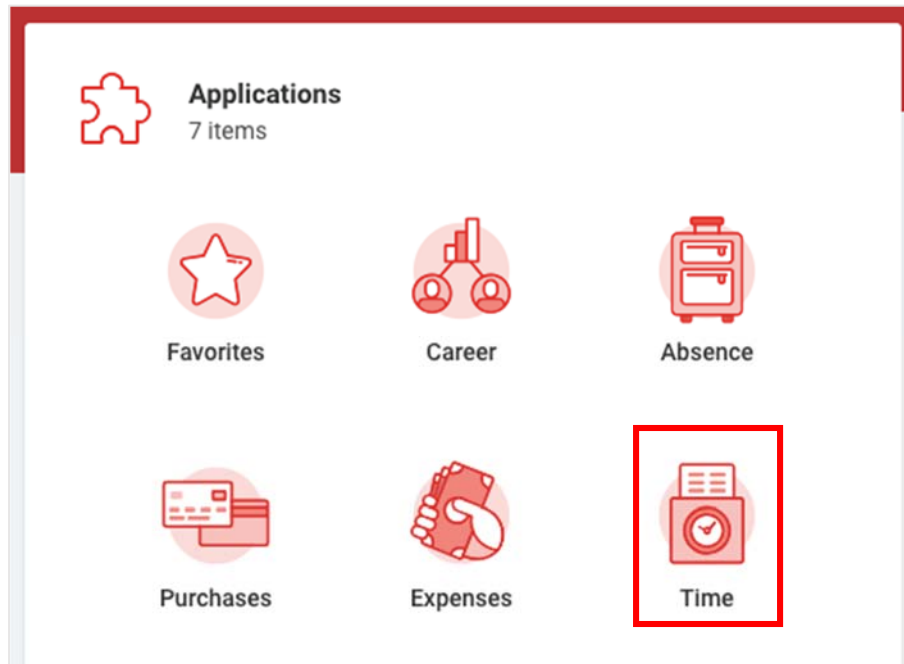
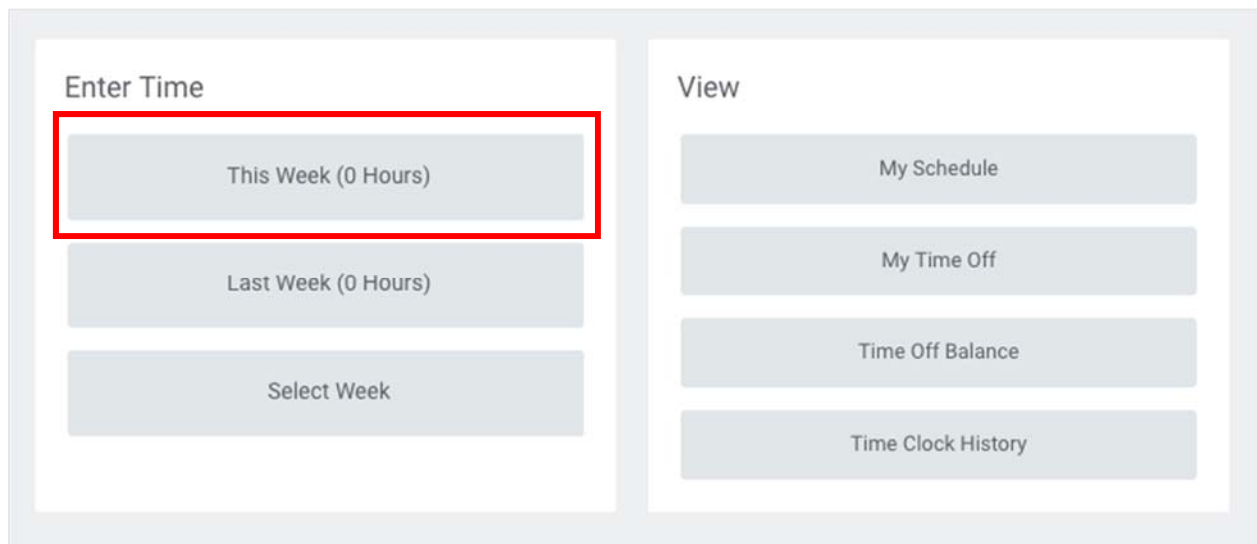


