STUDENT WORKER: TIME ENTRY

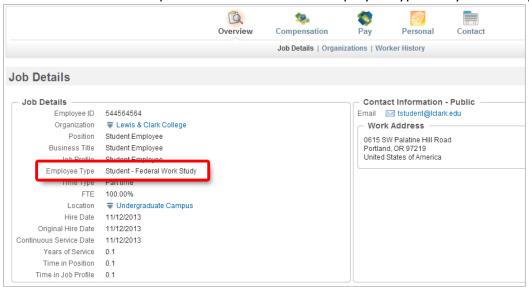
When entering your time in Workday, you'll need to know the Employee Type associated with your job. Your Time Type selection on your timesheet must match the Employee Type for the position. Follow the steps below to enter your student work hours in Workday.

Look Up Your Employee Type

1. To find your **Employee Type**, open the **Personal Information** worklet on the **All About Me** screen. In the **View** section, select the **About Me** link:



2. Note the **Employee Type** in the **Job Details** section. If you have more than one position, click the **Other Jobs** link at the top of the screen to access Employee Types for your other positions:



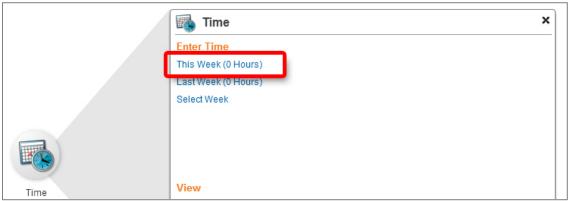
Make note of the Employee Type(s) for your positions. They are the values you'll select as **Time Type** when entering hours in your timesheet.

Enter Your Time

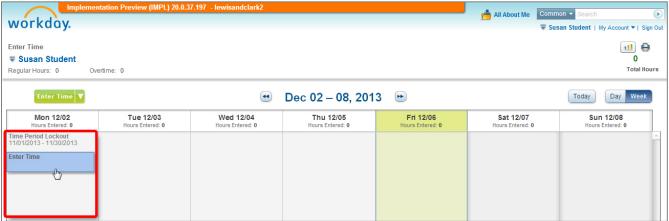
1. Select the **Time** worklet on the **All About Me** screen:



2. In this example, we will enter hours for the current week. Select **This Week** in the **Enter Time** section of the pop-up window:

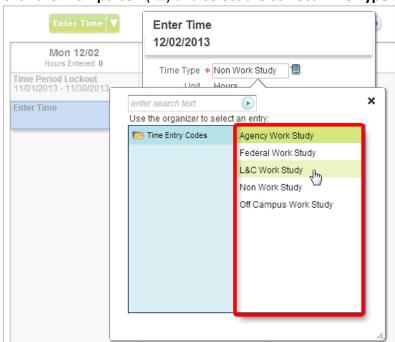


3. To enter your time, click in the desired **day column,** then click the **Enter Time** box that appears (hours cannot be entered for time periods that have been closed):



Note: To quickly add time to the calendar, you can select **Auto-fill from Prior Week** or **Quick Add** (add blocks of time to the calendar) from the **Enter Time** drop-down list:

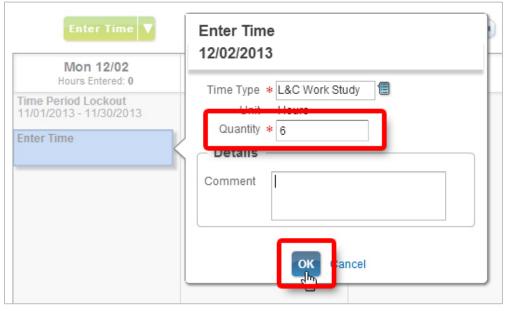




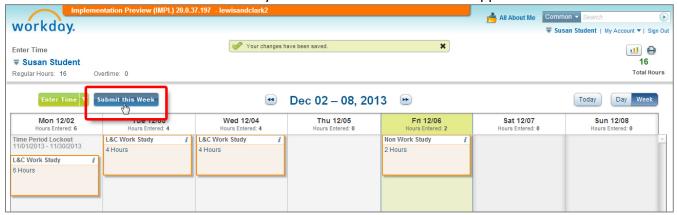
4. Click the **Prompt** icon (1) and select the correct **Time Type** designation for your position:

Note: Time Type is the Employee Type for the position. If you are unsure of the Time Type for your job, refer to the **Look Up Your Employee Type** section at the beginning of this document to find the correct Time Type designation.

5. Enter the total hours worked for the day in the **Quantity** field (round to the nearest quarter hour, for example: 6, 6.25, 6.5, 6.75), then click **OK** to save your entries:

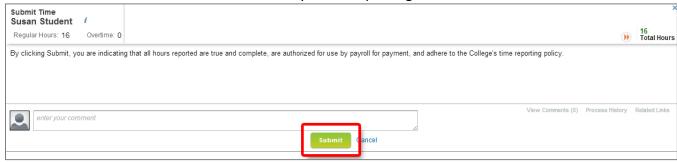


6. Repeat the steps above to enter hours for other days worked during the week. When finished, click the **Submit this Week** button to submit your work hours for review and approval:



Note: Your total hours for the week are displayed in the upper right corner of the screen. When hours have been approved by your supervisor, a green check mark will appear next to the *i* icon in each of the time entry boxes. You will receive notification if your supervisor has a question or requires a change.

7. Click the **Submit** button to confirm the hours you are reporting for the week:



8. Click the **Close** button to complete and close the time entry process:



Check your **Workfeed** on the **All About Me** screen for actions and notifications regarding the status of your timesheet. Some notifications may require your action before your time is officially approved.

