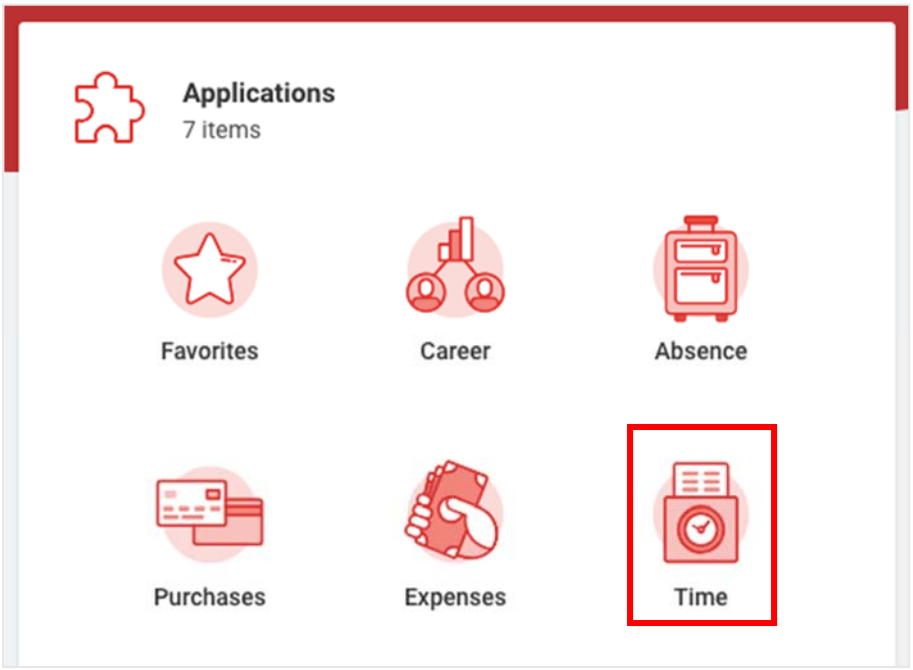
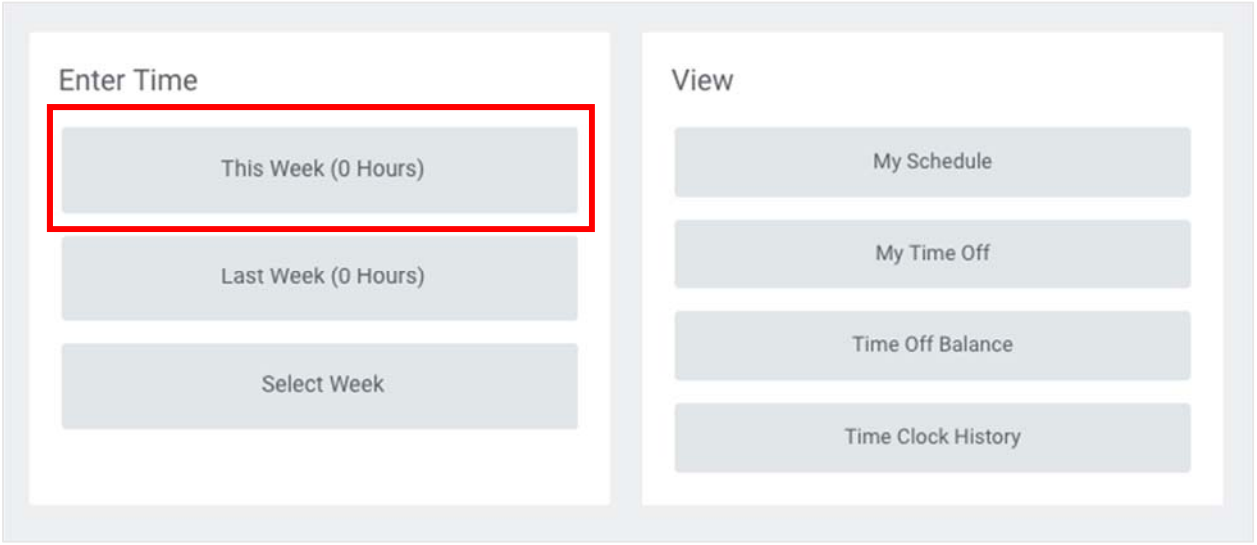
Enter and Approve Time (Hourly Employees and Student Workers)

