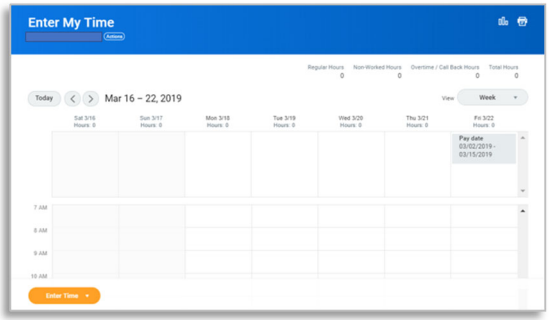
Time Tracking: Enter Time – Student Worker Employee

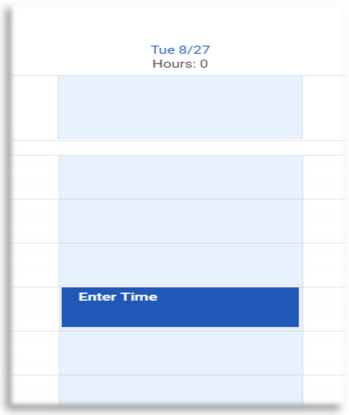
Time Entry using the Weekly Calendar

From the Workday **Home page**:

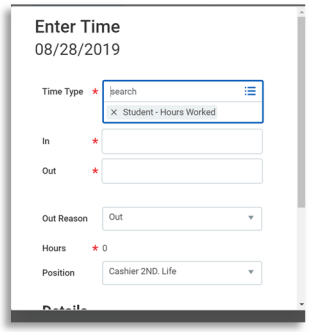
1. Click the **Time** application
2. Click **This Week** in the **Enter Time** column
   - A **Calendar** for the current week displays. Tip: Use the back and forward arrows in the upper left corner to navigate to a past or future week.



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



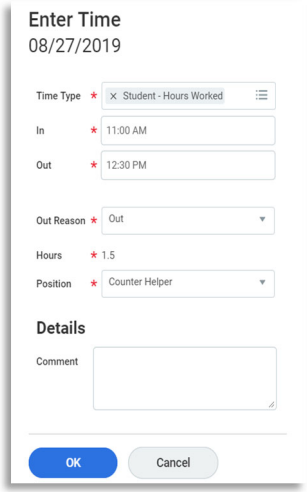
   - An **Enter Time** Dialog displays



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.



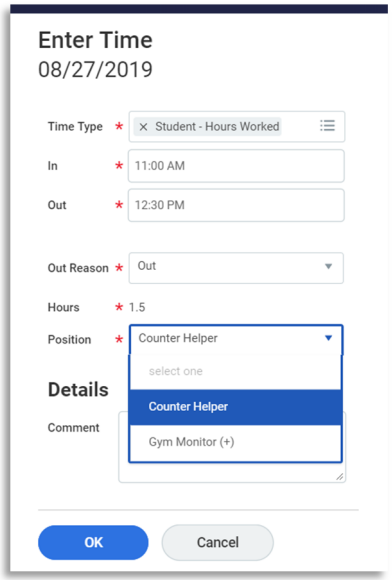
Note: Pay attention to AM or PM and adjust as needed

** denotes required field*
Last Update 8/26/19

6. 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.

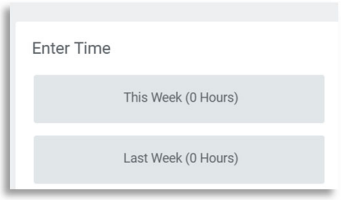
7. The **Hours** field will auto-populate based on the entries in the **In** and **Out** fields
8. Select the appropriate value in the **Position** field
9. If needed, enter comments in the **Comment** field
10. Click **OK**



Modify Time Entry from Weekly Calendar

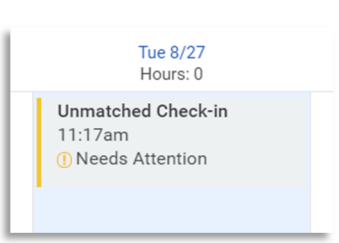
1. Click on the **Time** application on the **Home page**

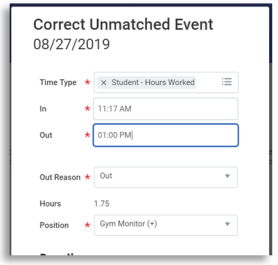
2. Click **either This Week** or **Last Week** from **Enter Time.**



3. 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**.

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





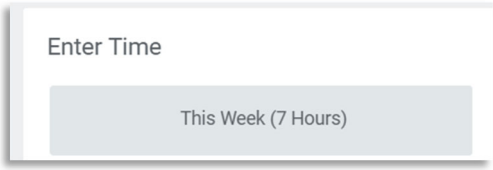
Note: If you do unmatched time, the system will not send this unmatched time to the supervisor to approve.

5. Click **OK**

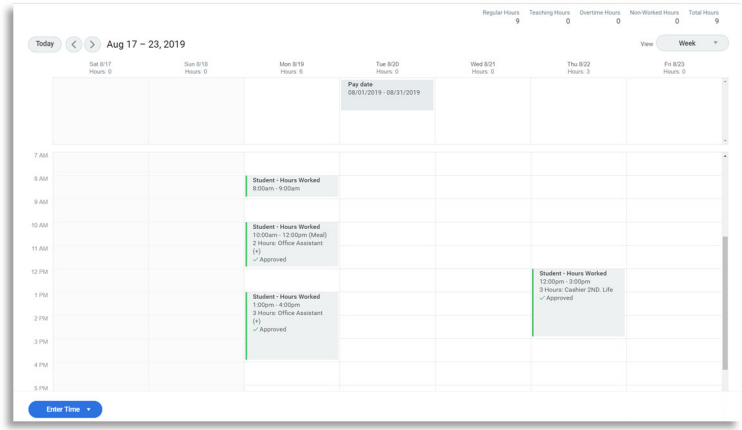
Submit Time

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

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



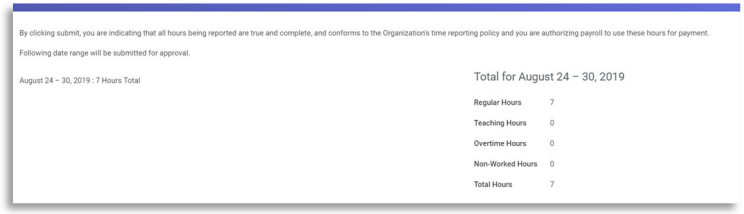
3. Review your time entries for the week.



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

- **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



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