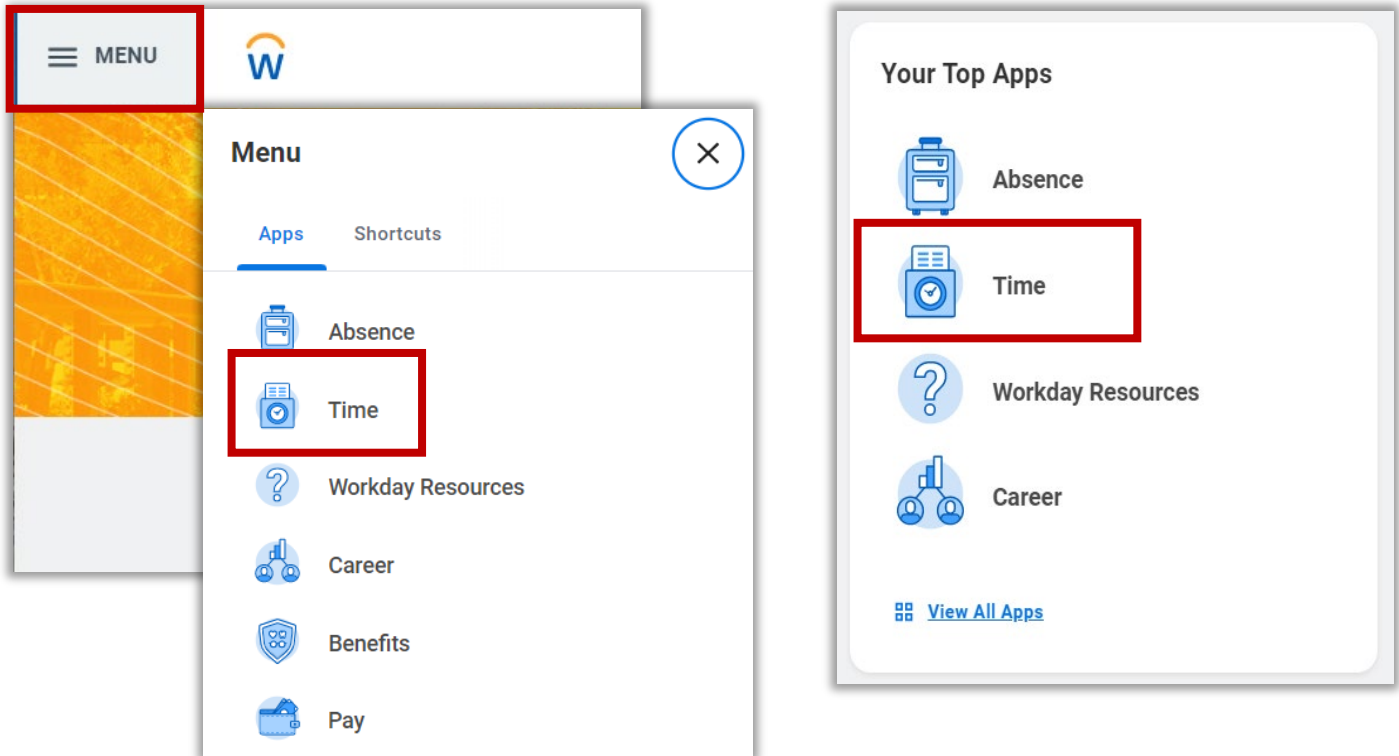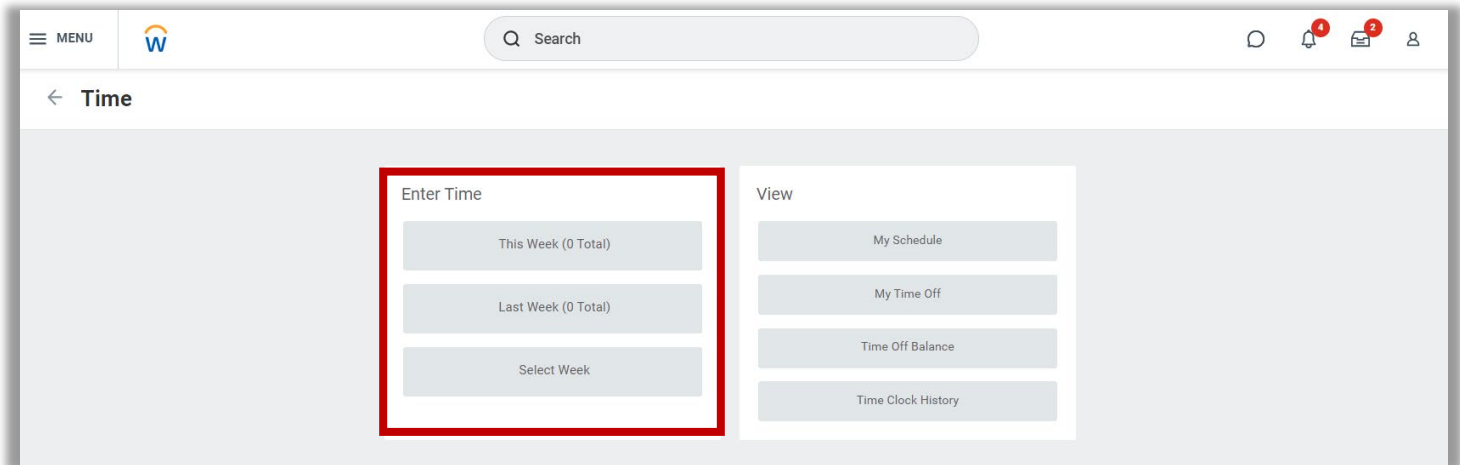# HOW TO ENTER TIME - Students

