

Tip Sheet: *Entering Time*

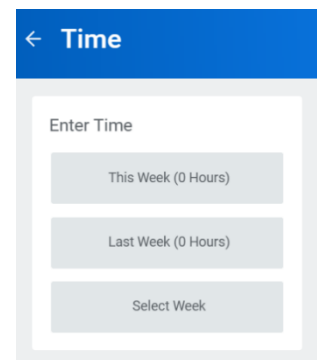
The following process is used for entering your regular daily work hours. You can submit your hours daily, or at the end of the week for the entire week. Supplemental time, including Overtime and Double Time, are submitted the same way.

To enter hours, select the **Time** worklet from your Workday dashboard.



On the next screen, choose the week in which you are entering the time.

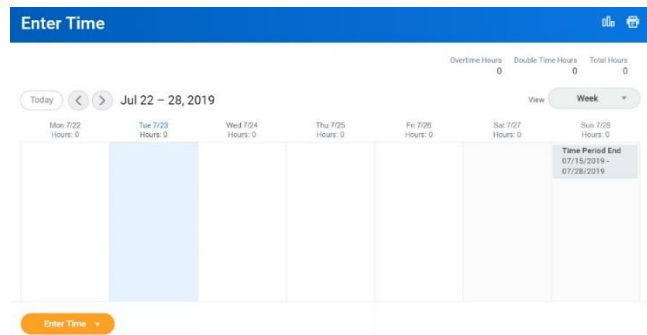
If your time entry is not for **This Week** or **Last Week**, you can click **Select Week** and navigate to the specific week you need.



Next, select the calendar day you are submitting the time for.



Note: *Time for each day needs to be entered individually.*

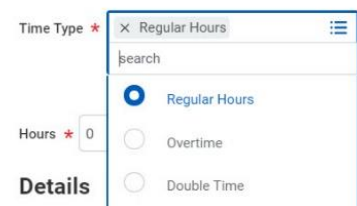


Click the **Prompt** icon to view the time type options and select the appropriate time type. The time options available to you may vary depending on your work location.



Follow the same process for submitting supplemental (overtime, double time) hours.

Enter Time
07/23/2019



Next, enter the number of hours, as well as any comments for that particular time entry. When you are finished, click the **OK** button to return to the daily selection screen.

Enter Time

07/23/2019

Time Type *

Hours *

Details

Comment

OK **Cancel**

If you prefer to enter your hours once at the end of the week, you can do it in one step with **Quick Add**. Click the orange **Enter Time** button to bring up the Quick Add option.

Enter Time

Regular Hours: 8 | Overtime Hours: 0 | Double Time Hours: 0 | Total Hours: 8

Today < > Jul 22 – 28, 2019 View Week

Mon 7/22	Tue 7/23	Wed 7/24	Thu 7/25	Fri 7/26	Sat 7/27	Sun 7/28
Hours: 8 Regular Hours 8 Hours ⌚ Not Submitted	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0

Time Period End: 07/15/2019 - 07/28/2019

Clear
Enter Time
Quick Add
Review Time by Week

Submit **Enter Time**

The system will default to **Regular Hours** for the Quick Add feature. Other options are available via the drop down menu.

Important Note: If you are an Hourly worker, you must enter Holiday hours for your site's designated company holidays.

Quick Add

Use Quick Add to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.

Start Date: 07/22/2019

End Date: 07/28/2019

Time Type:

Quick Add

Start Date: Holiday

End Date:

Time Type:

Enter the applicable work hours for each day of the selected week. When you are finished, click the **OK** button to continue.

Quick Add

Start Date 07/22/2019
End Date 07/28/2019
Time Type Regular Hours

1 item ☰ ☐ ↗

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

OK
Back
Cancel

You will be taken to a confirmation screen which summarizes your entry. Here you can enter any comments for your manager to see. Clicking **Submit** will finalize your entry.

Submit Time

By clicking Submit, you are indicating that all hours being reported are true and complete, and conform to company time reporting policy and you are authorizing payroll to use these hours for payment.

Following date range will be submitted for approval.

July 22 – 28, 2019 : 8 Hours Total

Total for July 22 – 28, 2019

Regular Hours	8
Overtime Hours	0
Double Time Hours	0
Total Hours	8

Cancel
Submit

Important Note: Submitting this time request initiates a process that includes many approval steps. Please submit your time at the end of the week to ensure your supervisor and HR have enough time to approve your request prior to payroll processing on Monday morning. If your time submittal does not get approved prior to the payroll processing cutoff, that pay will hold over until the following pay period.

