

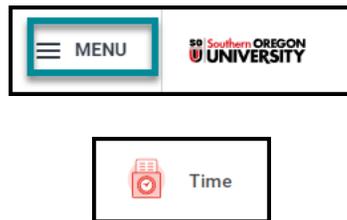
Time Tracking: Enter Time Worked

Overview

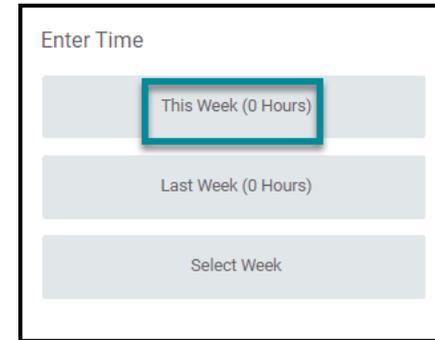
This quick reference guide covers how to enter, submit, and revise time worked in Workday.

Enter Time Worked

1. After logging into Workday, click the **Menu** in the top navigation bar to access the global navigation. Click the **Time** app.



2. To enter time worked, you may choose **This Week**, **Last Week**, or **Select Week** under **Enter Time**. In this example, we will select **This Week**.

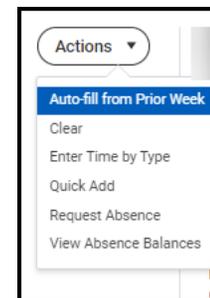


3. You are now in the **Enter Time** view.

- You can move to other months with the left/right arrows or by clicking the down arrow next to the year. To return to the current month, click the **Today** button.



- The **Actions** button will display additional options, as shown below.



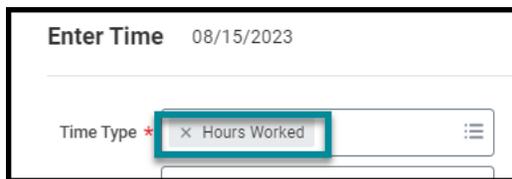
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4. The **Summary** column shows a summary of your time for that week.

Summary	
Aug 1 – 31, 2023	
Regular hours	0
Overtime hours	0
Biweekly Overtime hours	0
FICA Taxable hours	0
Exchange Time Earned	0
Holiday and Paid Time off hours	0
Holiday Worked hours	0
Call Back hours	0
Total hours	0
Compensation Time Earned	0
Special Duty hours	0
Shift hours	0

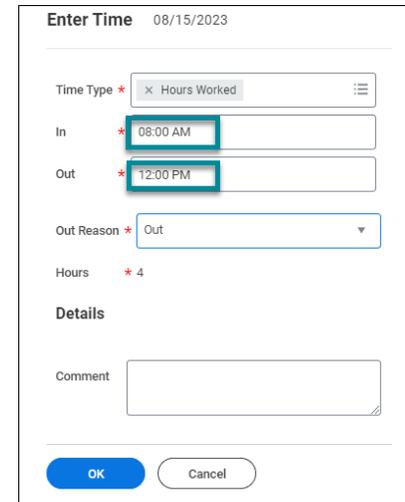
5. Click on the column for the day you are entering time to open the **Enter Time** task.

6. The **Time Type** will default to Hours Worked.



7. On this screen, you will have to enter **IN** and **Out** times for each time you begin and leave work. For example, if you come in at 8:00am and leave at 12:00pm, that will be one block of time for this day. You can then create an additional block for

when you return. The total number of hours will automatically calculate below.

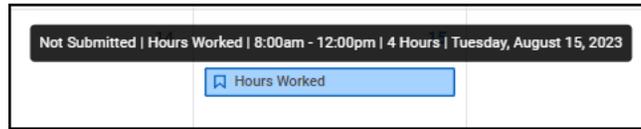


Note - If you work in more than one position, you will have to choose which role applies to the work you did for the day.

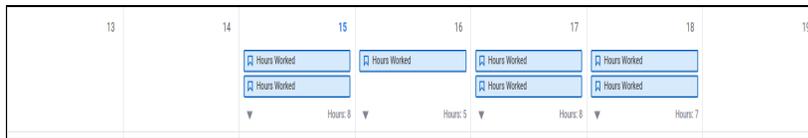
8. Click **OK**.

9. The entered time will now display on the calendar. Note: The entered time is **Not Submitted**.

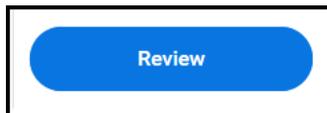
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10. Repeat the process for any additional time blocks worked. If you wish to make an adjustment to any of the time blocks entered, simply click on a block of time to edit the data you entered.



11. When you are finished, click the **Review** button to see a summary of the time entered.

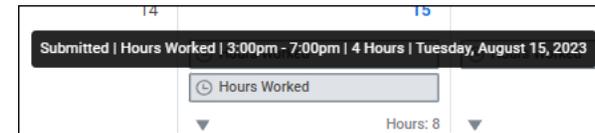


12. To make changes, click **Cancel** to return to the **Enter Time** view.

13. Once ready, click the **Submit** button to submit your time to your manager for approval.

14. A message will be displayed confirming that you have submitted time. This message will include information about the next step in the process.

15. The **Enter Time** view will now display the time as **Submitted**.



16. To see the approved time in your calendar, return to the Time app and select the appropriate option for the approved time - **This Week, Last Week** or **Select Week** under **Enter Time**.

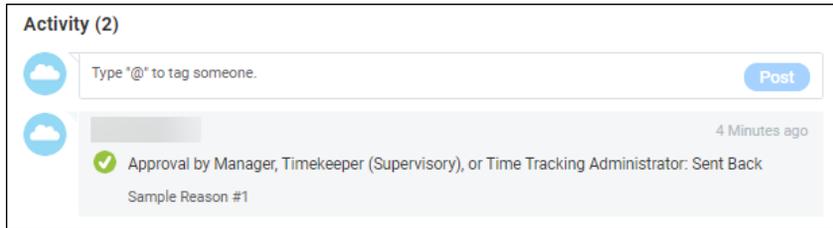
17. The approved time will now display as **Approved** on the calendar.



Revise Time (Send Back by Manager/Timekeeper)

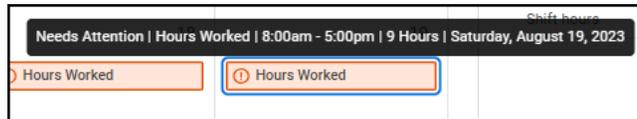
1. If the Manager/Timekeeper sends back your time for revision, you will receive a **Time Entry Action** item in your Workday Inbox to **Revise Time**.
2. Click on the **Time Entry** action item in **Inbox** to see details.
3. Scroll down to Activity to view the Manager/Timekeeper's comment about revising time.

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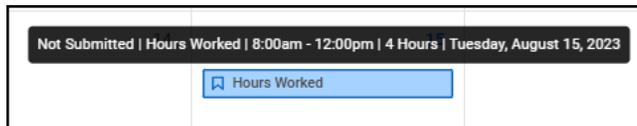
10. Once ready, click the **Submit** button to resubmit your time to the Manager/ Timekeeper for approval.

4. The Time block will now display as “Needs Attention.”



5. You may **Revise Time** directly in the Inbox by clicking the block(s) of time in question.

6. On the **Enter Time** screen for the selected block of time. You may modify the fields, as needed, and click **OK**. Note: You may also Delete the block of time from this screen, if appropriate.



7. The revised time will now display as **Not Submitted**.

8. Click the **Review** button to see a summary of the revised time entered.

9. To make changes, click **Cancel** to return to the Enter Time view.