday inbox on the second business day following a given hourly pay period. Some hourly employees do not enter their time until the day of the hourly payroll calc. Although the hours can be entered and submitted forward by the employee, if the manager does not approve before 3pm, the timesheets will automatically mass advance to the Timekeeper for final approval, bypassing manger approval.