NON-EXEMPT (HOURLY) STAFF: TIME WORKED ENTRY – MULTIPLE POSITIONS

Overview

- **Enter Your Time Worked and Time Off**
  There are 4 different ways that time can be entered in Workday. We recommend that you try each way and decide which is easiest for you. ***Note**: *Holiday hours will automatically calculate onto your time calendar, once you enter a time block for the day following. Time Off (i.e. Vacation) is entered separately. See directions for Request Time Off.*

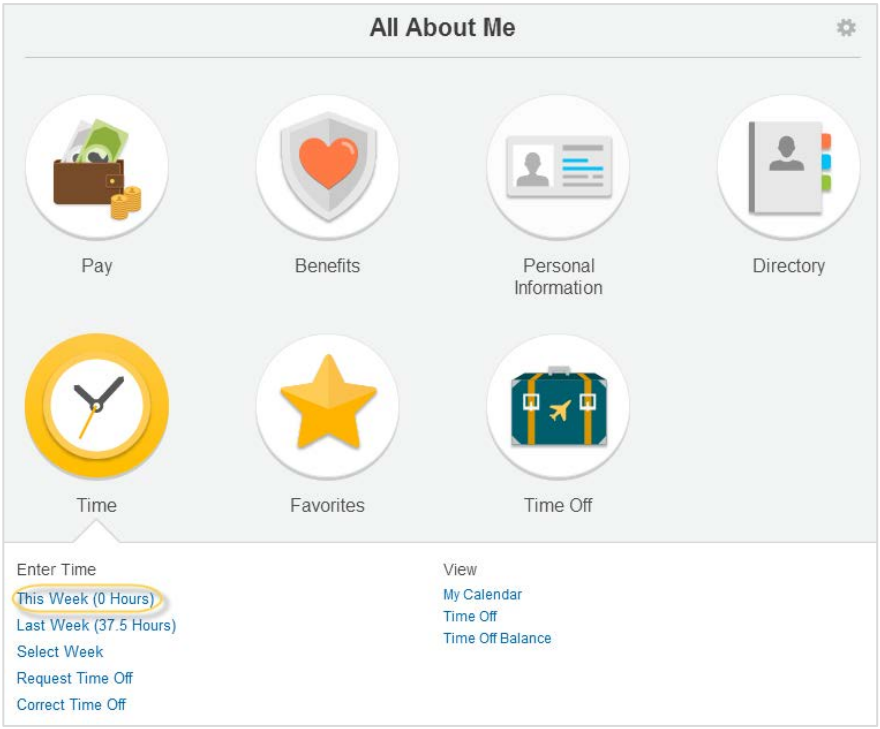
  1. Calendar View Time Entry
  2. Quick Add
  3. Auto-fill from Prior Week
  4. Enter Time Button

- **Submit Your Time**

- **Time Corrections**

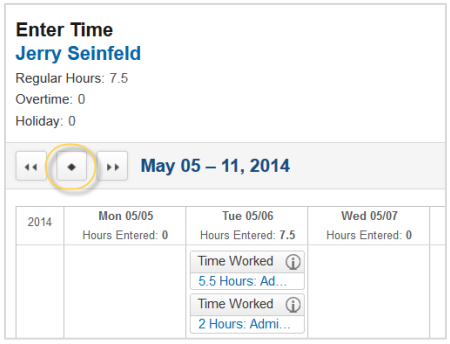
Enter Your Time Worked

Select **Time** on the **All About Me** screen. In this example, we will enter hours for the current week. Select **This Week** in the **Enter Time** section.

