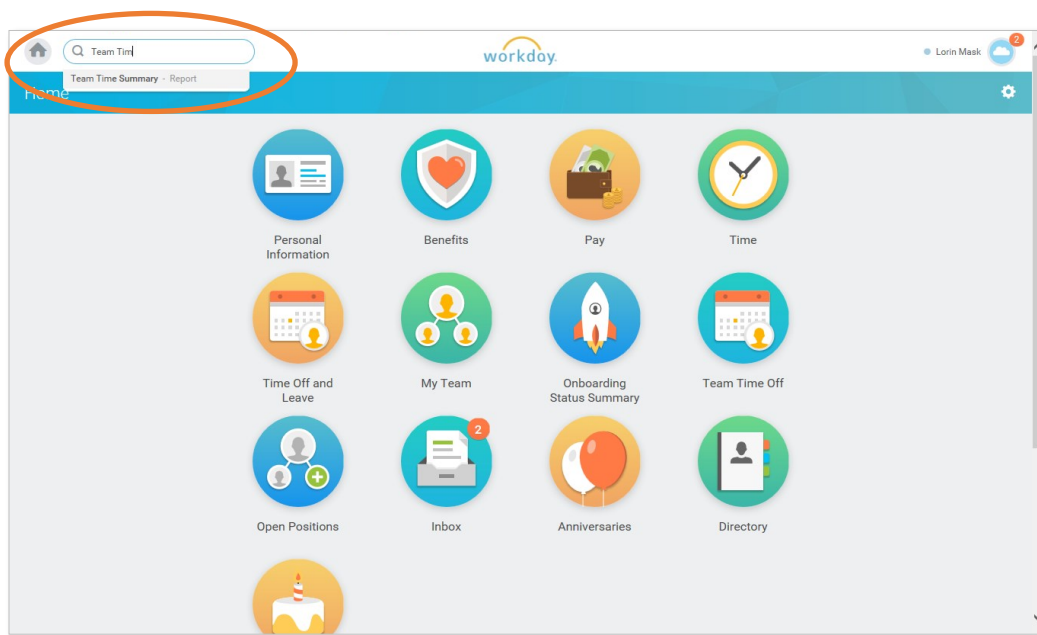


## Create a “Team Time Summary”



### STEP 1

- After signing on to Workday, Search for “Team Time Summary”

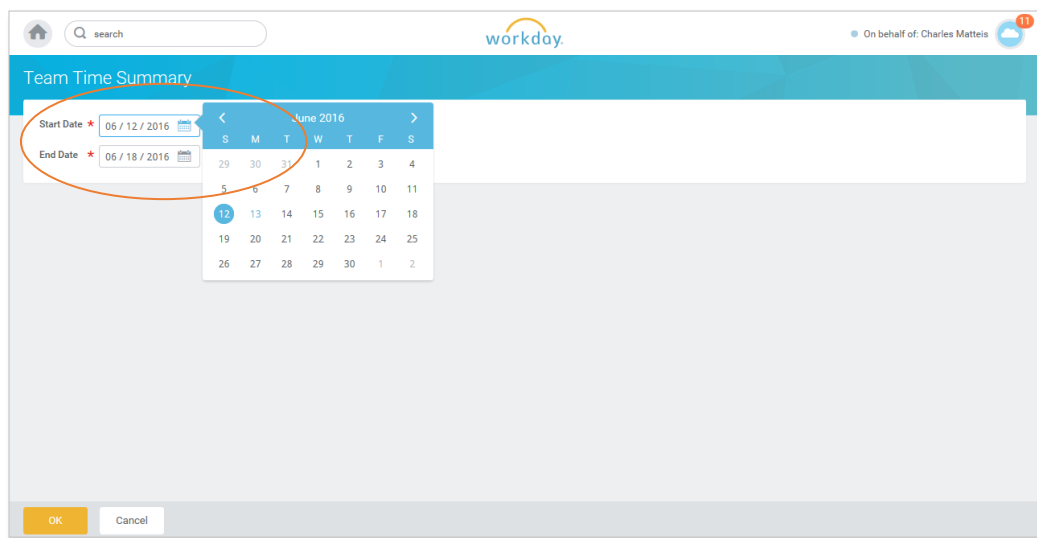


### STEP 2

- Enter the time period that you want to view.

*You can type date or use the calendar drop down.*

- Click “OK”





### STEP 3

- Your team summary will appear.
- Click** on any column header to "Sort" and "Filter" in each column area.

Team Time Summary

Start Date: 06/12/2016 End Date: 06/18/2016

Worker	Check-in Status	Regular	Overtime	Double Time	Total Hours
Harry Potter		0	0	0	0
Lorin Mask		0	0	0	0
Luke Skywalker		35	0	35	35
Morgan Freeman		0	0	0	0
Tom Cruise		10	0	10	10

5 items

Sort Ascending  
Sort Descending  
Filter Condition  
Is  
Value  
Filter



### STEP 4

- To create an excel sheet to save to your computer, click the excel icon.
- To print, click the print icon.
- If you want to see details in graph, click the chart icon.
- You can filter using the filter icon, but the best method is using the column as stated in Step 3.

Team Time Summary

Start Date: 06/12/2016 End Date: 06/18/2016

Worker	Check-in Status	Regular	Overtime	Double Time	Total Hours
Harry Potter		0	0	0	0
Lorin Mask		0	0	0	0
Luke Skywalker		35	0	35	35
Morgan Freeman		0	0	0	0
Tom Cruise		10	0	10	10

5 items

Excel Print Chart