Time Tracking Glossary

Concept	Description
Auto-fill	A time entry method that copies time blocks from a worker's schedule or from a previous week onto the current week on the time entry calendar.
Calculated Time	Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.
Calculation Priority	Calculation priorities specify the order in which time calculations execute.
Conditional Calculation	Time calculation that tags time blocks that meet certain conditions.
Day Breaker	The time of day on which a worker's work day and work week begins. Defines the 24 hour period over which daily time calculations execute and the 168 hour period over which weekly time calculations execute. Unless otherwise specified, the default day breaker is 12am.
Eligibility Rules	Eligibility rules define rules and criteria workers must meet in order to use specific time entry templates, time entry codes, time calculations, and period schedules.
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.
Period Schedule	See Time Period Schedule.
Quick Add	A time entry method that enables you to create a time block and copy it to multiple days in a week.
Reported Time	A worker's time that has been entered onto the time entry calendar, but has not had any time calculations applied.
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.
Time Calculation	A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. For example, you could create a time calculation to automatically convert regular hours into overtime hours if a worker works more than 40 hours in a week.
Time Calculation Tag	Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar.
Time Clock Event	A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external collection system. Workday matches time clock events to form time blocks, which workers can edit and submit using the time entry calendar.
Time Code Group	The primary use of time code groups is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position via eligibility rules.
Time Entry Calendar	A set of self-service pages that workers use to enter, edit, and view time.

Time Entry Template	A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.
Time Entry Code	A time entry code describes the type of time a worker enters, such as worked time or meal allowance. In order to use time entry codes you must attach them to time code groups, with the exception of the default time entry code assigned to a time entry template.
Time Entry Validation	Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings appear on the time entry calendar but don't prevent the user from submitting time.
Time Off	Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation.
Time Period Schedule	A time period schedule defines which dates are available for entry at a given time and defines which dates will be paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.
Time Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.
Time Type	Describes the time a worker enters onto his or her time entry calendar. They can include time entry codes, projects, and time off.
Validation	See Time Entry Validation.
Work Week	A seven day period defined by a worker's start day of week and day breaker. By default, begins on Sunday at midnight and ends on the following Saturday at 11:59 PM; however this can be configured for a group of workers through the use of work schedule calendars. Used for time entry and time calculations.
Work Schedule Calendar	In Time Tracking, you have the option of defining standard work patterns for workers, such as Monday through Friday 8:00 AM to 5:00 PM. Work schedule calendars are used for a variety of purposes throughout Time Tracking.