

Time Tracking: Tracking Your Time

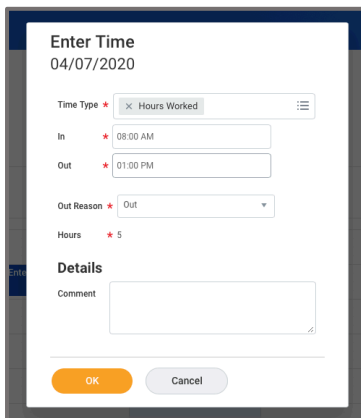
Hourly employees, classified non-exempt employees, and those who work only when needed will track time in Workday.

Non-classified and classified exempt employees will not track time.

CALENDAR-BASED USER INTERFACE

Employees can enter time worked based on hours per day. From the **Time** application:

1. Select the appropriate week under Enter Time. Most commonly, you will be selecting **This Week**.
2. Click the day on the time entry calendar for which you want to enter time. Note: You cannot enter time for periods in the future.
3. The Enter Time window displays. Complete all required fields.



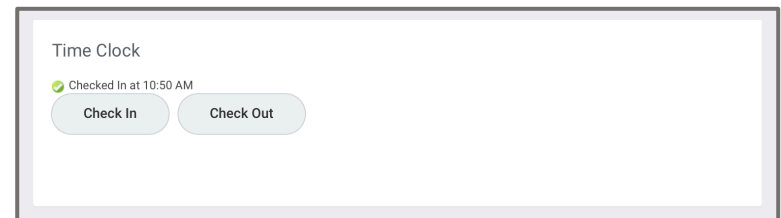
4. Click **OK**.
5. Complete all calendar entries according to the time worked. Total hours update and display above the calendar.
6. Select any time block to make necessary corrections.
7. In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
8. Click **Submit** twice, then **Done**.

TIME CLOCK ENTRY

Employees can enter time worked by checking in and out each day.

From the **Time** application:

1. Click **Check In** under Time Clock.
2. Note: The current date and time will default in and cannot be changed.
3. The Time Type will default to Hours Worked
4. Click **OK**.
5. The Time Clock section will now display the time you clocked in at.



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1. When your shift is complete, navigate back to the Time app and click **Check Out**. Note: The current date and time will default in and cannot be changed.
2. Select **Reason** for Check Out.
3. Click **OK**.
4. You can then click **Submit** to submit your time entry to your manager.



Note: Check with your manager on how often they would like you to submit your time for approval (i.e. daily or weekly).

SUBMIT TIME

Time must be submitted after it is entered in order to send it to the manager for approval and to pay the employee for those hours. Each time block may be submitted as they are entered, or you can enter time blocks to submit at a later date.

From the **Time** application:

1. Select the appropriate week under Enter Time. Most commonly, you will be selecting **This Week**.
2. Select **Submit**. This option will appear only when there are time blocks that can be submitted.
3. Review the statement that appears and then click **Submit** again. Your time will be sent to your manager for approval.



Note: Time that has been approved will have a green checkmark.

| Hours Worked | Hours Worked | Hours Worked |
|---|--|------------------------------|
| 8:00am - 11:00am 3 Hours ✓ Approved | 8:00am - 12:00pm 4 Hours Submitted | 8:00am - 9:30am 1.5 Hours |

VIEW DETAILS OF SUBMITTED TIME

From the Time Entry calendar:

1. Click a **time block** to view detailed information about your time entry.
2. Click the **View Details** button.
3. Click the **Reported** tab to view reported work time.
4. Click the **Calculated** tab to view calculated time.
5. Click the **History** tab to view the process history of a particular time entry.

MODIFY PREVIOUSLY REPORTED TIME

You can modify unsubmitted, submitted, and approved time. Modifications to approved time will need to be approved.

From the **Time** application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.
4. Click the time block then make any needed edit to the details of the time block and click **OK** or **Delete**.
5. Modified time will need to be resubmitted. Click **Submit**.