## Enter and Approve Time (Hourly Employees and Student Workers)

1. In Workday, click open the **Time** worklet.



2. On the left, under *Enter Time*, select **This Week** to enter time.



3. 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**.

The screenshot shows a time entry interface with a calendar grid. The grid has columns for Sun 7/1, Mon 7/2, Tue 7/3, Wed 7/4, Thu 7/5, and Fri 7/6. The 'Tue 7/3' column is highlighted in blue and contains the text 'Pay date 06/17/2018 - 06/30/2018' and 'Independence Day'. A dropdown menu is open in the lower left corner, listing options: 'Auto-fill from Prior Week', 'Clear', 'Enter Time', 'Quick Add', 'Request Absence', 'Review Time by Week', and 'Run Calculations'. The 'Quick Add' option is highlighted with a red rectangle. Below the dropdown is an orange button labeled 'Enter Time' with a downward arrow.

4. In the next screen, notice that you can change the *Type* if you're someone who works different types of shifts. Click **Next**.

The screenshot shows a 'Time Entry Codes' selection screen. On the left, there is a list of codes with radio buttons: 'Call in', 'Consecutive Day Overtime', 'Inside Detail', 'Outside Detail', 'Police 5th Day', 'RAD Pay', 'Special Duty', and 'Swing Shift'. Below the list is a search bar and a button labeled 'Select Time Entry Code'. On the right, there is a form with fields for 'Start Date' (07/01/2018), 'End Date' (07/07/2018), and 'Time Type' (Hours Worked). The 'Next' button is highlighted with a red rectangle.

or

5. Check off the days you worked on the right. On the left, fill in the time you came *In* and the time you went *Out*, for example, for lunch.

In: 08:00 AM  
Out: 12:00 PM  
Out Reason: Out

Remove

Add

Sunday ☐  
Monday ☒  
Tuesday ☒  
Wednesday ☒  
Thursday ☒  
Friday ☒  
Saturday ☐

6. Click **Add** (above) to add an afternoon set of times.  
7. When you're done entering time, click **OK**. You can still make changes in the next screen.

In: 01:00 PM  
Out: 05:00 PM  
Out Reason: Out

Remove

Add

OK Back Cancel

8. In the example below, hours worked were mistakenly added on a holiday. To remove these hours, click the morning block of time. Notice that you can also change the *In* and *Out* times. In the calendar view, scroll down and click open the block of hours you want to remove.

Note: You can also change any of the fields, then click **OK**.

9. To remove the block of time, scroll down, then click the **Delete** button.

Status

Not Submitted

Time Type \*

×

Hours Worked

In \*

08:00 AM

Out \*

12:00 PM

Out Reason \*

Out

Hours

4

Details

Comment

View Details

OK

Delete

Cancel

10. Click **Delete** again to confirm. Repeat with the afternoon block of 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.

Regular Hours (non Student)	Holiday Hours	Paid Time Off Hours	Unpaid Time Off Hours	Shift Hours	Overtime Hours
30	8	2	0	0	0
Straight Time Hours					Hours Total
0					40

11. 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**.

Submit Enter Time ▼

12. 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.

July 1 - July 14, 2018 : 30 Hours Total

Total for July 1 - July 14, 2018

Regular Hours (non Student)	30
Holiday Hours	8
Paid Time Off Hours	2
Unpaid Time Off Hours	0
Shift Hours	0
Overtime Hours	0
Straight Time Hours	0
Hours Total	40

Submit

Cancel

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

13. 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.