



JWA Workday Manager Training

Enter Teammate Time Off - Desktop

## JWA Workday – Enter Teammate Time Off

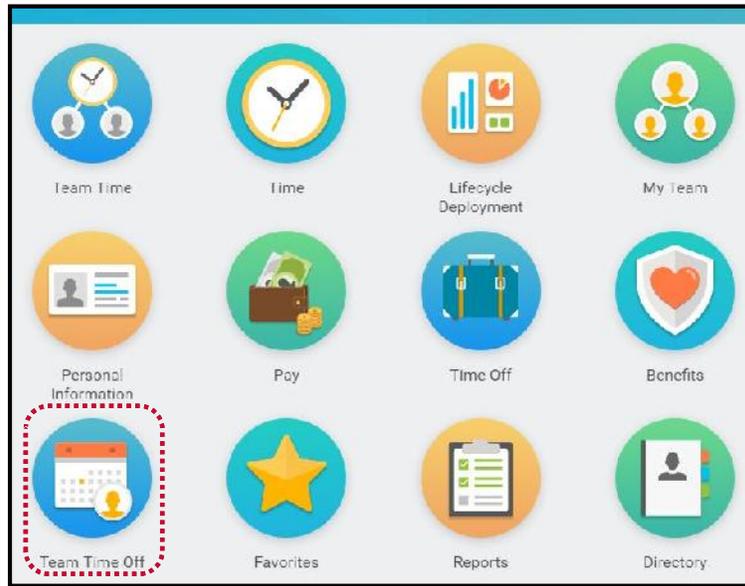
This Training Module Covers:

- Manager entering Time Off for a Teammate



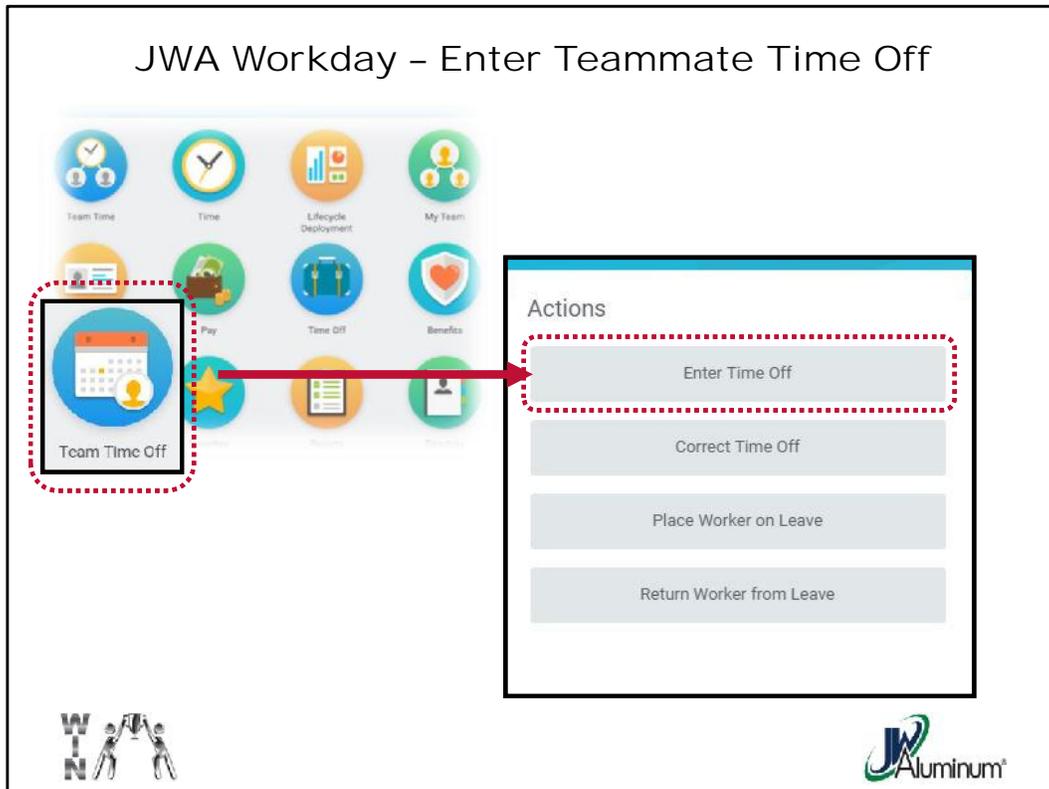
This slide list the subjects covered in this module.

