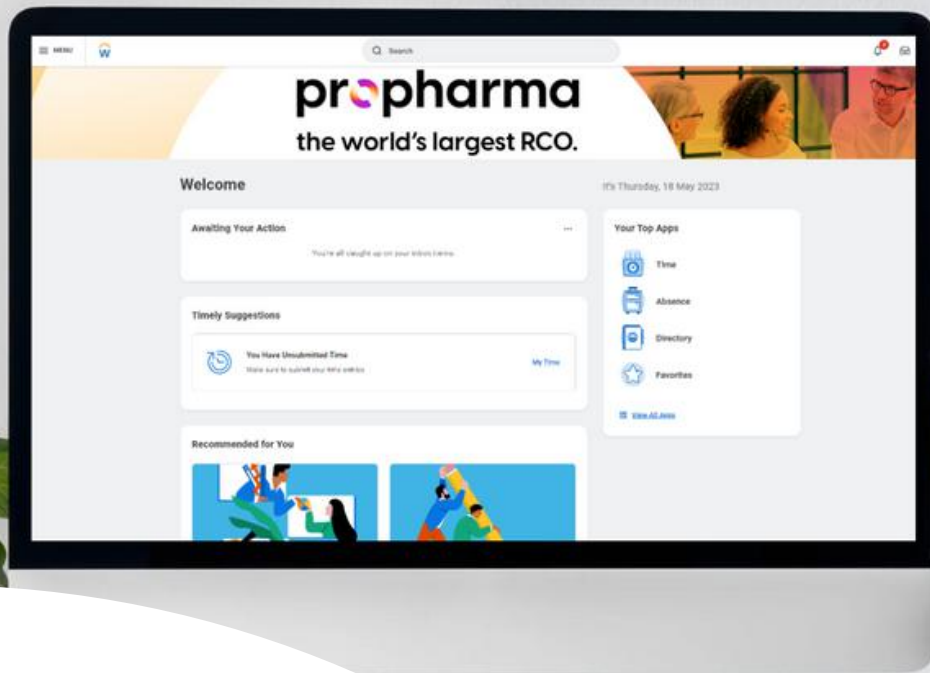
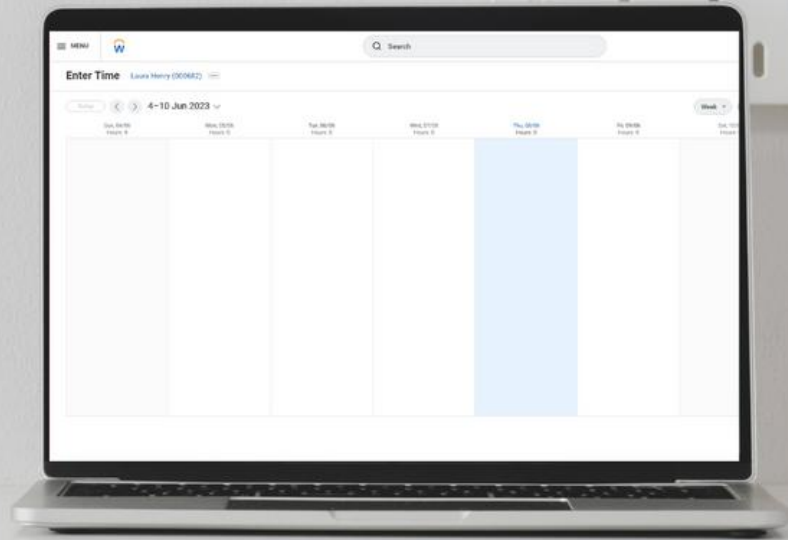


propharma



# Time Tracking in Workday

  
workday®



## The Importance of Time Tracking



Time tracking is essential for all workers within service lines (salaried and hourly) as a very important source for client invoicing, plus generating time reporting metrics for evaluating effective services for clients.



Time tracking is essential for all hourly workers (employees and contingent workers) in any area of the company for ensuring timely payroll processing based on **approved** hours worked.



There may be some exceptions for salaried workers in the Americas and UK in Corporate Shared Services (i.e. HR, TA, IT, Finance, Marketing) and Business Development employees, who may only track time when needed for specific projects or at the request of their manager.

