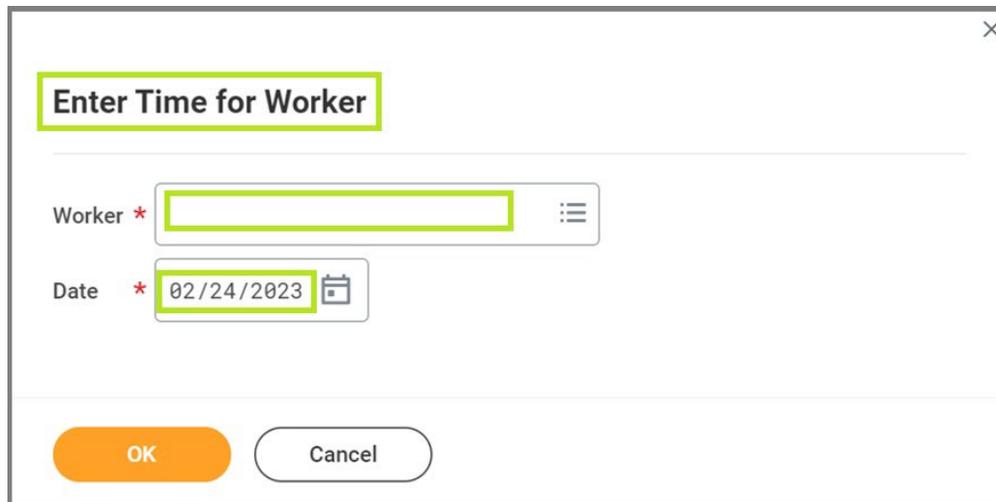
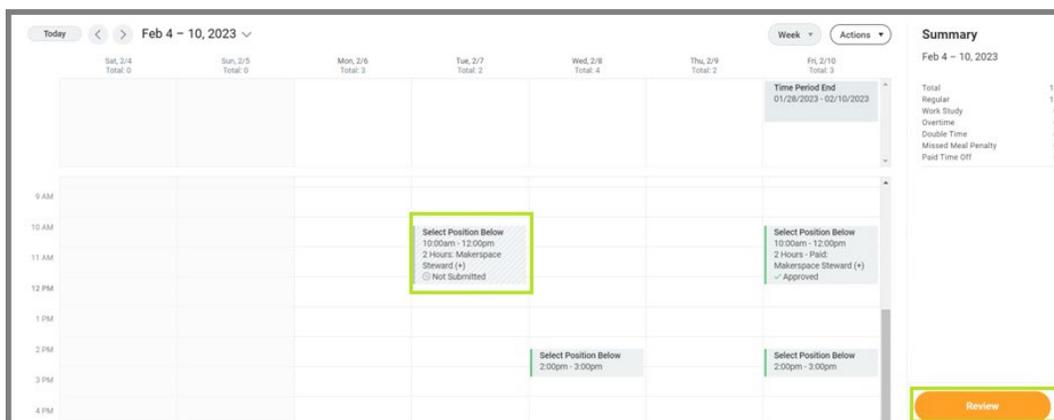


# Submitting Time on Behalf of Bi-weekly Staff

1. In Workday, search for the **Enter Time for Worker** task in the search bar.
2. In the pop-up window, enter the employee's name or Workday ID in the **Worker** field to select an employee. For the **Date** field, the default/current date will display and will display the current timecard. (**\*NOTE:** If you need to review and approve retro time, please enter the date from the report TT-Workers with Time Entered but not Submitted.)



3. From the bi-weekly employee's timecard, review the timecard to ensure that the timecard is accurate and complete. Once you have reviewed the timecard for accuracy and are ready to submit on behalf of the bi-weekly employee, select the **Review** button to begin the submission process.



4. The next window will display total hours for the pay period. Again, please review the information to ensure accuracy and completeness. Entering a comment is optional.
5. Once you are ready to fully submit, select the **Submit** button to submit the timecard on behalf of the bi-weekly employee.

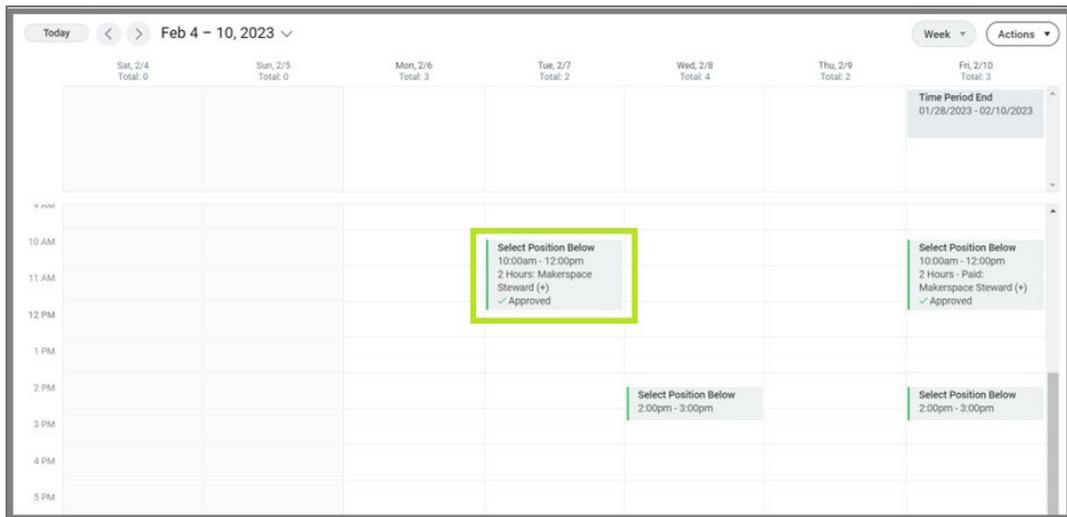
I agree that all entries are true and accurate representation of hours worked.

Following date range will be submitted for approval.  
January 28 – February 10, 2023 : 20 Total

Total for January 28 – February 10, 2023	
Total	20
Regular	20
Work Study	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

enter your comment

- To confirm that the time has been submitted and approved, navigate back to the timecard and notice that all time blocks should appear highlighted in green with an approved check mark.



**\* NOTE:** Repeat these steps for subsequent employees, as necessary. Additionally, you can navigate the weekly timecards by clicking on the left and right arrows located above the timecard. If more time needs to be reviewed and approved for a different time period, you will need to follow the submission steps for each work week.