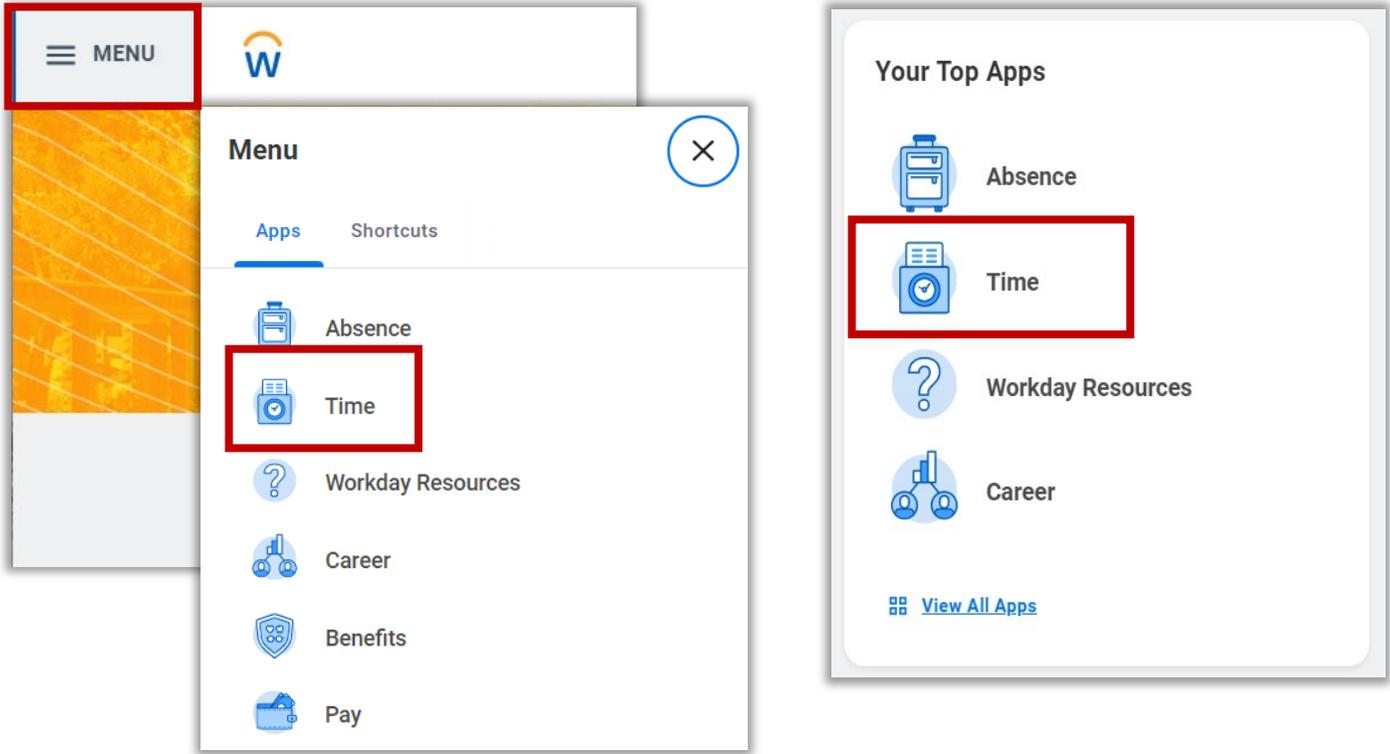


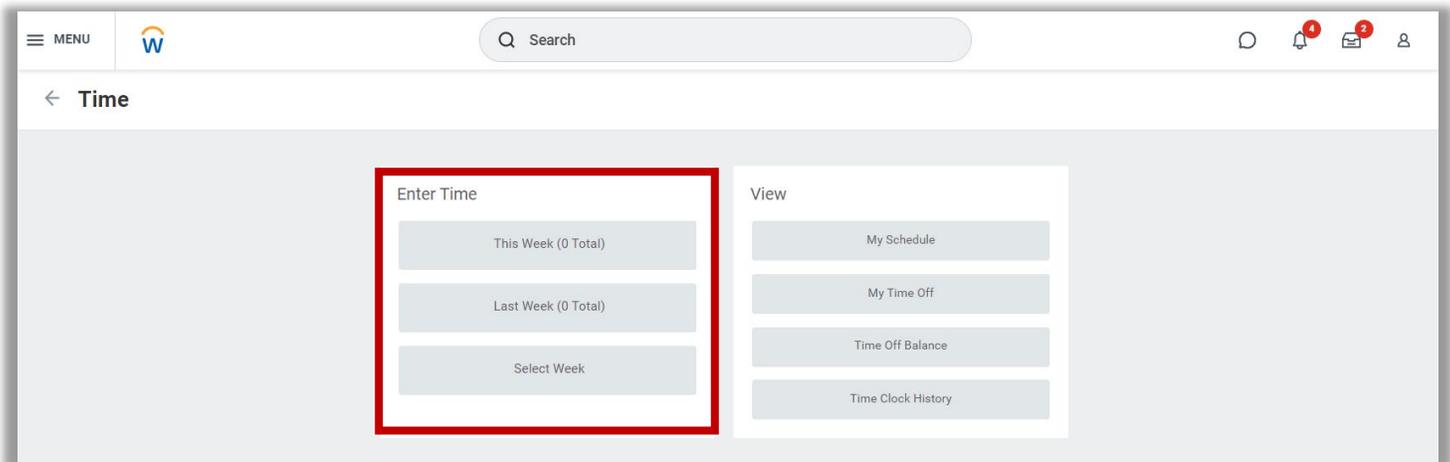
HOW TO ENTER TIME

1. Select the **Time** application from the **Menu** button or **Your Top Apps** section.



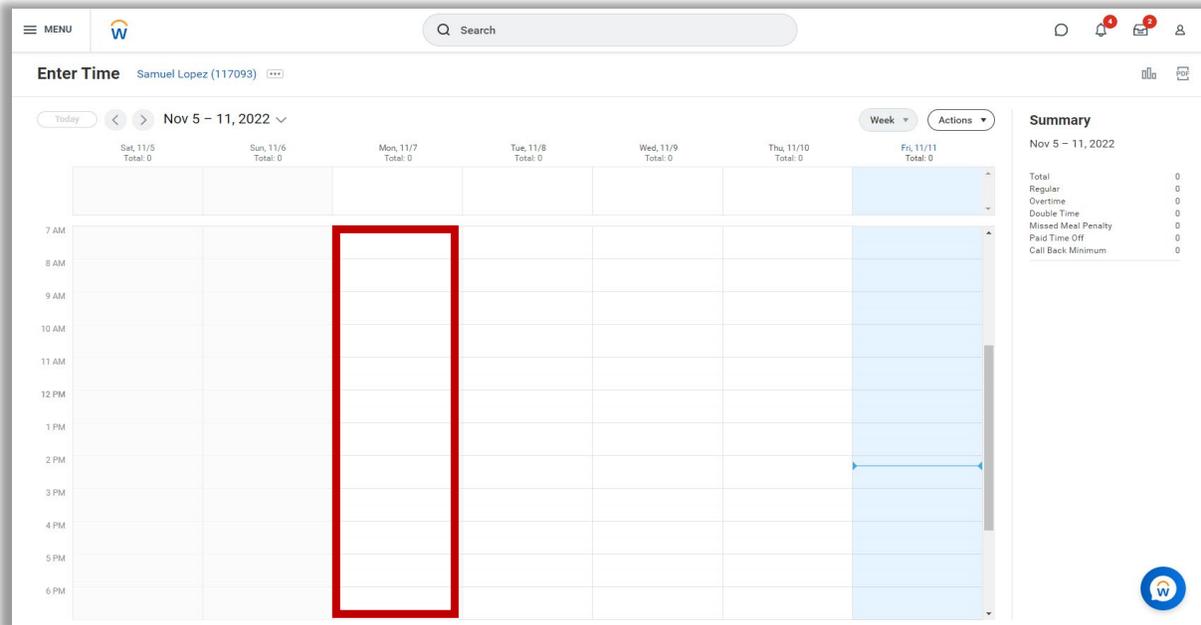
2. Under the **Enter Time** section, you have three options.

- 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



HOW TO ENTER TIME

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.



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.

Enter Time 11/07/2022

