Enter and Approve Time for Hourly Employees and Hourly Student Workers

- Timesheets are submitted by employees and approved by managers in Workday.
- Managers and/or assigned “timekeepers” (e.g. administrative assistants) approve time for hourly student workers.

Process:
- Employee/Student worker submits timesheet.
- Manager/Timekeeper approves or sends it back.
- If sent back, an item will appear in the employee/student worker's Workday Inbox and needs to fix the timesheet and resubmit.
- Once approved employee/student worker receives a notification in Workday.
- An approved timesheet can be edited and resubmitted if the pay period is still open. The timesheet will appear in the manager/timekeeper’s Workday Inbox for approval.
- For hourly employees and hourly student workers, timesheets can be submitted retroactively for up to 2 pay cycles.

Covers:
1. Enter / reenter / cancel and submit time.

Before you begin, login into your WPI Workday Account and look for the Time worklet.

![Time icon]
1. Enter time

A. Under *Enter Time*, select **This Week** to enter time.

B. In the lower left corner, click the **Enter Time** button. Notice that you can **AutoFill from Prior Week**, **Enter Time**, **Quick Add** and **Request Absence**. For the first time, choose **Quick Add**.
Enter and Approve Time

C. In the next screen, notice that you can change the Time Type if you’re someone who works different types of shifts or in different departments. Click Next.

D. Hourly employees write the total hours worked each day and then click OK.

Note: Hourly student workers whose shifts vary greatly should use the Enter Time option. Quick Add is for people whose shifts are always the same. (ex. 8:00 – 10:00, 3 days/week)
E. Hourly student employees check off the days worked on the right and on the left, fill in the time In and the time Out.

F. Click Add to add an afternoon set of times.

G. When you’re done entering time, click OK. You can still make changes in the next screen.

H. In the example below, hours worked were mistakenly added. To remove these hours, click the block of time in the calendar view. Notice that you can also change the In and Out times.
Note: You can also change any of the other fields, then click OK.

H. To remove the morning block of time, scroll down, then click the Delete button.

I. Click Delete again to confirm. Repeat with any other blocks of time that need to be deleted.
Enter and Approve Time

Delete Time Block

If you delete this time block, you may need to resubmit your time for approval.

Status: Not Submitted

![Delete] [Cancel]

Note: Your hours are totaled at the top of the window. Absence time occurring during the week will be included.

<table>
<thead>
<tr>
<th>Regular Hours (non Student)</th>
<th>Holiday Hours</th>
<th>Paid Time Off Hours</th>
<th>Unpaid Time Off Hours</th>
<th>Shift Hours</th>
<th>Overtime Hours</th>
<th>Straight Time Hours</th>
<th>Hours Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
</tbody>
</table>

J. You can add hours all at once or during the weeks you work and the hours will be saved. When you are ready to submit your hours for the time period, click **Submit**.

K. You will see a summary to verify what you are submitting. Click **Submit** and an action item will be sent to your manager’s Workday Inbox, as well as an email that there is an item to be approved in Workday.
Enter and Approve Time

Note: Your manager can Approve, Send Back, or correct your timesheet.

1. You can see the status of your submitted timesheet: click the Notifications (bell) icon in the upper right, open the item titled Time Entry, click Details, then click the Process tab. Look at the Status column.

If you have any questions, please send an email to: workday@wpi.edu