
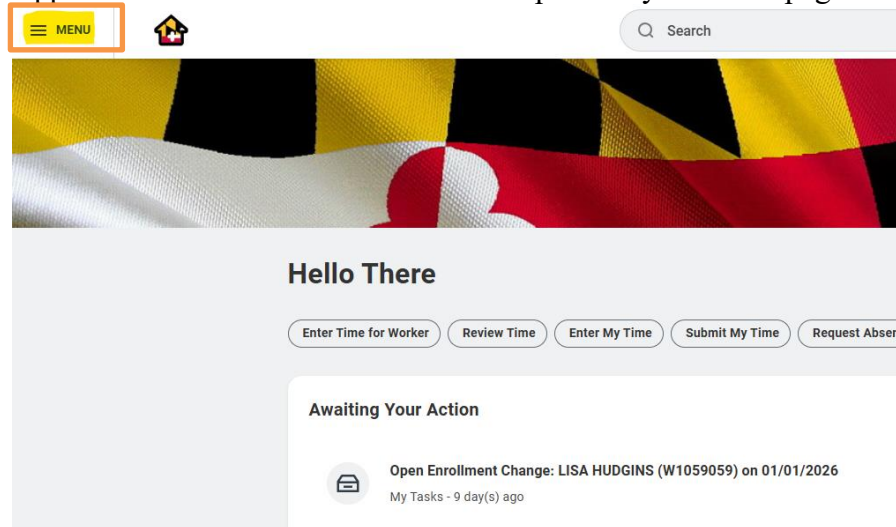


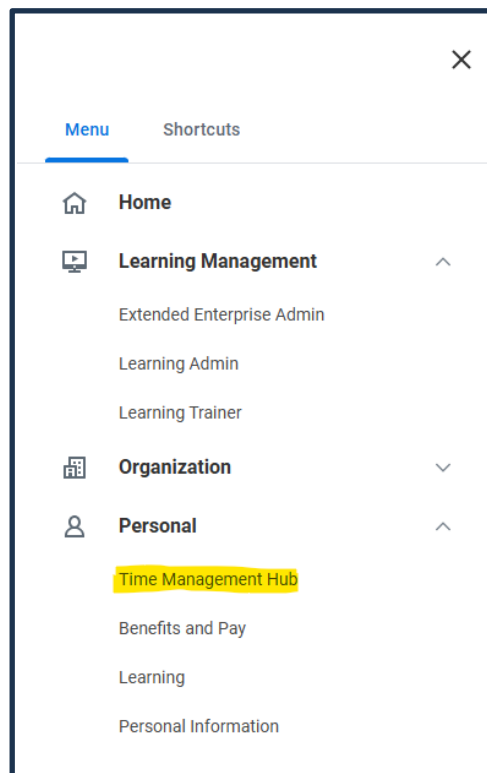


Quick Guide - Time Management Hub

1. Login to Workday using your W# and password.
2. Click on application menu  MENU located at the top left of your home page.



3. A drop-down menu will display, then click on the **Time Management Hub**.

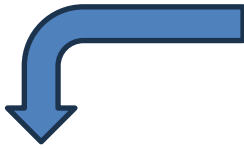




Title: QG Time Management HUB
Role: SMPS Employee
Functional Area: Absence

4. From the Time Management Hub Overview screen, you will have access to:

- Request Absence
- Enter Time
- Submit Time
- View Balances
- View expiring accruals
- Access other apps in the Time Management Hub:
 - ✓ Review Time by Week
 - ✓ My Absence – view your Absence requests, adjustments and balances
 - ✓ Manage Absence – request, edit and cancel absences



Tab View: Review My Time by Week

Date	Status	Type	In	Out	Out Reason	Quantity	Units	Worktags	Comment	Details
Wed, 8/6	Submitted	Exempt: Regular	07:00 AM	01:00 PM	Meal	6	Hours	Remote Work Location: Teleworking		Q
Wed, 8/6	Submitted	Exempt: Regular	01:30 PM	05:30 PM	Out	4	Hours	Remote Work Location: Teleworking		Q
Thu, 8/7	Submitted	Exempt: Regular	07:00 AM	01:00 PM	Meal	6	Hours	Remote Work Location: Teleworking		Q
Thu, 8/7	Submitted	Exempt: Regular	01:30 PM	05:30 PM	Out	4	Hours	Remote Work Location: Teleworking		Q
Fri, 8/8	Submitted	Exempt: Regular	07:00 AM	01:00 PM	Meal	6	Hours	Remote Work Location: Teleworking		Q
Fri, 8/8	Submitted	Exempt: Regular	01:30 PM	05:30 PM	Out	4	Hours	Remote Work Location: Teleworking		Q
Tue, 8/12	Approved	Annual Leave (Time Off Calendar)	07:00 AM	05:00 PM		10	Hours			Q



Title: QG Time Management HUB
Role: SMPS Employee
Functional Area: Absence

Tab View: My Absence

MENU

Time Management Hub

Overview

Review My Time by Week

My Absence

Manage Absence

My Absence

First Last (W0000000)

Organization [State of Maryland Supervisory Organization >>](#) Example Screen Org

Manager(s) **Manager Last (W0000000)**

Absence Requests

Absence Adjustments

Absence Balances as of Current Date

Absence Requests 416 items

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Comment	Status	View More
01/06/2026	Tuesday	Personal Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
01/02/2026	Friday	Personal Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
12/31/2025	Wednesday	Personal Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
12/30/2025	Tuesday	Personal Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
12/26/2025	Friday	Annual Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
12/03/2025	Wednesday	Annual Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
12/03/2025	Wednesday	Annual Leave (Time Off Calendar)			-10	Hours		Approved	Q
12/02/2025	Tuesday	Annual Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
12/02/2025	Tuesday	Annual Leave (Time Off Calendar)			-10	Hours		Approved	Q
11/26/2025	Wednesday	Annual Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q
11/25/2025	Tuesday	Annual Leave (Time Off Calendar)	07:00 AM	05:00 PM	10	Hours		Approved	Q

Tab View: Manage Absence

MENU

Time Management Hub

Overview

Review My Time by Week

My Absence

Manage Absence

Manage Absence

First Last (W0000000)

Today

<

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August 2025

Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	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	4	5	6

Request Absence

Custom Day

View Your Requests and Balance

Balances

Requests

Balances as of

08/25/25

Annual Leave

430.55 Hours

Bone Marrow Donation Tim

0 Hours

Cash Overtime (FLSA) Com

1.5 Hours

Compensatory Holiday Tim

0 Hours

Compensatory Time

1 Hour

Disaster Service Time Off P

0 Hours

Employee to Employee Don

0 Hours