1. Select the **Time** application from the **Menu** button <u>or</u> **Your Top Apps** section.
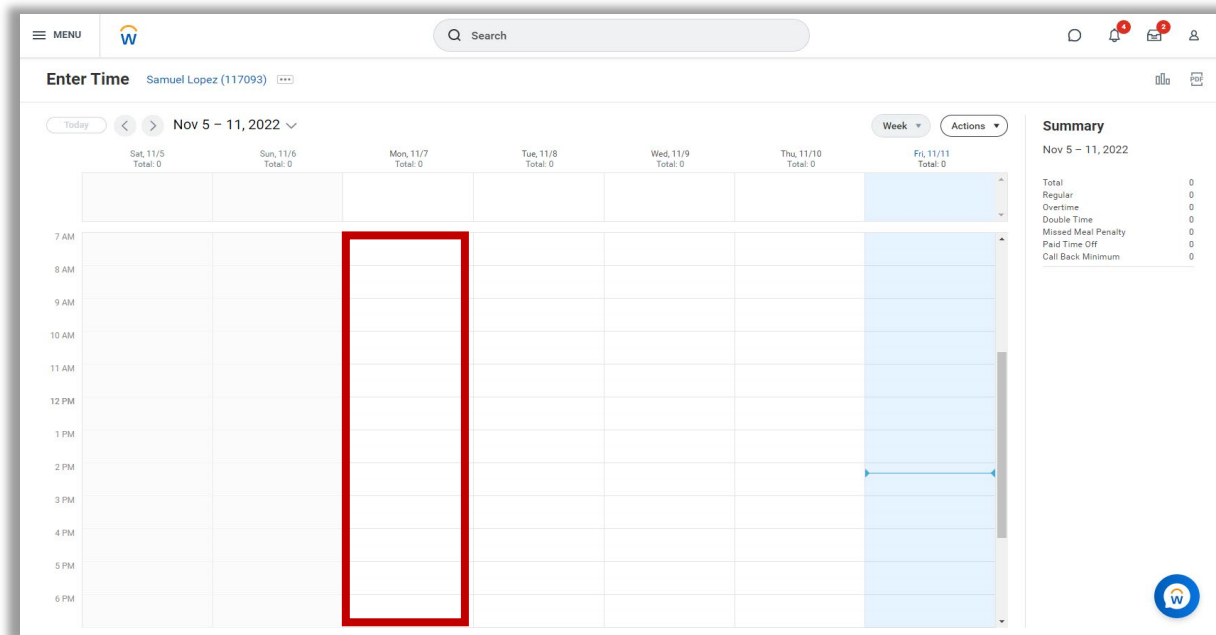
2. Under the **Enter Time** section, you have three options.
   a. This Week: Enter time for current work week
   b. Last Week: Enter time for last work week
   c. Select Week: Enter time for past or future week

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 **Select Position Below**. There is no need to change the Time Type field.

