Time Tracking

Term	Definition	Audience
Auto-fill	A time-entry method that copies time blocks from a worker's schedule or from a previous week into the current week on the time entry calendar.	Manager
Micro-edit	The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar.	Manager
Quick Add	A time-entry method that enables you to create a time block and copy it to multiple days in a week.	Employee
Time Block	A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.	Employee
Time Entry Calendar	A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.	Employee
Time Entry Validation	Errors or warnings that prevent you from entering invalid time. Critical validations prevent you from submitting time. Warnings appear on the time entry calendar, but do not prevent you from submitting time.	Employee
Time Off	The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.	Employee
Time Type	The time you enter in your time entry calendar. Select the time type from a list of time off plans available to you such as maternity, vacation, etc.	Employee
Work Schedule Calendar	A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.	Employee