How to Log your Hours in Workday:

Open your Workday and click “View All Apps”

On the left side a menu will appear and click “Time”
Select your preferred week to enter your hours.

Click the exact day that you worked.
Make sure that the Time Type is “Students Dept Hours Worked”

From the pop-up, enter the time you clocked in and out and click “Ok”.
Make sure the week looks correct. Press the orange “Review” button.

You must then hit the orange “Submit” for your hours to be entered into the system!

Summary:

* hours should be entered on the date they were worked

* student payroll requires an "in" and "out" time in order to for time entry to be calculated

* If you have more than one job, please verify you are entering the hours on the correct position #

* remember to enter and submit your time entries for approval; only approved entries can be paid