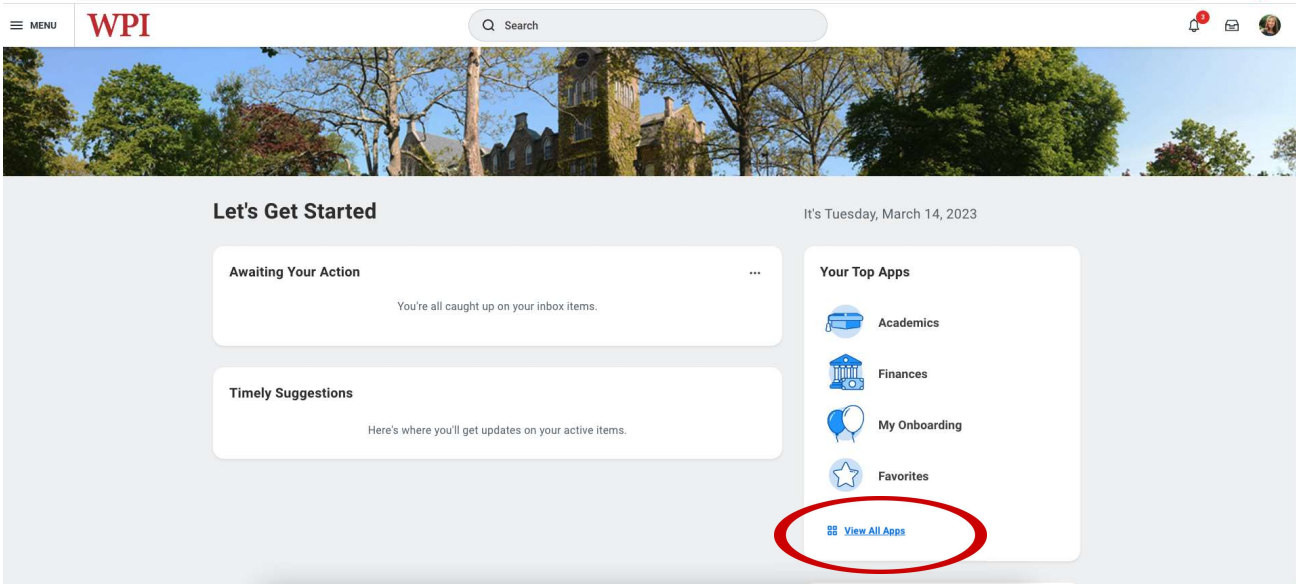
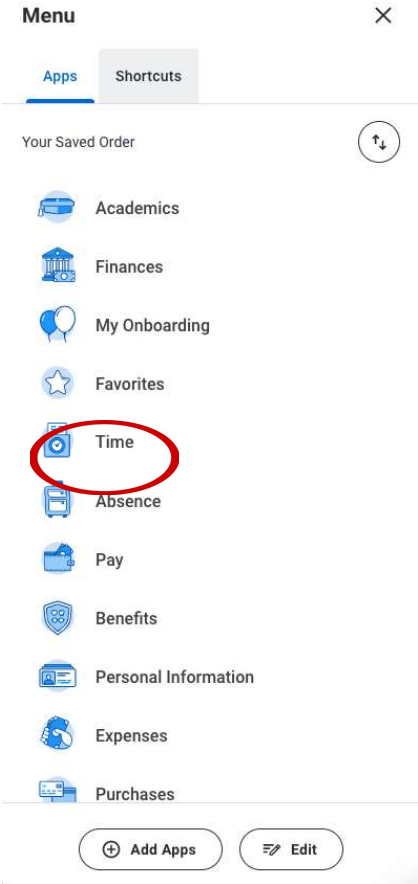


