Viewing a Worker's Time

1. Click on the Team Time worklet.

2. Click on Enter Time for Worker.

3. Type in the Worker name and select the date of the time period you are reviewing. You can use the Prompt icon to select the name from your team or organizations, or simply type it in. Click OK.

Keep in mind
- Prior to approving time in Workday, you should be able to guide a worker in viewing their time to ensure all time entries are correct.
- This will help minimize any errors or adjustments needed in the future prior to approval.

Information needed
- CNET ID
- Password
- Worker name
- Date of worked time period
4. The timesheet will display and will show any time blocks if the worker has entered time. If you have approved the entered time, the time blocks will display with a green check box, along with the status of **Approved** listed on it.

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<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 2/18</td>
<td>Mon 2/19</td>
<td>Tue 2/20</td>
</tr>
<tr>
<td>Hours: 0</td>
<td>Hours: 8</td>
<td>Hours: 8</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>9 AM</th>
<th></th>
<th>10 AM</th>
<th></th>
<th>11 AM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked Time</td>
<td>9:00am - 5:00pm</td>
<td>8 Hours</td>
<td>✔ Approved</td>
<td>Worked Time</td>
<td>9:00am - 5:00pm</td>
</tr>
</tbody>
</table>
```