


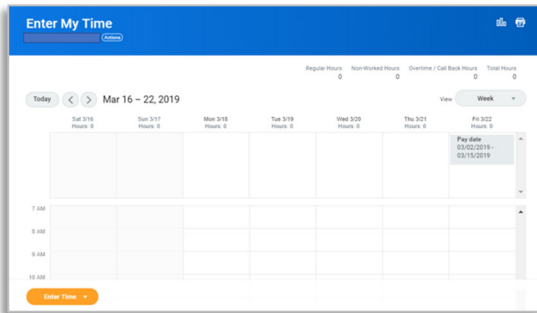


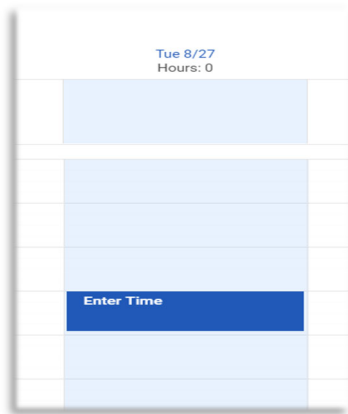
Time Entry using the Weekly Calendar

From the Workday Home page:

1. Click the **Time** application 
2. Click **This Week** in the **Enter Time** column
 - A **Calendar** 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

At **Time Type** field, student –hours worked will default.

Hours Worked (In/out)

4. Enter the time your hours began in the **In** field
5. Enter the time your hours ended in the **Out** field.

 **Note:** Pay attention to AM or PM and adjust as needed

- 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.

- The **Hours** field will auto-populate based on the entries in the **In** and **Out** fields
- Select the appropriate value in the **Position** field
- If needed, enter comments in the **Comment** field
- Click **OK**

Modify Time Entry from Weekly Calendar



- Click on the **Time** application on the **Home** page
- Click **either This Week** or **Last Week** from **Enter Time**.

- From the weekly **Calendar** click on the time block that you want to correct. You can correct the **In** or **Out** times and you can change the **position**.

- If you see Unmatched Time at the top of the page, select this unmatched time and enter the correct In and Out times.



Note: If you do unmatched time, the system will not send this unmatched time to the supervisor to approve.

- Click **OK**

Submit Time

1. Click the **Time** application on the **Home** page
2. Click **This Week** in the **Enter Time** column



Enter Time

This Week (7 Hours)

3. Review your time entries for the week.

Time Tracking Interface for August 17 - 23, 2019

Summary: Regular Hours: 9, Teaching Hours: 0, Overtime Hours: 0, Non-Worked Hours: 0, Total Hours: 9

Pay date: 08/31/2019 - 08/31/2019

Time	Sat 8/17	Sun 8/18	Mon 8/19	Tue 8/20	Wed 8/21	Thu 8/22	Fri 8/23
7 AM							
8 AM			Student - Hours Worked 8:00am - 9:00am				
9 AM							
10 AM			Student - Hours Worked 10:00am - 12:00pm (Meal) 2 Hours: Office Assistant (1) ✓ Approved				
11 AM							
12 PM						Student - Hours Worked 12:00pm - 3:00pm 3 Hours: Cashier 2ND, Life ✓ Approved	
1 PM			Student - Hours Worked 1:00pm - 4:00pm 3 Hours: Office Assistant (1) ✓ Approved				
2 PM							
3 PM							
4 PM							
5 PM							

Enter Time

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

- **Note:** 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**

Submit

By clicking submit, you are indicating that all hours being reported are true and complete, and conforms to the Organization's time reporting policy and you are authorizing payroll to use these hours for payment.

Following date range will be submitted for approval.

August 24 - 30, 2019: 7 Hours Total

Total for August 24 - 30, 2019	
Regular Hours	7
Teaching Hours	0
Overtime Hours	0
Non-Worked Hours	0
Total Hours	7

6. Click **Done**

Done

- **Note:** The system will send out inbox notifications to your supervisor(s) to approve the time worked for each position
- **Reminder:** Submit your hours worked each week by midnight on Friday