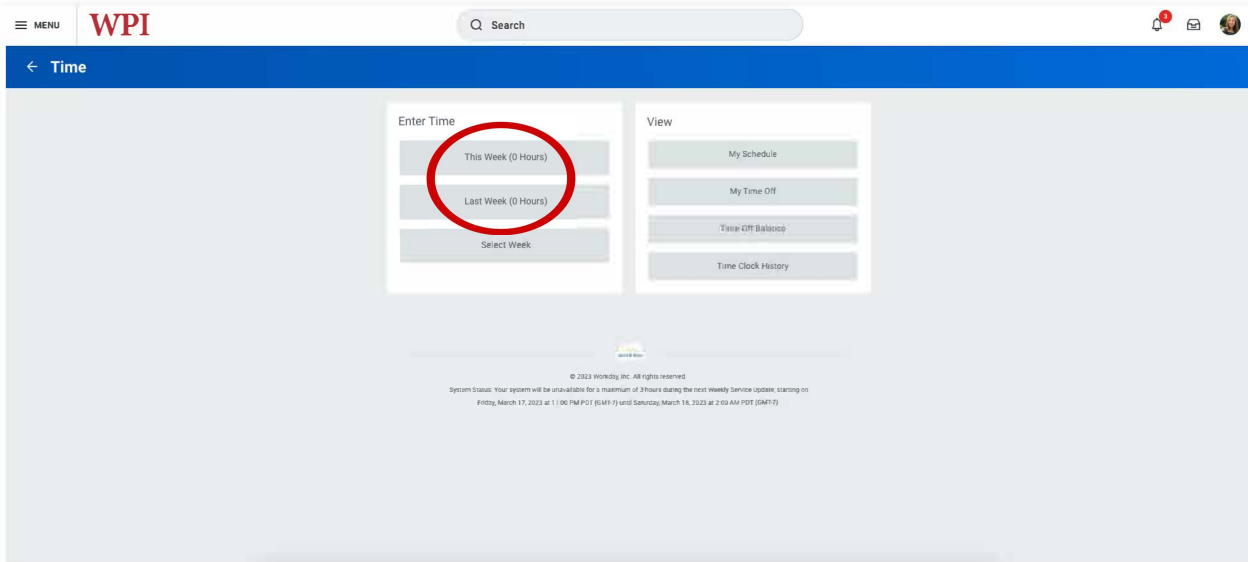
How to Log your Hours in Workday:



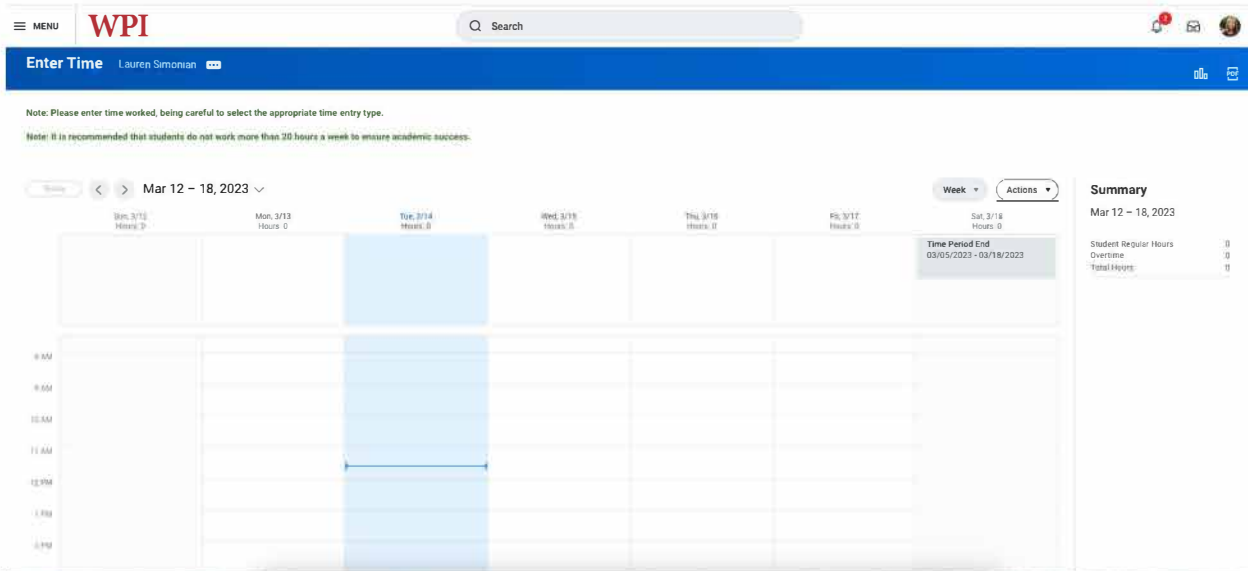
Open your Workday and click "View All Apps"