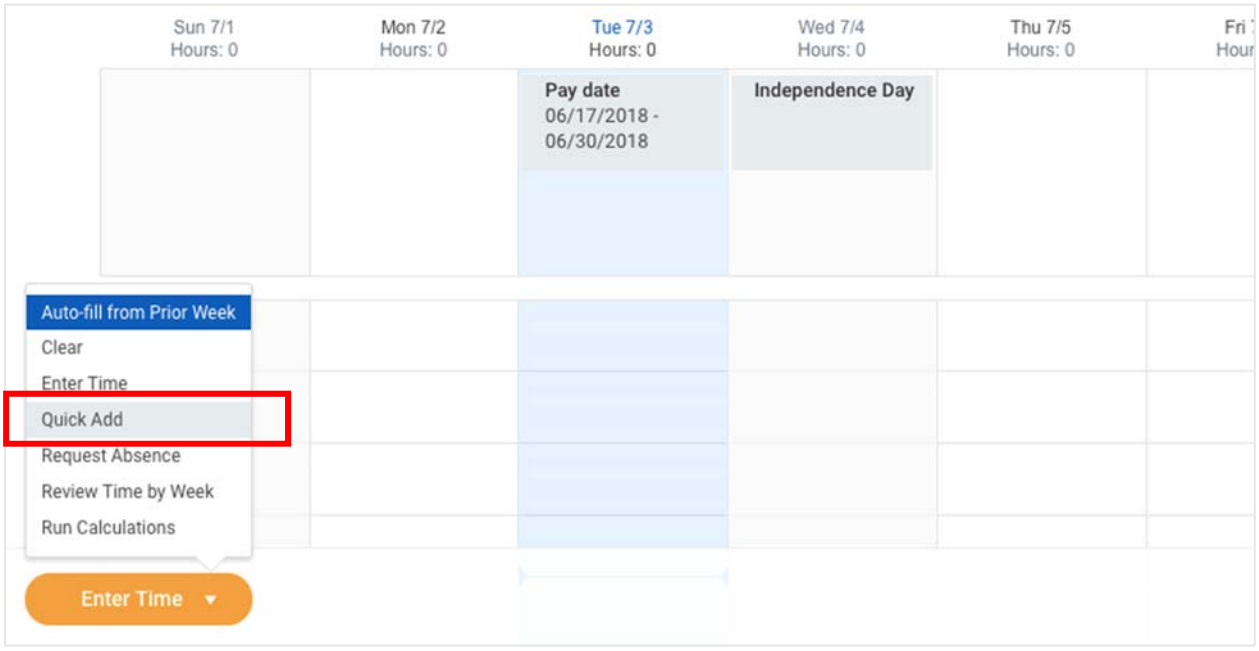
1. In Workday, click open the **Time** worklet.



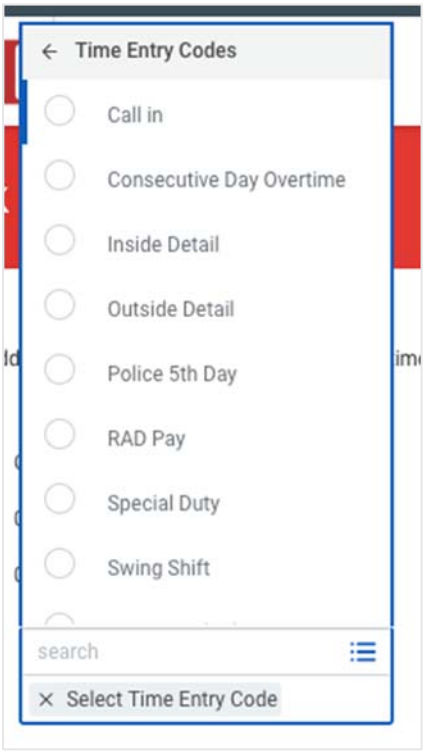
2. On the left, under *Enter Time*, select **This Week** to enter time.



