workday

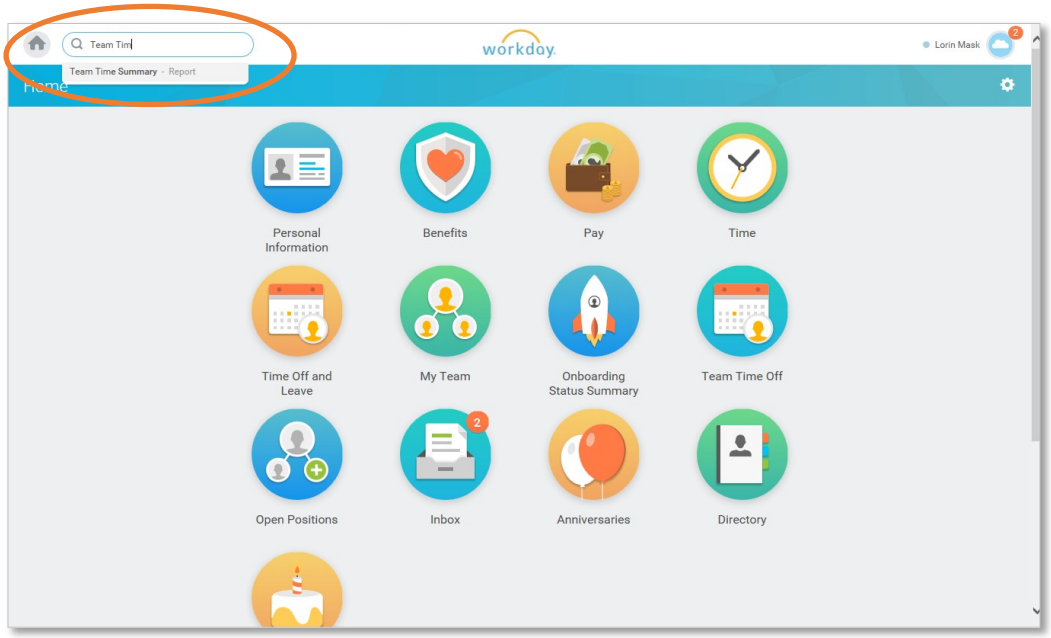
HOW TO...

OFFICE OF ORGANIZATIONAL DEVELOPMENT & TRAINING
HR TRANSACTIONS

Create a "Team Time Summary"

STEP 1

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

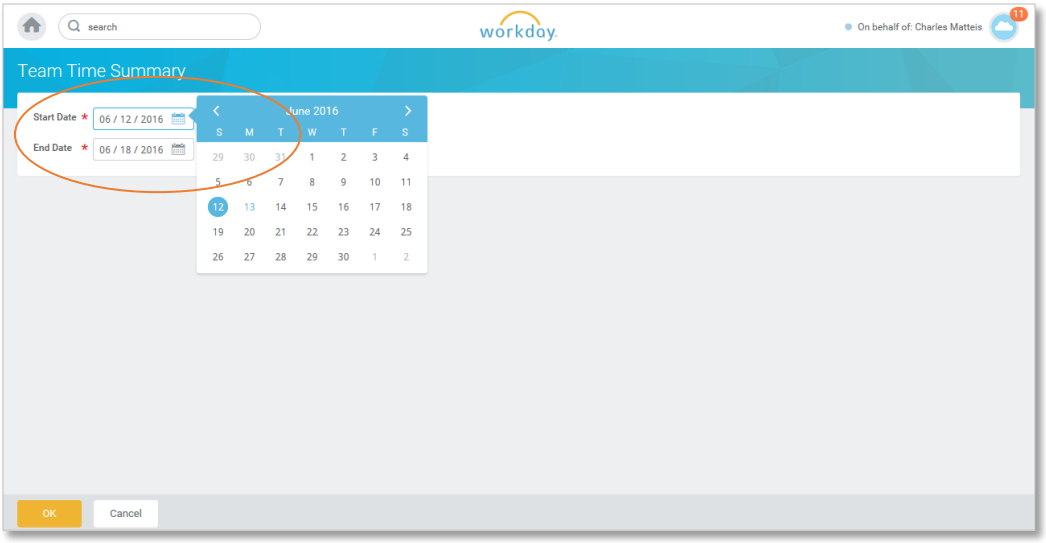


STEP 2

- **Enter** the time period that you want to view.

You can type date or use the calendar drop down.

