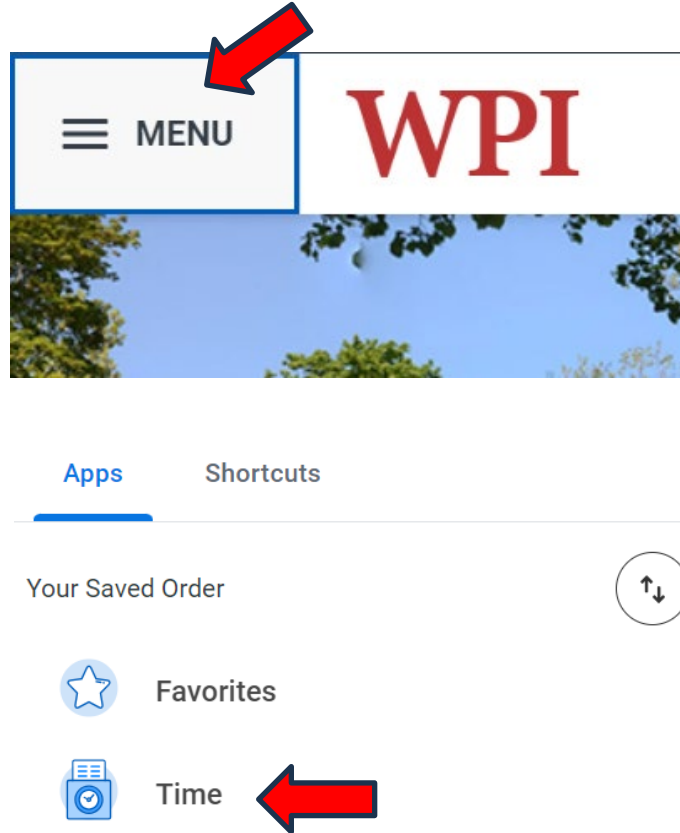
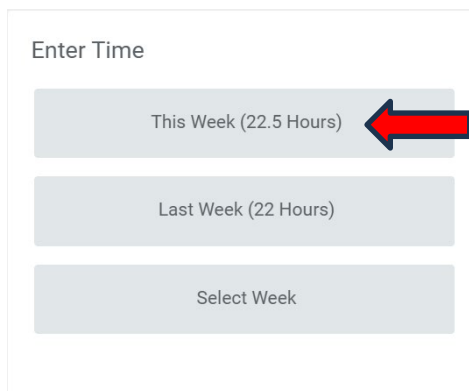


Process:

Step One: Log in to Workday and select “Menu” on the left-hand side of the screen and then under Apps, select the “Time” app.

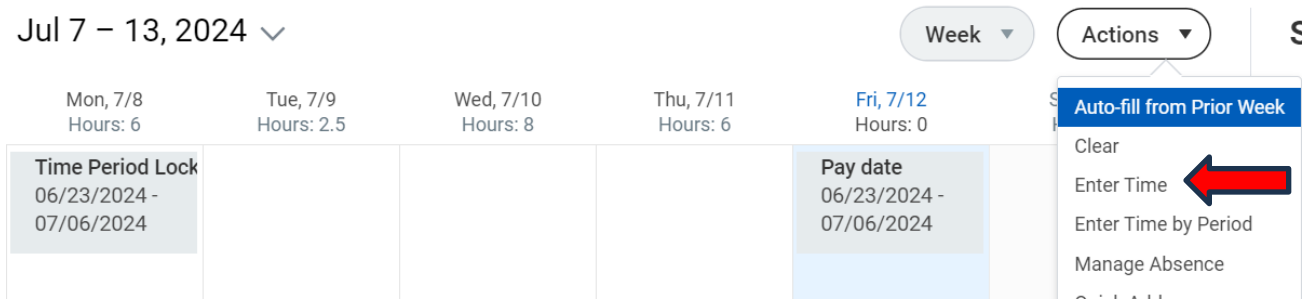


Step Two: Select “This Week” under Enter Time.