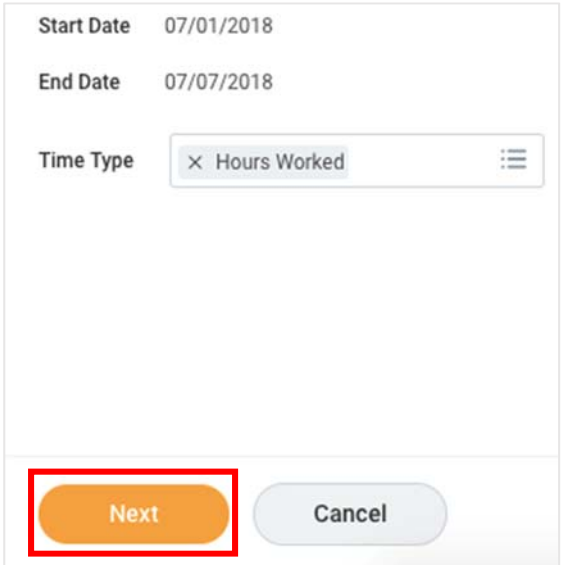
3. In the lower left corner, click the **Enter Time** button. Notice that you can **AutoFill from Prior Week, Enter Time, Quick Add,** and **Request Absence**. For the first time, choose **Quick Add**.



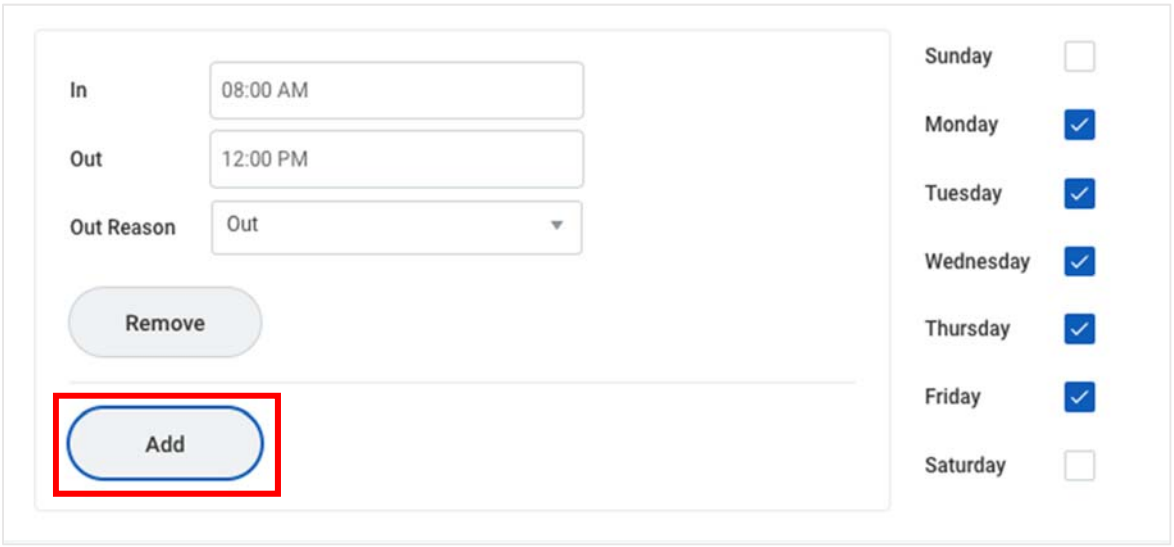
4. In the next screen, notice that you can change the *Type* if you're someone who works different types of shifts. Click **Next**.



