



JWA Workday Manager Training

Report – View Team Time - Desktop

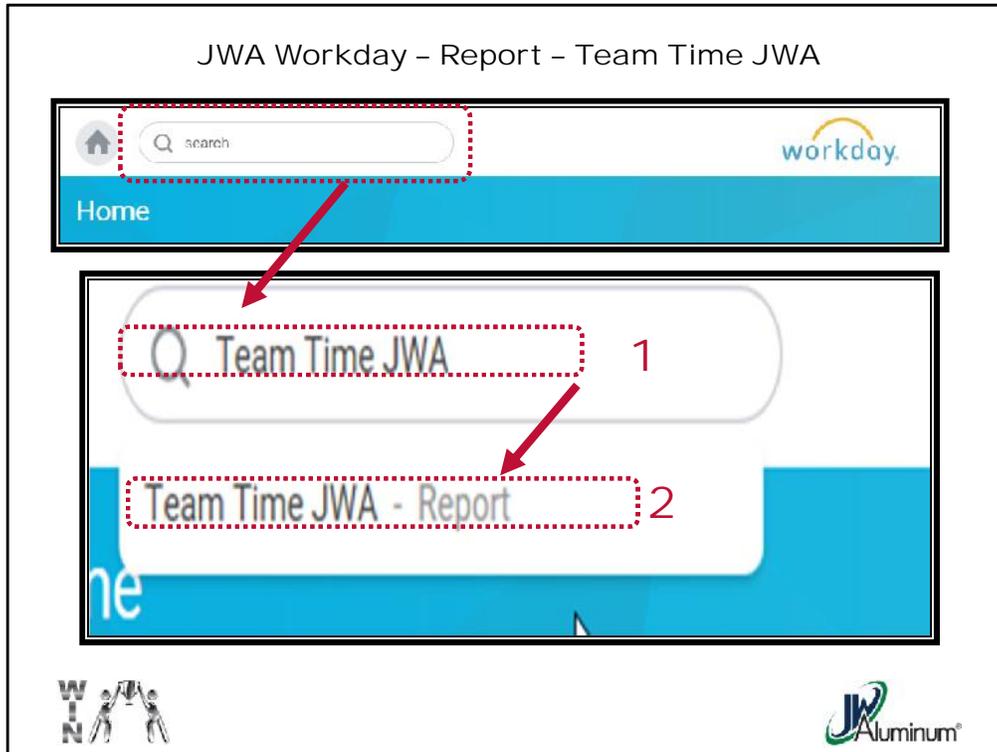
JWA Workday – View Team Time

This Training Module Covers:

- Viewing Team Time



This slide list the subjects covered in this module.



1. At the Home Screen, click in the Search Bar and type in “**Team Time JWA.**”
2. When the popup menu appears Click on “**Team Time JWA – Report.**”

Selecting Date Ranges

The screenshot shows a dialog box titled "Team Time JWA". It contains two date selection prompts: "Prompt - Date 1" with the date "02 / 05 / 2018" and "Prompt - Date 2" with the date "02 / 11 / 2018". Each prompt has a calendar icon to its right. Red dashed boxes and numbers 1 and 2 highlight these prompts. Below the dialog box is a yellow "OK" button, highlighted with a red dashed box and the number 3. In the bottom left corner, there is a logo with the letters "WIN" and two figures. In the bottom right corner, there is a logo for "JW Aluminum".

To view the dates of interest:

1. For "**Prompt Date 1**" click on the calendar icon and select the desired date.
2. For "**Prompt Date 2**" click on the calendar icon and select the desired date.
3. Select "**OK.**"

View the Report

← Team Time JWA Actions

Prompt - Date 1 02/05/2018 Prompt - Date 2 02/11/2018

94 Items

Employee ID	Worker	Location	Work Schedule Calendars	TT_Sum Regular Hours	TT_Sum Doubletime Hours	TT_Sum Holiday Hours	TT_Sum Overtime Hours	TT_Sum Shift Hours	TT_Sum All Hours (Time Tracking)	PTO/Vacation Taken	Total Hours for Period
11111	Teammate's Name	Mt Holly	MTH - RECEIVING	26.25	0	0	0	0	26.25	15	42.25
11112	Teammate's Name	Mt Holly	MTH - M.F.7A-330P	40	0	0	1.25	0	43.75	8	51.75
11113	Teammate's Name	Mt Holly	MTH - Shift A	37.25	0	0	0	37.25	37.25	0	37.25