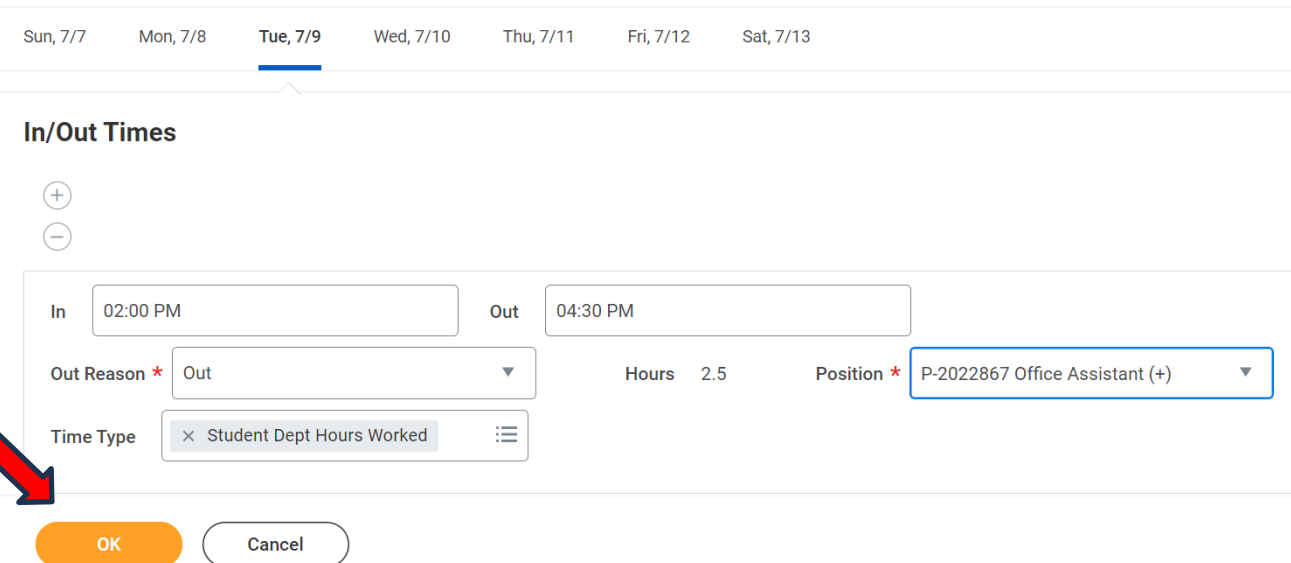
Step Three: Under “Actions”, select "Enter Time".

Note: If the time entry due date has already passed, this will not be an option for you because payroll is being processed.



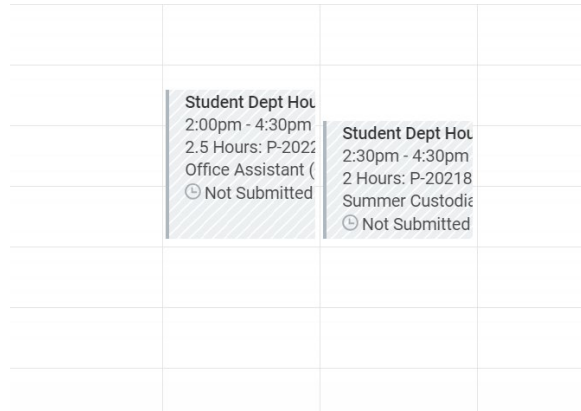
Step Four: For each day of the week that you worked, enter in your hours as indicated in the screenshot and select, “Ok” to record them.

- a. AM or PM is mandatory (it will default to AM).
- b. Double check the Position if you hold multiple jobs on campus.
- c. You will see an “Hours/Units” section → do not edit this, it is pre-populated.
- d. We **strongly** recommend entering in hours into Workday at the end of each shift or at a minimum, by end of day Saturday of each working week.
- e. Do **not** enter in hours for future days/dates. If you do, that is considered time fraud.