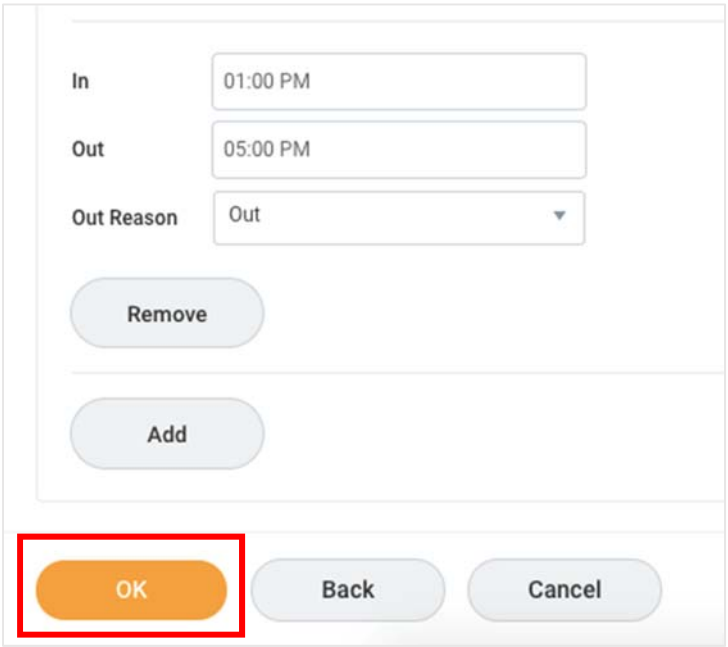
or



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.



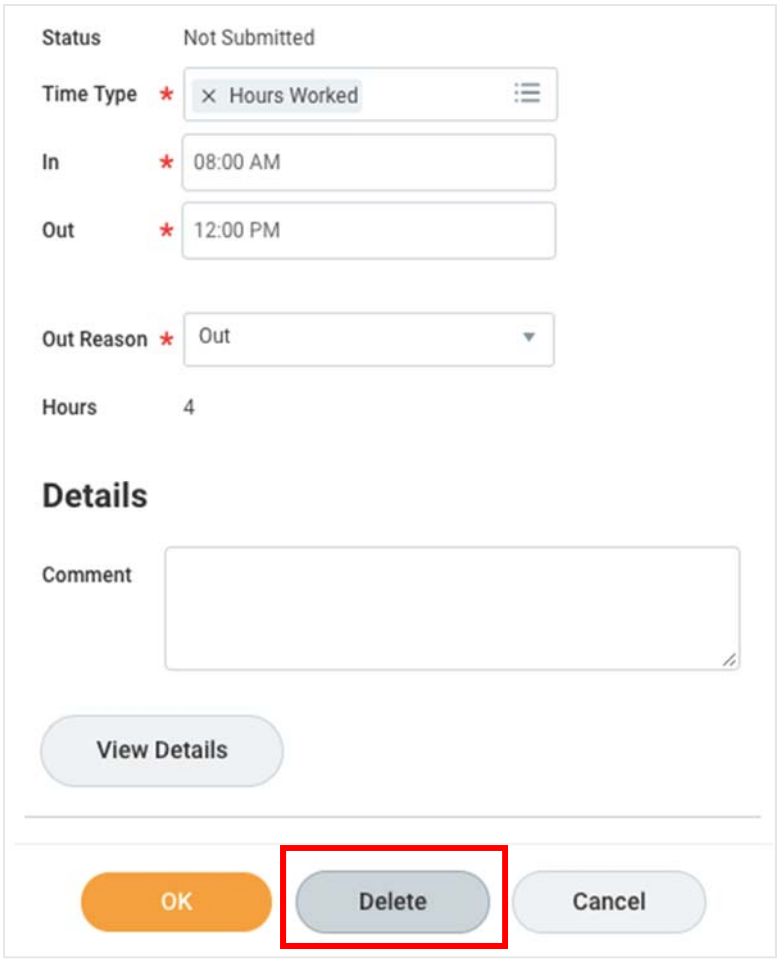
6. Click **Add** (above) to add an afternoon set of times.
7. When you're done entering time, click **OK**. You can still make changes in the next screen.