## E-Learning Course

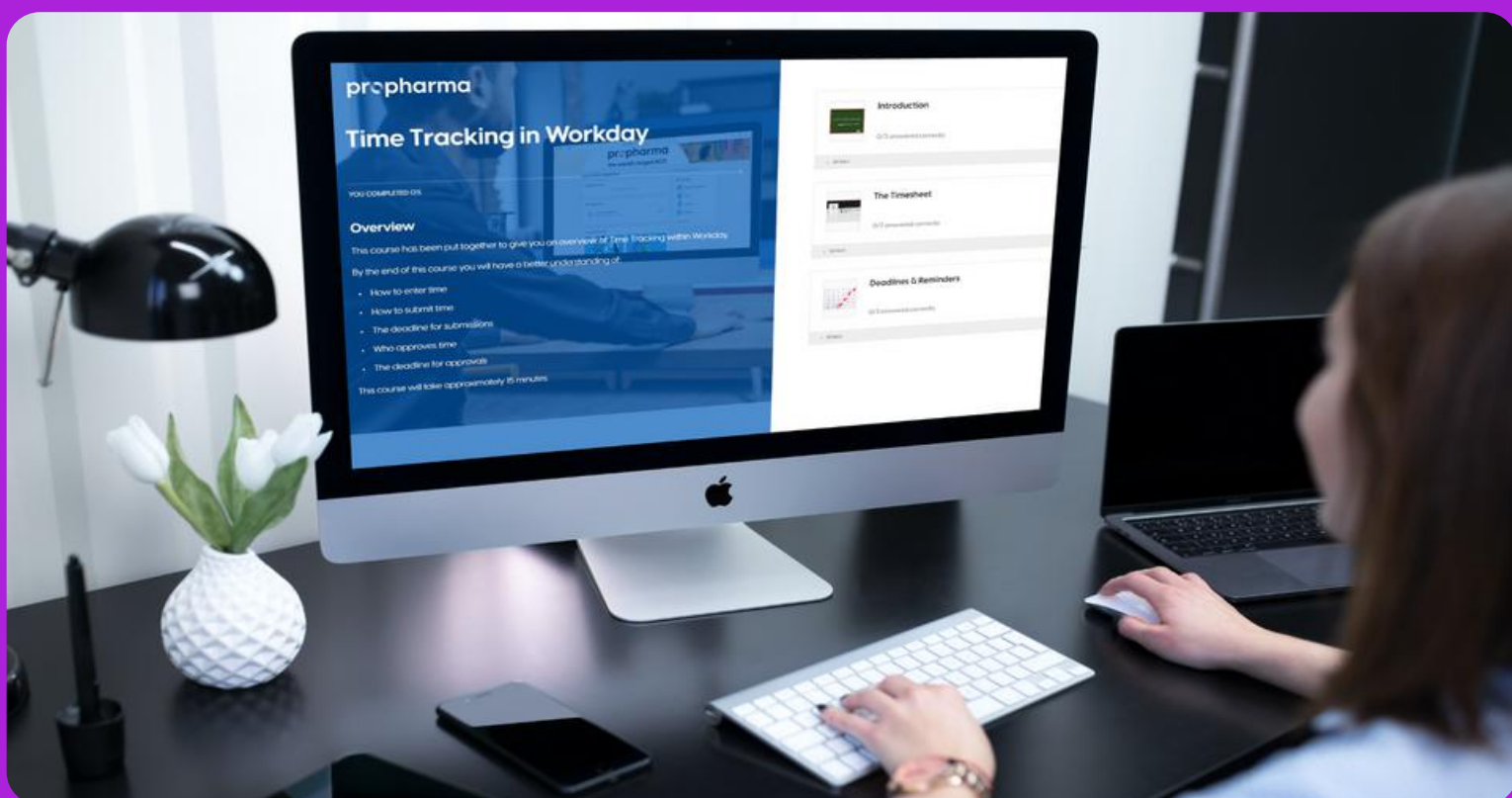


We now have an e-Learning course dedicated to Time Tracking.

Please click [here](#) if you would like a refresher, or if you haven't completed [Time Tracking Training](#) previously.



## Highly Recommended





## Time Tracking Demo Video



Please watch the  
below demo video.



## Job Aids & E-Learning

### Entering Time



[Entering in Time](#)



[Non-Project Work Summary](#)



[Projects](#)



[Set Favourite Projects List](#)



[In the Mobile App](#)

### Approving Time



[Managing Team Time](#)



[Mass Approving Project Time Entries](#)

### Managers / HR

Managers Only

HR Time Keepers



[Work Schedules Managers](#)



[Create, Edit, Assign Work Schedules](#)

Click [here](#) to find all region or service line specific job aids





## Help and Support / Troubleshooting

Please refer to the table below for guidance on who to contact for time tracking issues / requests.

Issue	Contact
Need a project code to be added	Ask the Project Manager to email the below: EU & JAPAC: <a href="mailto:ProjectCoordination.EUJAPAC@propharmagroup.com">ProjectCoordination.EUJAPAC@propharmagroup.com</a> Americas: <a href="mailto:ppg_project_coordination@propharmagroup.com">ppg_project_coordination@propharmagroup.com</a>
Calendar locked so cannot enter time	Contact your local Payroll team. Americas: <a href="mailto:AP@propharmagroup.com">AP@propharmagroup.com</a> EU & JAPAC: <a href="mailto:contractorpayroll@eu.propharmagroup.com">contractorpayroll@eu.propharmagroup.com</a>
Have adjusted existing time entries after pay period	Email your local Payroll Team to make them aware. Americas: <a href="mailto:AP@propharmagroup.com">AP@propharmagroup.com</a> EU & JAPAC: <a href="mailto:contractorpayroll@eu.propharmagroup.com">contractorpayroll@eu.propharmagroup.com</a>
All other Time Tracking questions	Contact the Workday Product Support Team via the <a href="#">ProPharma Group Global Service Desk</a>

Don't forget to complete your e-Learning course [here](#)