HOW TO ENTER TIME

1. Select the **Time** application from the **Menu** button <u>or</u> **Your Top Apps** section.



- 2. Under the **Enter Time** section, you have three options.
 - a. This Week: Enter time for current work week
 - b. Last Week: Enter time for last work week
 - c. Select Week: Enter time for past or future week

	Q Search		D 🗘 🛃 A
← Time			
En	ter Time	View	
	This Week (0 Total)	My Schedule	
	Last Week (0 Total)	My Time Off	
	Select Week	Time Off Balance	
		Time Clock History	

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- 3. After selecting from one of the three options, Workday will display a 1-week calendar view.
- 4. Select any open time slot under your desired date to enter your time. A pop-up window will display to enter your time. All areas marked with a red asterisk (*) are required fields. The **Time Type** field will automatically display **Worked Hours**. There is no need to change the Time Type field.

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Enter T	ime Samuel Lopez	(117093) •••							000 65
Today	Sat, 11/5	- 11, 2022 V	Mon, 11/7	Tue, 11/8	Wed, 11/9	Thu, 11/10	Week	Summary Nov 5 - 11, 2022	
	Iota: U	Total: U	Total: U	Totac U	iotai: U	Iotai: U	10181: U	Total Regular Overtime Double Time	0 0 0
7 AM							•	Missed Meal Penalty Paid Time Off Call Back Minimum	0 0
9 AM									
10 AM									
12 PM									
1 PM									
2 PM 3 PM									
4 PM									
5 PM 6 PM									

- 5. Enter your time for your time block (e.g. In: 8:00 am, out: 12:00 pm).
- 6. For **Out Reason**, you can select between **Meal** and **Out**.
 - a. Meal: This option is selected for your first half of your workday before taking your lunch break
 - b. Out: This option is selected for your second half of your workday after taking your lunch break and ending your workday.
- 7. Click the **OK** button to enter your time.

Time Type * × Worked Hours		D Time Type * × Worked Hours :=
In * 08:00 AM		In * 08:00 AM
Out * 12:00 PM		Out * 12:00 PM
Out Reason * Out 💌	1	Out Reason * Out 👻
Hours * select one Meal		Hours * 4
Details Out		Details
Waive Meal Break Penalty	:=	Waive Meal Break Penalty
Comment		Comment

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8. Your newly entered time will appear on your calendar. Please note that your time block has been entered but **Not Submitted**. Once you enter all of your time into your time card (per week), you can **Review** your timecard and submit for supervisor approval.

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Enter 1	Fime Samue	el Lopez (117093)							000 66
Today		lov 5 – 11, 20	22 🗸			Wee	ek 🔻 🗛 Actions 👻	Summary	
	Sat, 11/5 Total: 0	Sun, 11/6 Total: 0	Mon, 11/7 Total: 4	Tue, 11/8 Total: 0	Wed, 11/9 Total: 0	Thu, 11/10 Total: 0	Fri, 11/11 Total: 0	Nov 5 - 11, 2022	
							*	Total Regular Overtime Double Time	4 4 0
7 AM								Missed Meal Penalty Paid Time Off Call Back Minimum	0
8 AM			Worked Hours 8:00am - 12:00pm						
9 AM			4 Hours Not Submitted						
10 AM									
11 AM									
12 PM									
1 PM									
2 PM									
3 PM									
4 PM									
5 PM									
6 PM								Review	

- 9. After clicking the **Review** button, the **Submit Time** pop-up will appear and display your total time entered for the selected week. Please note that you will need to complete these steps for each work week you are submitting.
- 10. After confirming your information, you can click the **Submit** button to send your 1-week timecard to your supervisor for approval.

I agree that all entries are true and accurate representation of hours worked.				
Following date range will be submitted for approval.				
November 5 - 18, 2022 : 4 Total	Total for November 5 – 18, 202			
	Total	4		
	Regular	4		
	Overtime	0		
	Double Time	0		
	Missed Meal Penalty	0		
	Paid Time Off	0		
	Call Back Minimum	0		
enter your comment				