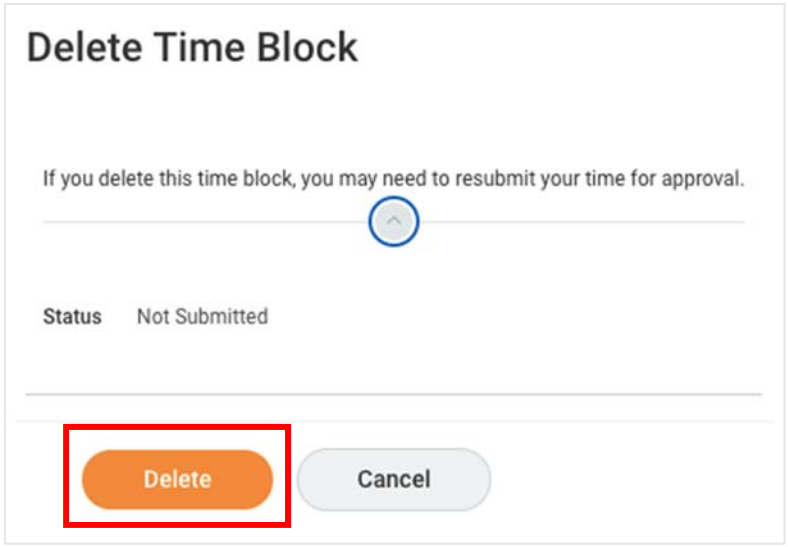
8. In the example below, hours worked were mistakenly added on a holiday. To remove these hours, click the morning block of time. Notice that you can also change the *In* and *Out* times. In the calendar view, scroll down and click open the block of hours you want to remove.

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.

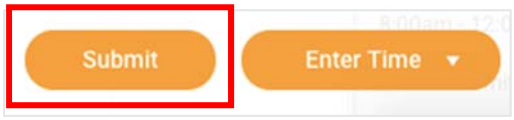


10. Click **Delete** again to confirm. Repeat with the afternoon block of time.

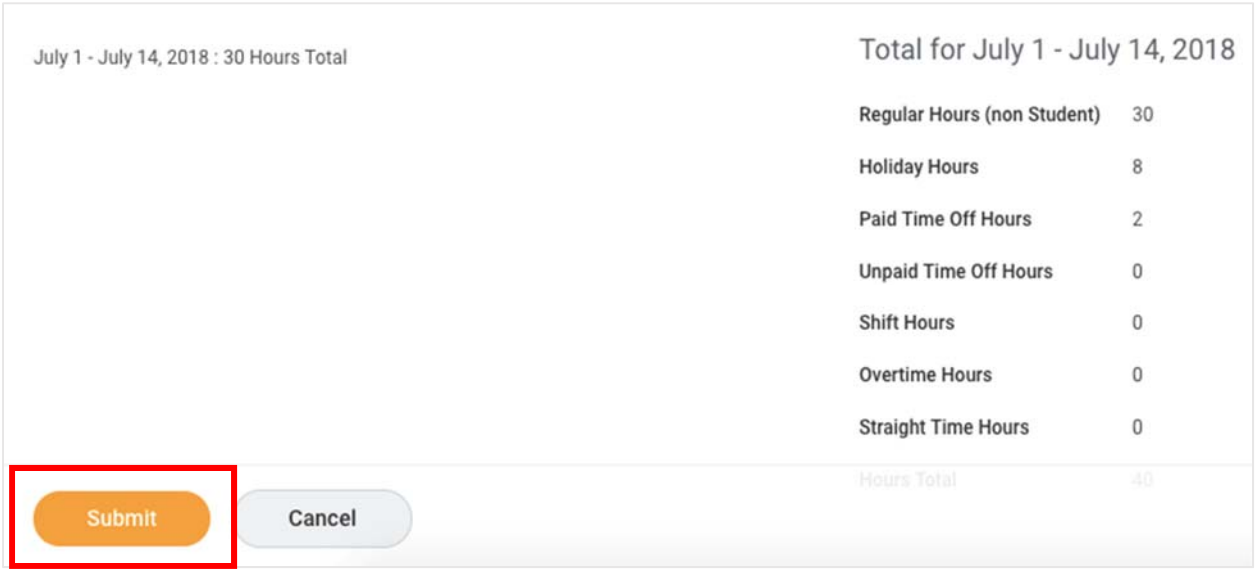


Note: Your hours are totaled at the top of the window.

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**.



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.



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.