Time Type *

In *

Out *

Out Reason *

Hours *

Details

Waive Meal Break Penalty

Comment

Enter Time 11/07/2022

Time Type *

In *

Out *

Out Reason *

Hours *

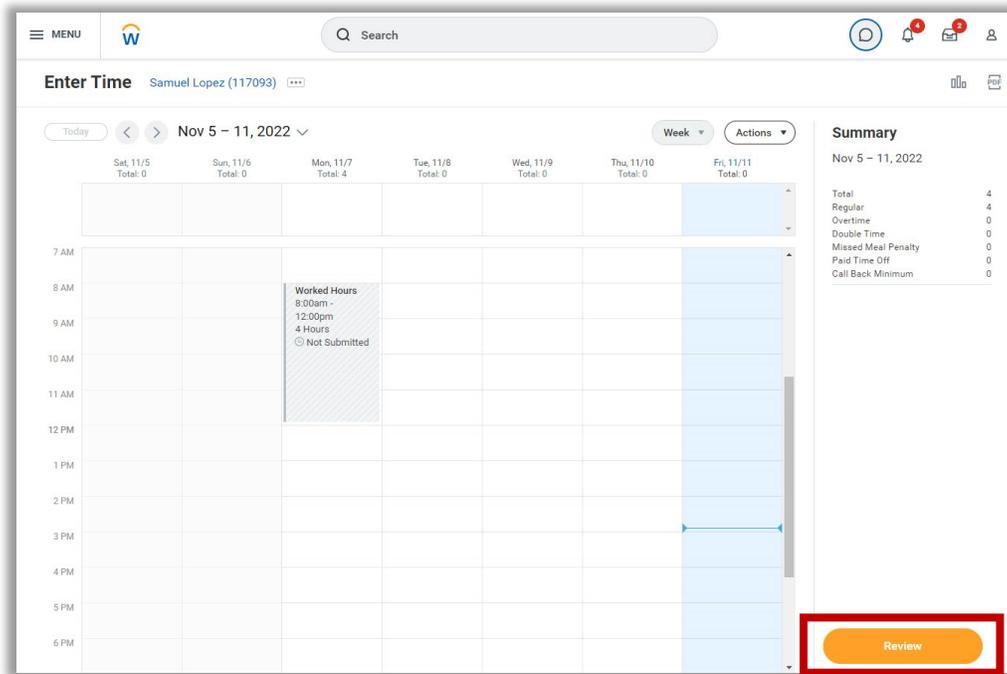
Details

Waive Meal Break Penalty

Comment

HOW TO ENTER TIME

- 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.



- 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.
- After confirming your information, you can click the **Submit** button to send your 1-week timecard to your supervisor for approval.