## JWA Workday – Enter Teammate Time Off



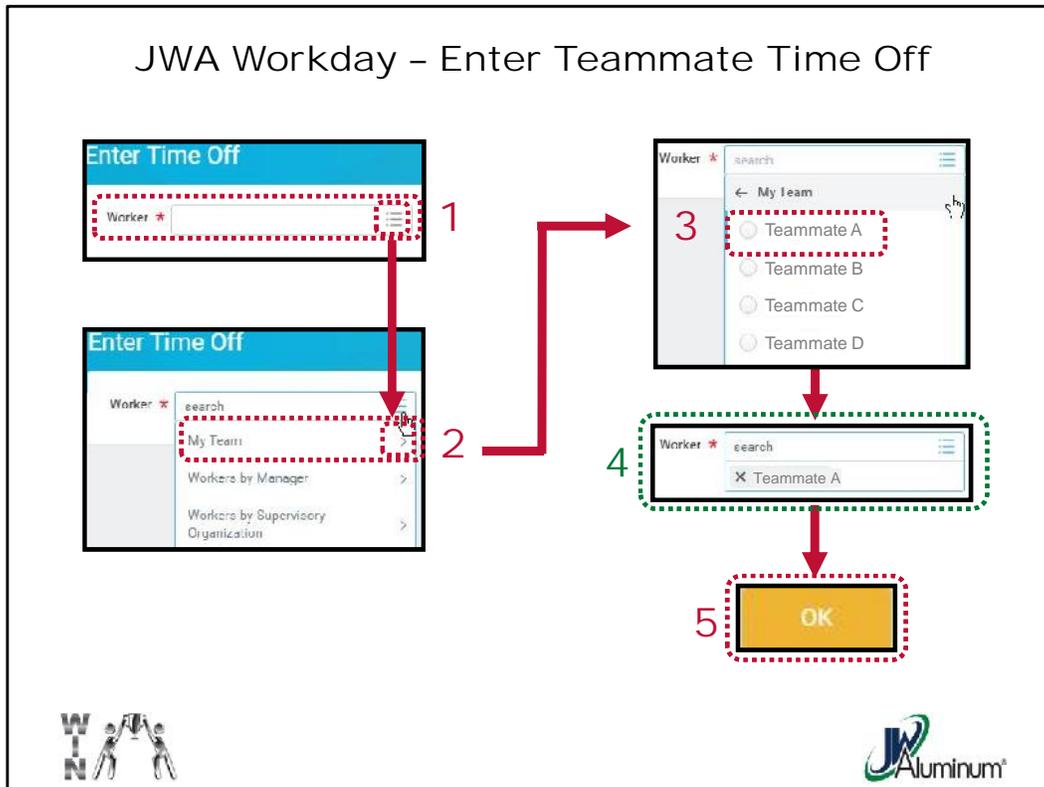
On the Home Screen, select the **“Team Time Off”** Worklet.

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On the “**Team Time Off**” screen, under the “**Actions**” column, select “**Enter Time Off.**”

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When the “**Enter Time Off**” screen appears:

1. For “**Worker**” press the **Dropdown Menu Icon**.
2. When the Dropdown Menu appears select from the group you want to search.  
For this example, select “**My Team**” by pressing the “>.”
3. From the “**My Team**” list select the teammate you are editing by **clicking in the Circle** beside his or her name.
4. Confirm the teammate’s name populates the “**Worker**” box.
5. Press “**OK**.”

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The screenshot shows a calendar interface for August 2017. The calendar grid displays days from Sunday to Saturday. On the left side, there are sections for 'Balance as of', 'Hours', 'Balance Per Plan', 'Savings (inlay)', 'Hours', and 'Savings (inlay)'. The calendar shows several time-off events: 'Unscheduled Leave' on 12th, 13th, 14th, and 15th; 'Unpaid' on 17th; 'Substituted/Leave' on 20th and 22nd; and 'Sick Leave' on 25th. A red dashed box labeled '1' highlights the date 22nd. A red arrow points from this box to a green button labeled '1 Day - Request Time Off' which is also highlighted with a red dashed box labeled '2'.

When the “**Enter Time Off**” calendar for the selected teammate appears:

1. **Click** on the **Date** you are entering the time off for.
2. Confirm the number of days is correct and press the green “**# Day(s) – Request Time Off**” button.

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The image shows a three-step process for entering a teammate's time off in Workday:

- Step 1:** The 'Enter Time Off Teammate' form is shown. The 'Type' dropdown menu is highlighted with a red dashed box and a red arrow labeled '1'. The date is set to 'Wednesday, August 30, 2017'.
- Step 2:** The dropdown menu is open, showing a list of time off types. 'Bereavement Leave' is highlighted with a red dashed box and a red arrow labeled '2'.
- Step 3:** A secondary dropdown menu is shown, listing family members. 'Father-in-Law' is highlighted with a red dashed box and a red arrow labeled '3'.

Logos for 'WIN' and 'JW Aluminum' are visible at the bottom of the screenshot.

When the next **“Enter Time Off”** screen appears:

1. Select the **“Type”** of time off by pressing the **Dropdown Menu Icon**.
2. When the Dropdown Menu appears **search for the type of time off** you are entering and **press the Circle beside the type**. In this example, select **“Bereavement Leave.”**
3. Some time off types will prompt an additional menu. In the case of Bereavement you must choose from the dropdown list the family member the bereavement applies to. In this example, select **“Father-in-Law.”**

## JWA Workday – Enter Teammate Time Off

The screenshot shows the 'Enter Time Teammate A' form in Workday. The form is titled 'Enter Time Teammate A' and has a 'Total: 12.25 hours' indicator. The form fields are as follows:

- When:** Wednesday, August 30, 2017
- Type:**  Bereavement Leave
- Daily Quantity:** 12.25
- Unit of Time:** Hours
- Reason:**  special:  Father-in-Law
- Comment:** (empty)

Step 1 (green dashed box) highlights the form fields. Step 2 (red dashed box) highlights the 'Attachments' section, which includes a 'Drop files here' area and a 'Select Files' button. Step 3 (red dashed box) highlights the 'Submit' button. A final screenshot (green dashed box) shows the approved time off entry: '30' hours of 'Bereavement Leave' with a green checkmark.

Once the “Enter Time Off” screen appears with the required fields populated:

1. Review all the information for accuracy.
2. If you have a document you wish to attach to this entry, attach in the “**Attachments**” section.
3. Once complete press “**Submit.**”
4. **Review the teammate’s calendar** again to confirm the date is populated with the applicable Time Off type and a Green Check Mark indicating approval.