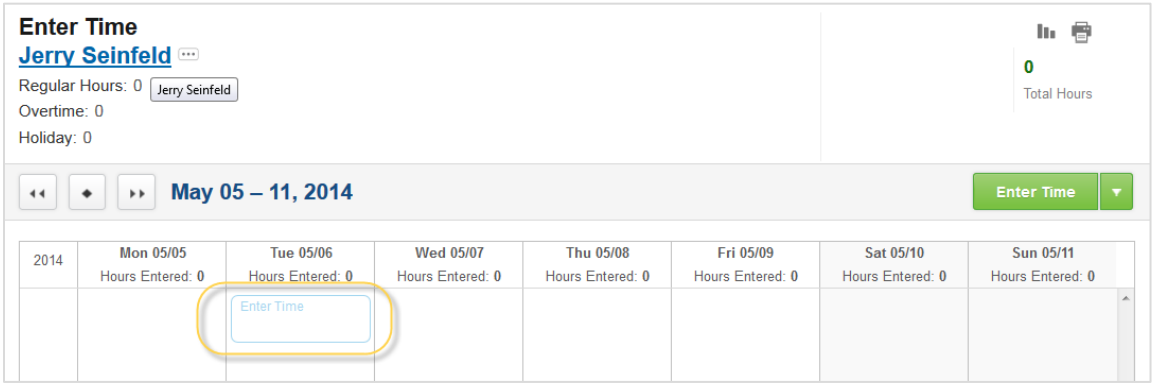


Option 1: Calendar View Time Entry

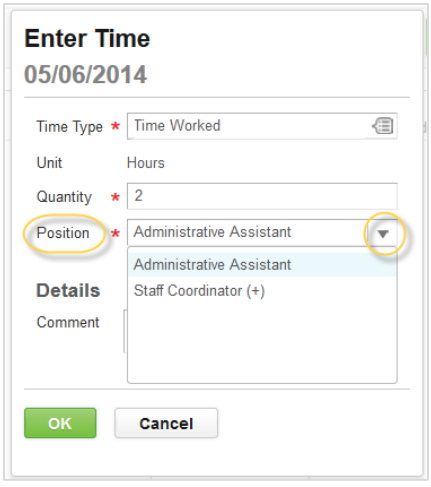
1. When viewing the Time Calendar, you will see three buttons at the top left. The **arrow buttons** are used to navigate the weeks. The middle **diamond button**, circled below, will bring you to the current week.



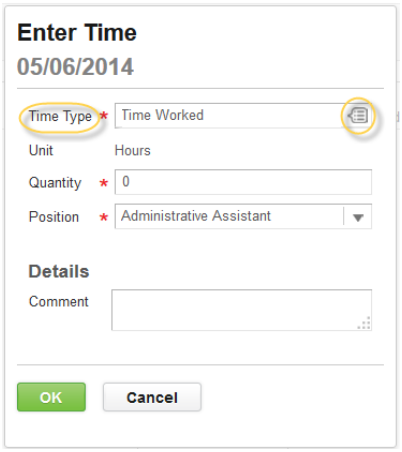
2. To enter your time, click on the desired **day,** then click the **Enter Time** box that appears.



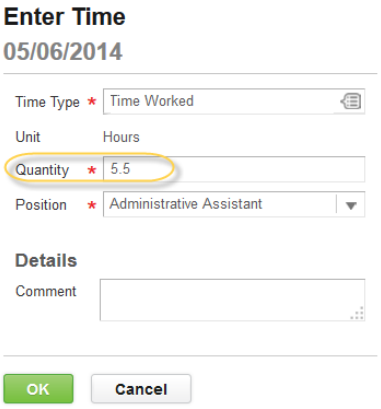
3. Select the correct **Position**. You can click on the arrow next to the default position to see your other positions.



4. Select the correct **Time Type**. You can click on the prompt icon to access a drop down list of both *Time Worked* and *Time Off*.



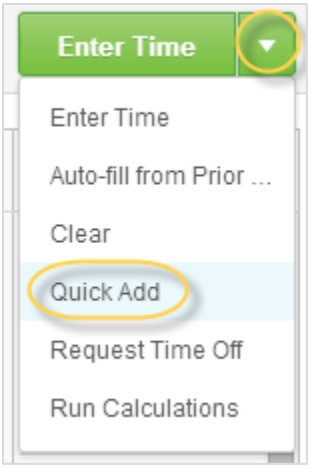
5. Enter the total hours worked for the day, for that position, in the **Quantity** field (round to the nearest quarter hour, for example: 6, 6.25, 6.5, 6.75), then click **OK** to save your entry.



