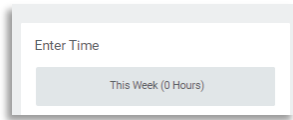


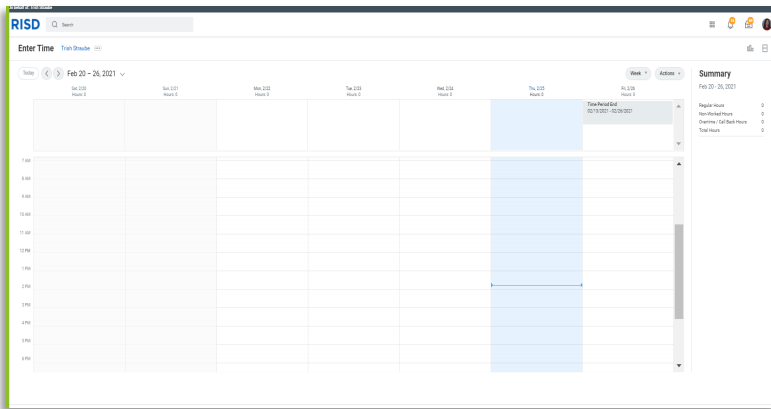
Time Entry using the Weekly Calendar

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

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

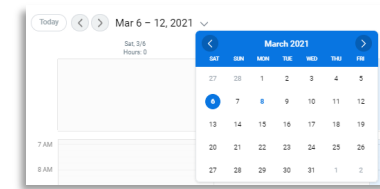


- A **Calendar** for the current week displays.

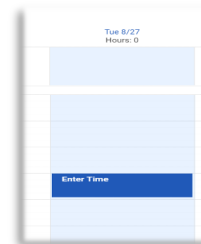


Tips:

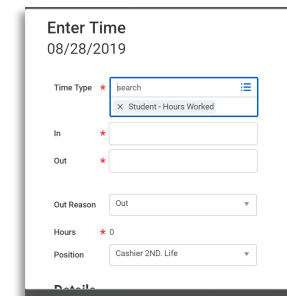
1. Use the back and forward arrows in the upper left corner to navigate to a past or a future week.
2. To select a day using a calendar view, click the down arrow next to the week and then select the day.



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, 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

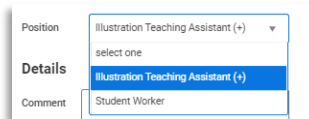
6. Enter the **Meal** or **Out** in the **Out Reason** field

 **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

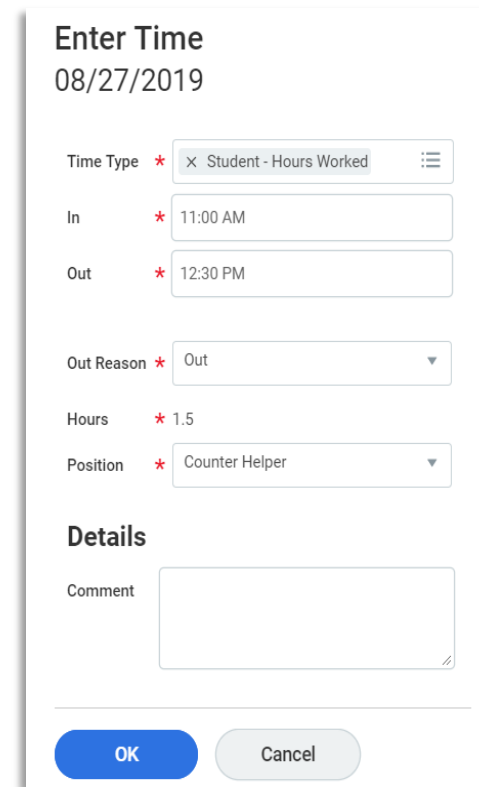
8. Select the appropriate value in the **Position** field.

 **Note:** If the position of Student Worker defaults at the Position field, change it to the correct position. Do not enter time on the Student Worker position because you will not get paid under this position.



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

10. Click **OK**



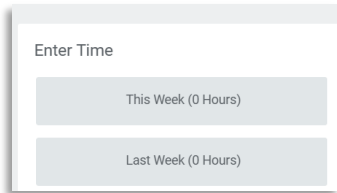
Modify Time Entry from Weekly Calendar

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

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

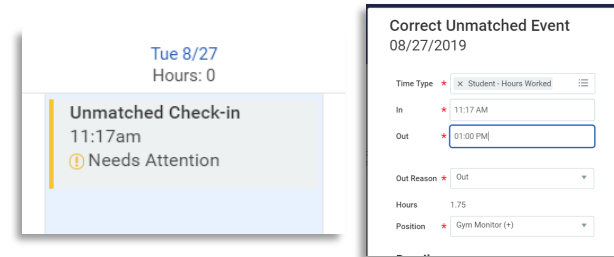


2. Click **either This Week or Last Week** from **Enter Time**.



3. From the weekly **Calendar** select the time block 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**

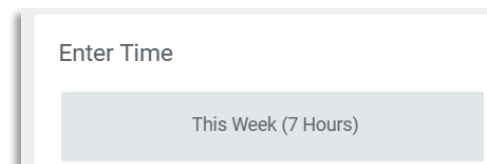
Submit Time

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

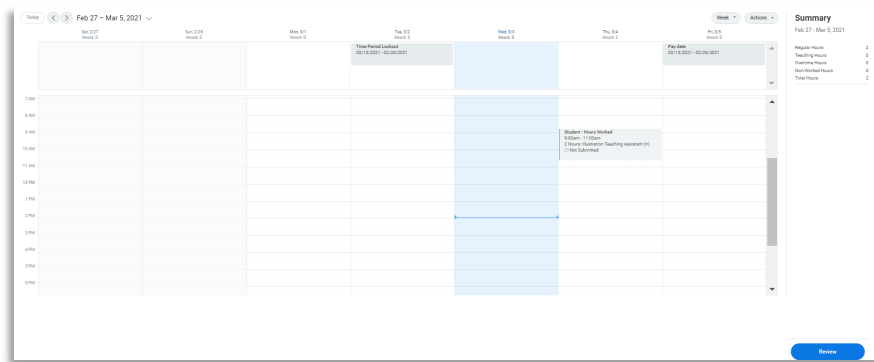
1. Click the **Time** application.



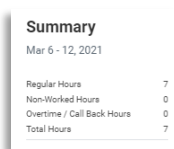
2. Click **This Week** in the **Enter Time** column




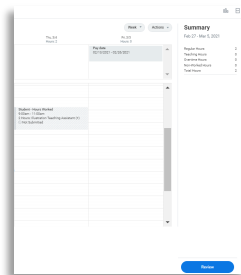
3. Review your time entries for the week.



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