5. It is crucial for students to **select their position** when entering time in WDTT & AM. If you leave the 'HMC-Student-Default' position as your position, you will receive a red error message and you will not be able to 'Review' and 'Submit' your timecard.

6. **PLEASE MAKE SURE TO CLICK ON THE POSITION tab** and it should auto-populate all jobs you currently have. If you do not see any jobs under **Position**, please stop working and contact your supervisor and HR immediately. This means that your job has not been added to Workday and you are not eligible to work.

TIP:
(*Retro Hours*: are entered the same way. Go to the day you need to enter hours for, select the position you are entering the hours for, DON'T forget to click the *Review* and *Submit* button. If you don't click the *Review* and *Submit* button, the hours will not go to your supervisor to be approved!!)

7. Enter your time for your time block (e.g., In: 8:00 am, out: 12:00 pm).

8. For **Out Reason**, you can select between **Meal** and **Out**.
   a. Meal: This option is selected for first half of your workday before taking your lunch break
   b. Out: This option is selected for the second half of your workday after taking your lunch break and ending your workday.

9. Click the **OK** button to enter your time.

Enter Time 05/09/2023

Time Type * × Select Position Below

In * 08:00 AM

Out * 12:00 PM

Out Reason * Out

Hours * 4

Position * HMC - Student - DEFAULT

select one
Core 79 Grader - LH (+)
Eng. E72 Grader S23 - LB (+)
Eng. E79 Grader - LB (+)
Eng. E86 Grader - GK (+)
Eng. Search Assistant - LB (+)
HMC - Student - DEFAULT
HWHL Tutor (+)
Math 19 Grader (+)
Math 73 Grader (+)
OAE Peer Notetaker KR (+)

Details

Comment

OK

Please make sure to select the position you are entering the hours for

Do NOT select **HMC -Student Default** as this is a default (no pay) position and does not generate pay.

10. Your newly entered time will appear on the calendar. Please note that your time block has been entered but **Not Submitted**. Once you enter all of your time into your timecard (per week), you can **Review** your timecard and submit for supervisor approval.
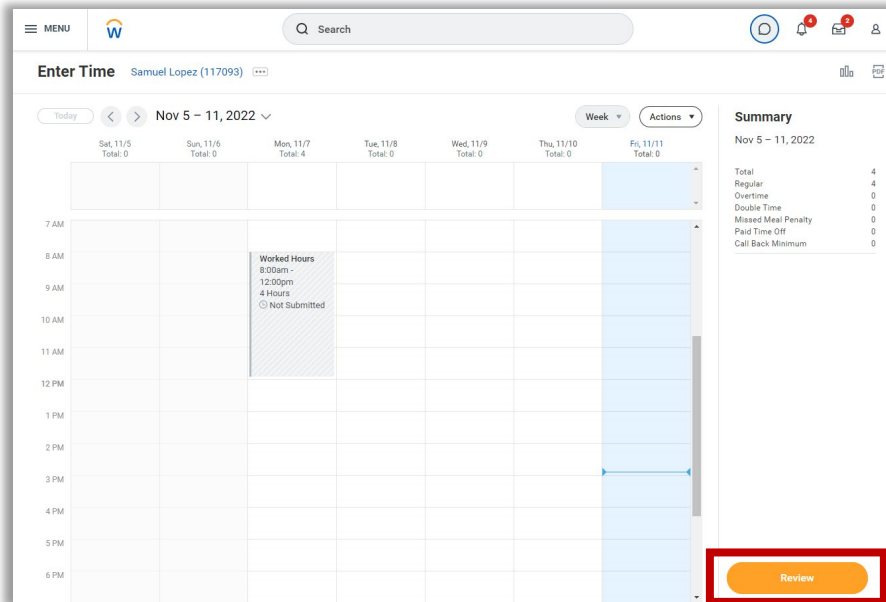
11. After clicking the **Review** button, the **Submit Time** pop-up will appear and display your total time entered for the selected week. Please note that you will need to complete these steps for each work week you are submitting.

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