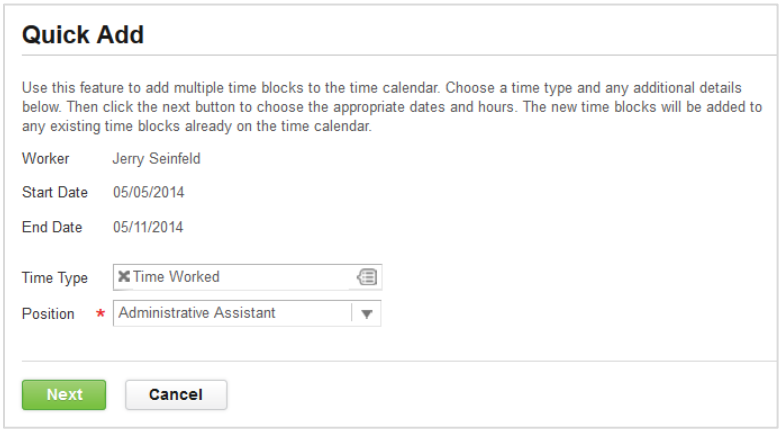
6. Repeat the steps above to enter hours for your other position (s), and other days worked during the week.

Option 2: Quick Add Time Entry

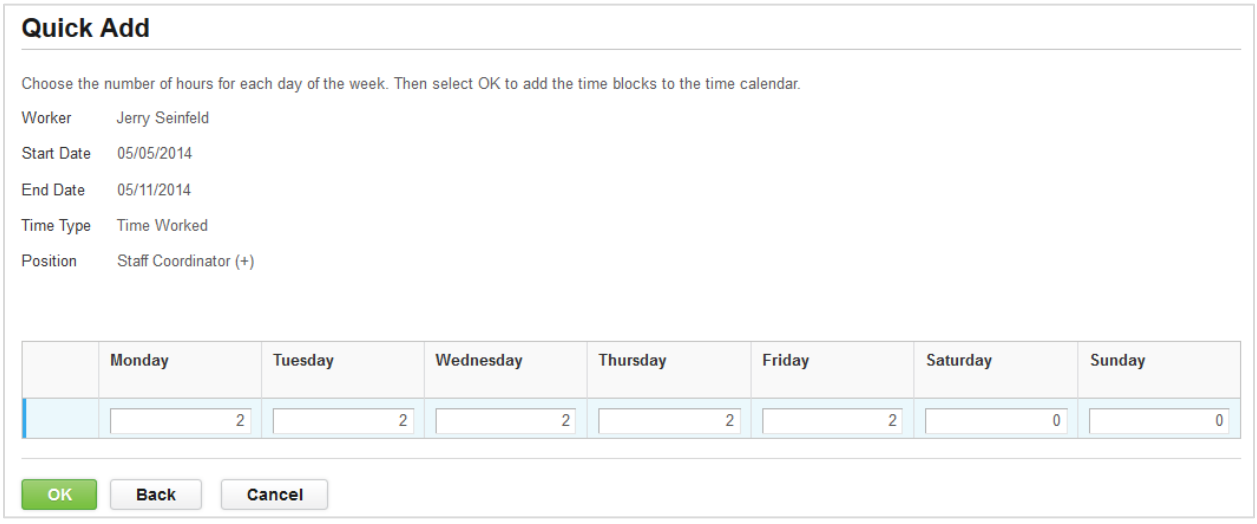
1. While in calendar view, use the **arrow drop down** next to the Enter Time button to select **Quick Add**.