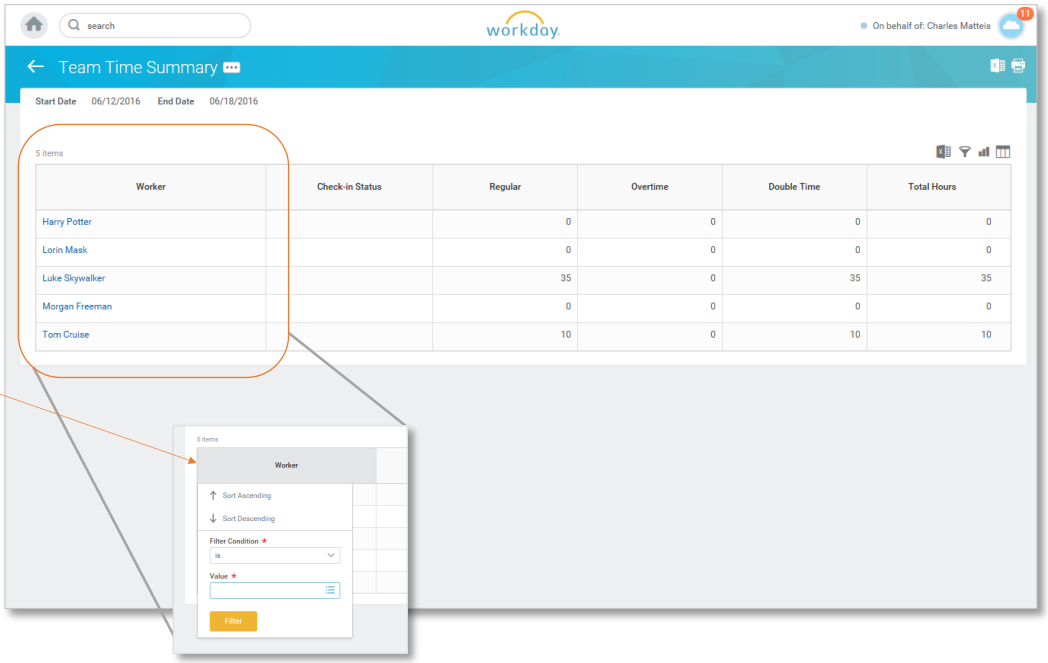
- **Click** " OK"

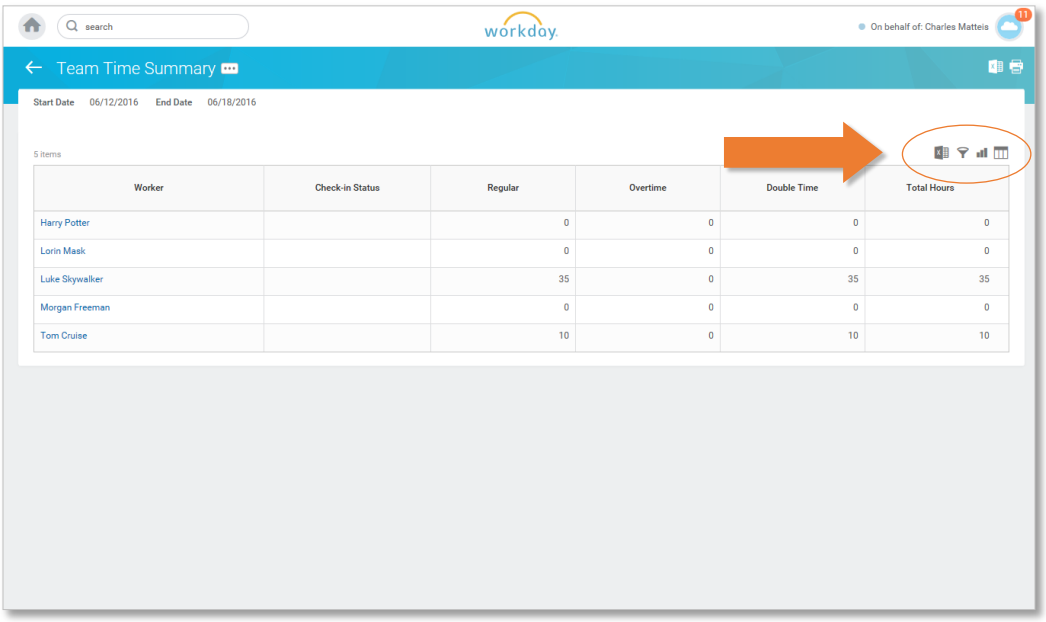


workday.

STEP 3

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



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.