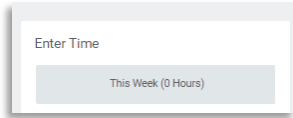


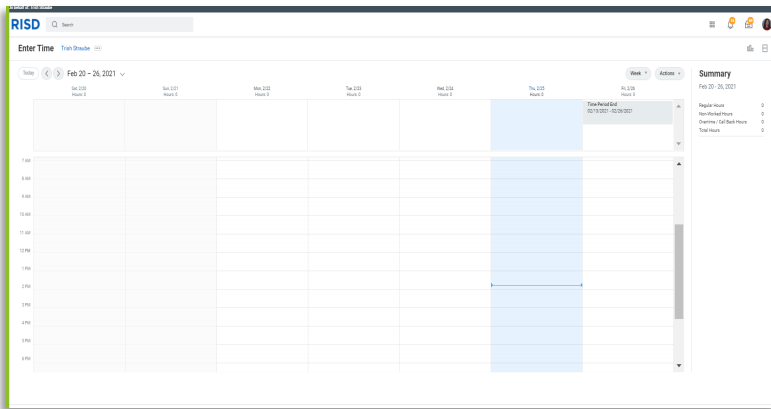
Time Entry using the Weekly Calendar

From the Workday Home Page, click **View All Apps**.

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

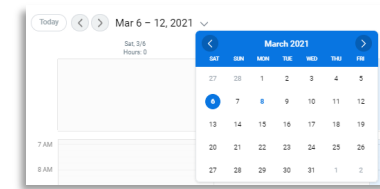


- A **Calendar** for the current week displays.

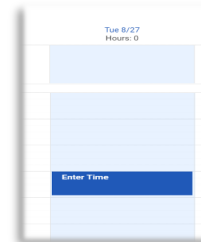


Tips:

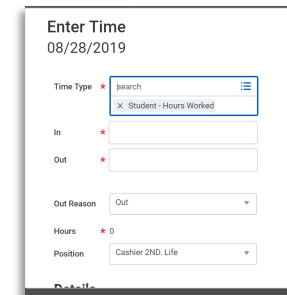
1. Use the back and forward arrows in the upper left corner to navigate to a past or a future week.
2. To select a day using a calendar view, click the down arrow next to the week and then select the day.



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, 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.

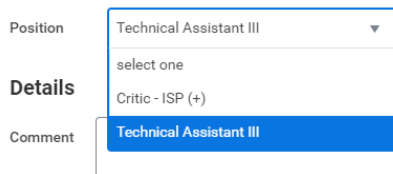
 **Note:** Pay attention to AM or PM and adjust as needed

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 minutes 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, if applicable.



Position: Technical Assistant III

Details: select one, Critic - ISP (+)

Comment: Technical Assistant III

9. If needed, enter comments in the **Comment** field

10. Click **OK**

Enter Time

03/11/2021

Time Type *

In *

Out *

Out Reason *

Hours * 4

Details

Comment

OK

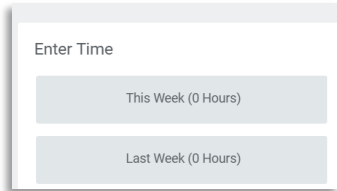
Cancel

Modify Time Entry from Weekly Calendar

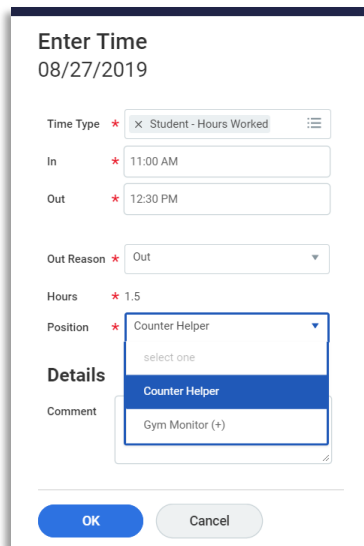
From the Workday Home Page, click **View All Apps**.



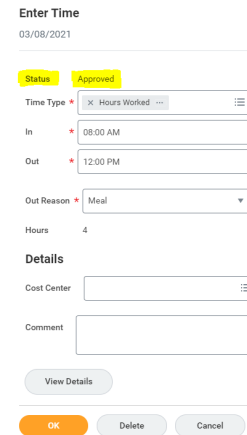
1. Click on the **Time** application on the **Home page**
2. Click either **This Week** or **Last Week** from **Enter Time**.



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. You may correct time and resubmit even after your supervisor has approved the time. Employees are not locked out of the time card until payroll closes access to begin processing.

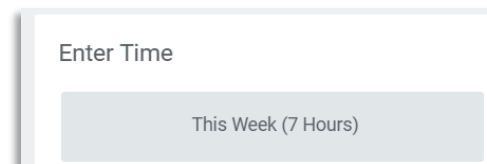


5. Click **OK**

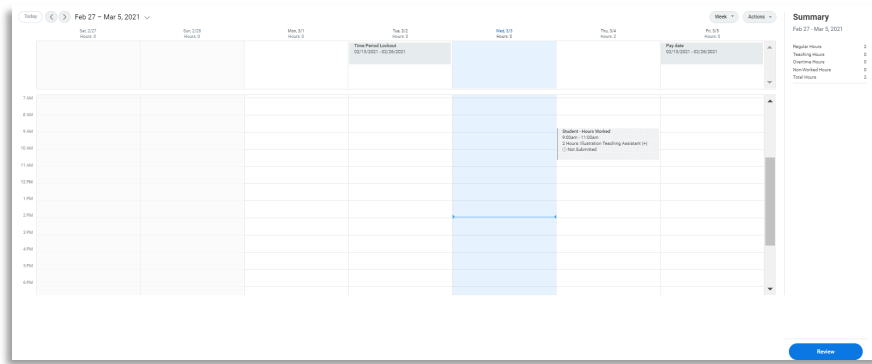
Submit Time

From the Workday Home Page, click **View All Apps**.

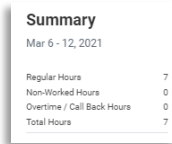
1. Click the **Time** application on the **Home page**
2. Click **This Week** in the **Enter Time** column

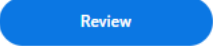


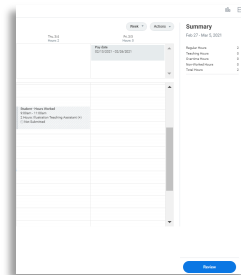
3. Review your time entries for the week.



On the top righthand corner is a summary of the hours worked for the date range.



4. To submit, select the Review button  which is located at the bottom right corner.



5. A summary pop up screen appears for your review and to add comments, if needed.


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.

February 27 – March 5, 2021 : 2 Hours Total

Total for February 27 – March 5, 2021

Regular Hours	2
Teaching Hours	0
Overtime Hours	0
Non-Worked Hours	0
Total Hours	2

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

-  **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