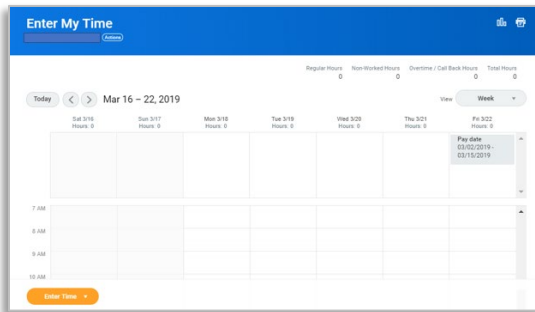## Time Entry using the Weekly Calendar

From the Workday **Home page**:

1. Click the **Time** application

2. Click **This Week** in the **Enter Time** column

   - A **Calenda**r for the current week displays. Tip: Use the back and forward arrows ⟨ ⟩ in the upper left corner to navigate to a past or future week.

3. Click in a time slot for the **day** in which you want to enter time

   - An **Enter Time** Dialog displays

4. Click **Prompt** ≔ in the **Time Type** field

5. Select the appropriate entry from those displayed

Hours Worked (In/out)

6. Enter the time your hours began in the **In** field

7. Enter the time your hours ended in the **Out** field. Pay attention to AM or PM and adjust as needed

8. Enter the **Meal** or **Out** in the **Out Reason** field

Note: All time entries for work periods over 6 hours must include a 30 minute unpaid meal break. Use **Meal** if you clocked out for a meal break; use **Out** if you clocked out at the end of a shift.

9. The **Hours** field will auto-populate based on the entries in the **In** and **Out** fields

10. Select the appropriate value in the **Position** field

11. Enter comments in the **Comment** field

    - An entry entitled **Hours Worked (Hours Only)** with the number of hours entered in step 1 displays

12. Click **OK**

Modify Time Entry from Weekly Calendar

1. Click on the **Time** application on the **Home page**

2. Click **Select Week** in the **Enter Time** column

3. From the weekly **Calendar** click **Enter Time**

4. Select **Enter Time** from list

5. Click the date tab to view current entry

6. Click the field to modify the time **In**, time **Out**, **Out Reason** or **Time Type**

7. Click **OK**

Submit Time

1. Click the **Time** application on the **Home page**

2. Click **This Week** in the **Enter Time** column

3. Review your time entries for the week.

4. Click **Submit** [Submit] when you have completed entering your time for the week

    - A declaration page of the accuracy of the time being submitted as well as a list of the time being submitted displays

5. Click **Submit**

6. Click **Done**

Modify Previously Reported Time

7. Click on the **Time** application on the **Home page**

8. Click **Select Week** in the **Enter Time** column

9. Enter the date of the time you want to modify

10. Click **OK**

    - Your reported time displays on the calendar.
    - Approved items display with a green bar on the left side of the time block and Approved status.

11. Click the time block you want to modify

    - The **Enter Time** dialog box displays

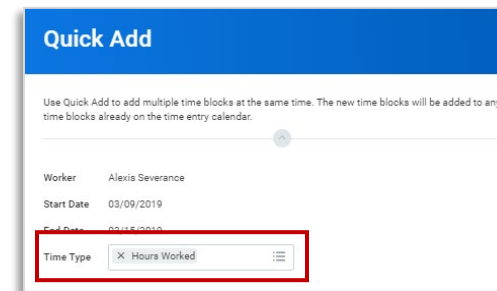12. Edit the details of the time block

13. Click **OK**

- If you have already submitted that time block for approval, you will need to resubmit. See **Submit Time** section of this job aid for more details.

Time Entry using Quick Add

For workers who work the same hours each day you can use **Quick Add** to enter multiple time blocks at the same time. You will be able to modify a time block after it is added as needed.

From the Workday **Home page**:

1. Click the **Time** application

2. Click **This Week** in the **Enter Time** column

3. From the **Calendar** View, click **Enter Time**

4. Select **Quick Add**

5. Click Prompt ☰ to select the **Time Type**

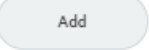6. Click **Next** [Next]

7. Continue to enter hours worked

Enter Hours Worked (In/out)

1. Enter the time your hours began in the **In** field

2. Enter the time your hours ended in the **Out** field. Pay attention to AM or PM and adjust as needed

3. Enter the **Meal** or **Out** in the **Out Reason** field

   You must have at least two time blocks with a meal break for each day worked

Note: All time entries for work periods over 6 hours must include a 30 minute unpaid meal break. Use **Meal** if you clocked out for a meal break; use **Out** if you clocked out at the end of a shift.

4. Click Add [Add] to enter time in the second time block

5. Enter time **In** and time **Out** and the **Out Reason**

6. Click the check box beside the days to record the time blocks

7. Click **OK**