



## Create a Team Time Summary (Managers Only)

The following describes the process of creating a Team Time Summary in Workday.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

### Instructions

- 1) From your Workday homepage, use the search bar to search for **Team Time Summary**. Select the report that appears.

team Time Summary

Team Time Summary Report

- 2) Enter the time period that you want to view. You can type the dates or use the calendar menu. Click **OK**.

**Team Time Summary**

Start Date \* 03/14/2021

End Date \* 03/20/2021

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

3) Your team time summary will appear on the next page. You can click on any column header to **Sort** and **Filter**.

13 items

Worker	Check-in Status	Regular	Overtime	Double Time	Total Hours
↑ Sort Ascending		0	0	0	0
↓ Sort Descending		0	0	0	0
Filter Condition *		0	0	0	0
is		16	0	16	16
Value *		0	0	0	0
		12	0	12	12
		0	0	0	0
		4	0	4	4

4) Click the Excel icon to export the report as an excel file or click the PDF icon to export the report as a pdf document.