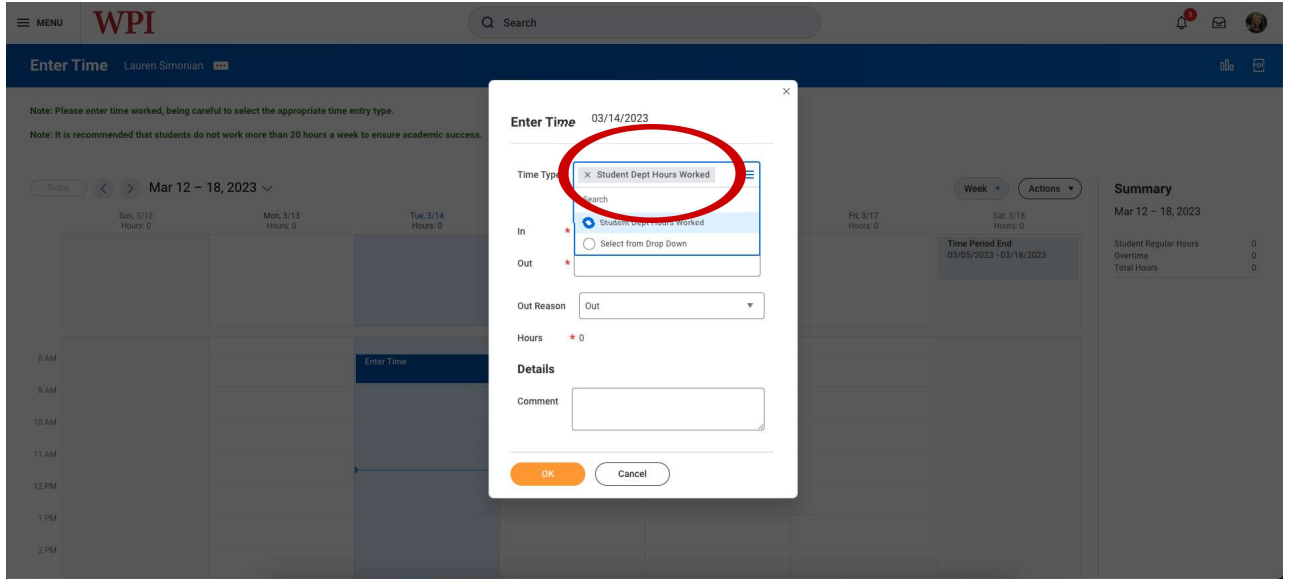
On the left side a menu will appear and click "Time"



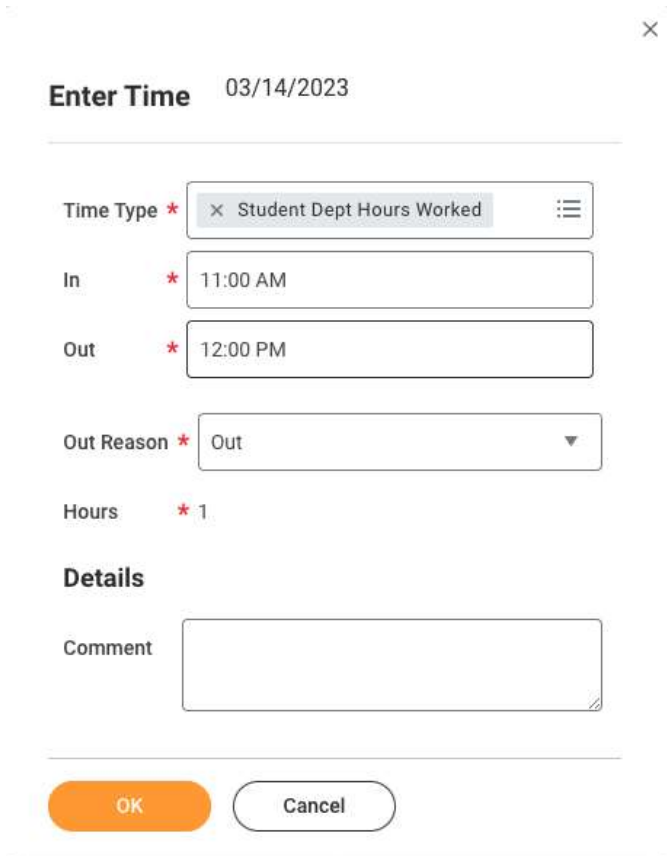
Select your preferred week to enter your hours.



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”.

Enter Time Lauren Simonian

Note: Please enter time worked, being careful to select the appropriate time entry type.
 Note: It is recommended that students do not work more than 20 hours a week to ensure academic success.

Today < > Mar 12 – 18, 2023

	Sun, 3/12 Hours: 0	Mon, 3/13 Hours: 0	Tue, 3/14 Hours: 1	Wed, 3/15 Hours: 0	Thu, 3/16 Hours: 0	Fri, 3/17 Hours: 0	Sat, 3/18 Hours: 0
7 AM							
8 AM							
9 AM							
10 AM							
11 AM			Student Dept Hours Worked 11:00am - 12:00pm				
12 PM							
1 PM							
2 PM							

Time Period End
03/05/2023 - 03/18/2023

Summary
Mar 12 – 18, 2023

Student Regular Hours	1
Overtime	0
Total Hours	1

Review

Make sure the week looks correct. Press the orange “Review” button.

By clicking submit, you certify that all hours reported are true and complete, and you authorize Payroll to pay accordingly.

Following date range will be submitted for approval:
March 5 – 18, 2023 : 1 Hours

Total for March 5 – 18, 2023

Student Regular Hours	1
Overtime	0
Total Hours	1

enter your comment

Submit Cancel

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