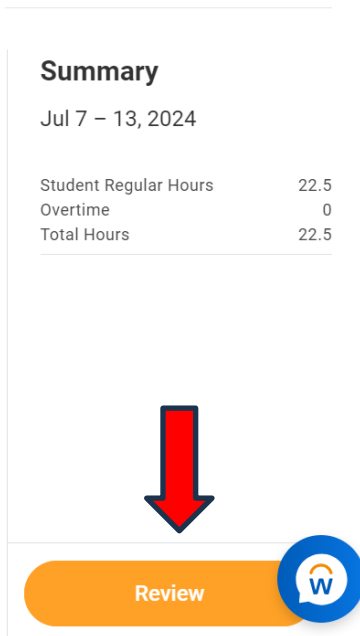


Step Five: Review and make edits (if necessary).

- a. Your new time entry will appear on the time calendar. You can select the time entry to make edits or delete.



Step Six: Review your Time Entries by selecting “Review”.



Summary

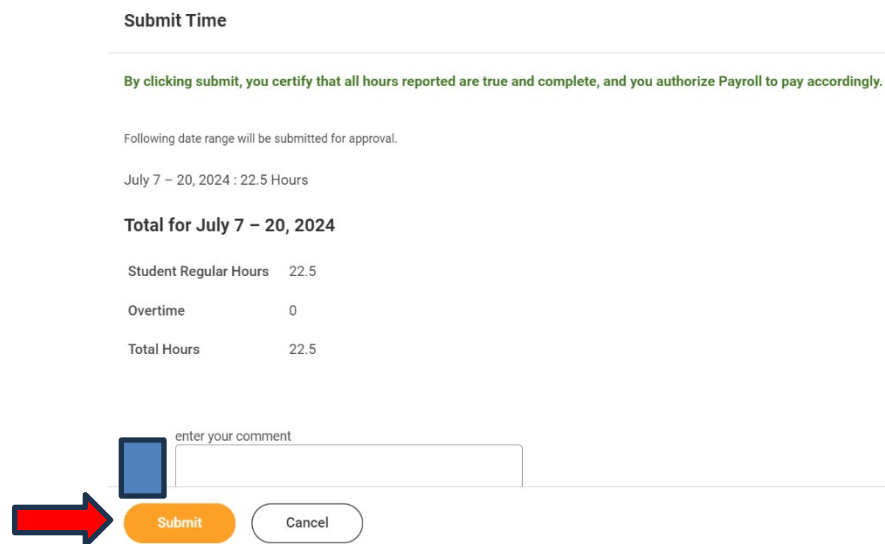
Jul 7 – 13, 2024

Student Regular Hours	22.5
Overtime	0
Total Hours	22.5

Review

Step Seven: Review your Time Entries and select, “Submit” when ready.

- a. You will only be required to submit your time entries in Workday once every two weeks by the Pay Period deadline.
 - a. We recommend submitting your hours by end of day on the end date listed below (Ex: July 20th in the screenshot).
 - b. [Yearly Calendar - CalendarLabs.com \(wpi.edu\)](#) → 2024 pay period due dates for biweekly employees.
- b. After you select, “Submit” it will route to your manager for review and final approval.



Submit Time

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.

July 7 – 20, 2024 : 22.5 Hours

Total for July 7 – 20, 2024

Student Regular Hours	22.5
Overtime	0
Total Hours	22.5

enter your comment

Submit **Cancel**

Important Notes:

- a. Domestic and International Student Workers cannot work more than 20 hours per week during the academic year.
- b. Certain student employees may upload documentation in their Time Entry as an attachment.
 - a. Ex: Federal Work Study students can attach their Community Service Hours form.
- c. Hours worked should be entered into the Pay Period in which they were worked.
- d. Have questions regarding this process? Please contact talent@wpi.edu for assistance.