2. Use the prompt icon to select the **Time Type** and the **Position** you would like to enter. Press **Next**.

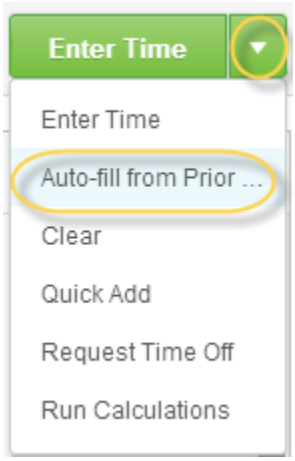


3. Enter the correct number of hours for each day of the week. Press **OK** when done.

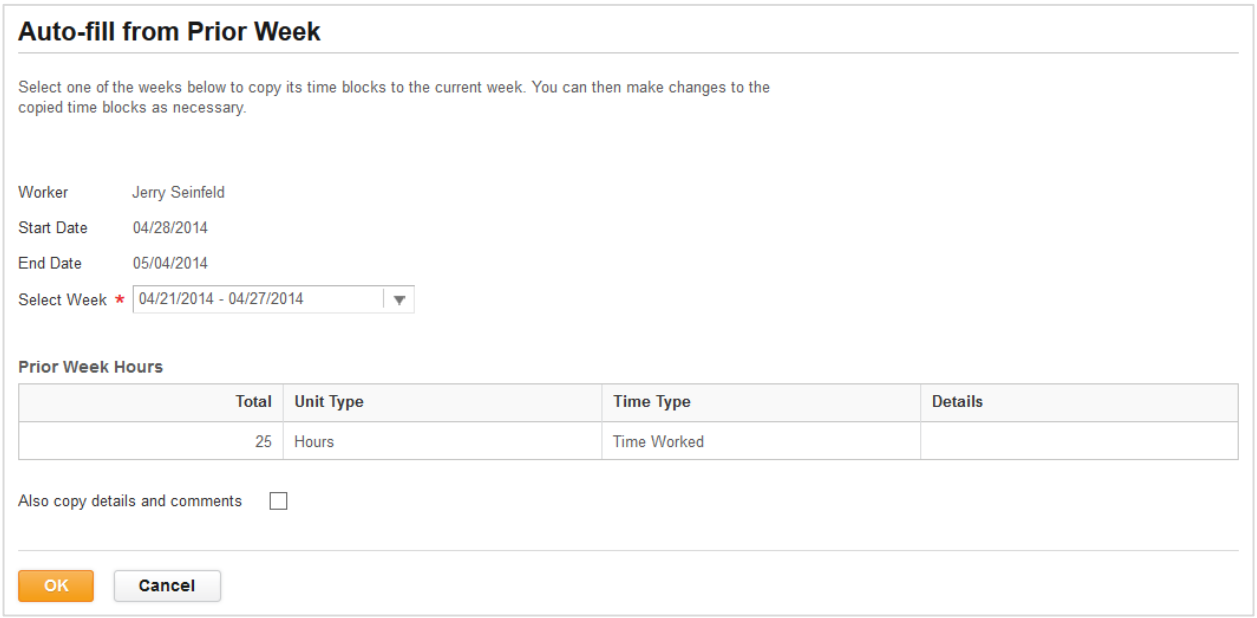


Option 3: Auto-fill from Prior Week Time Entry

1. While in calendar view, use the **arrow drop down** next to the Enter Time button to select **Auto-fill from Prior Week**.

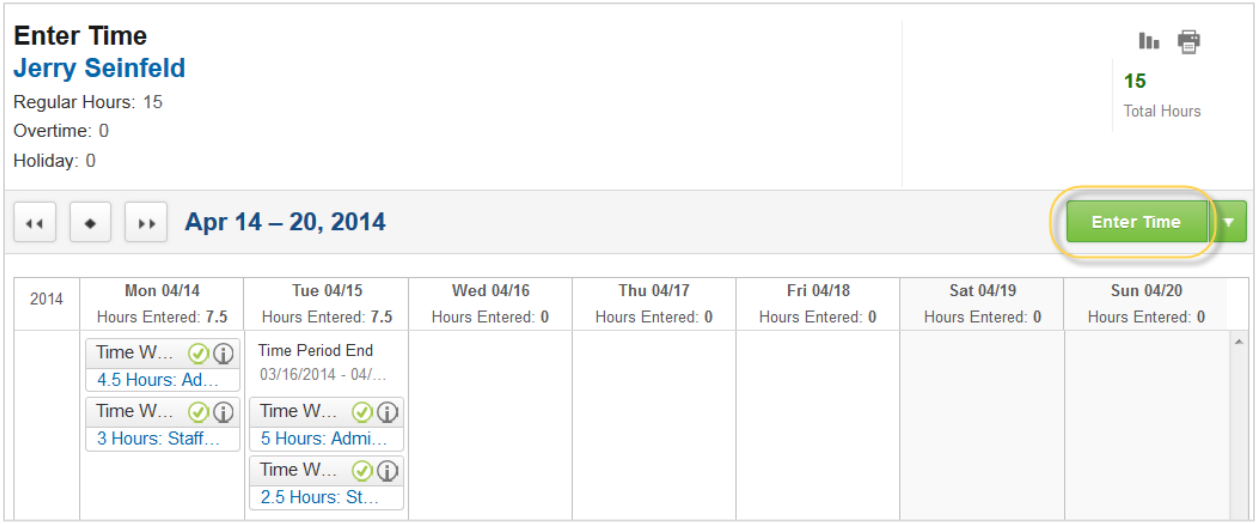


2. **Select the Week** that you would like to copy. Press **OK** when done. **This will copy hours from both positions.** Once the hours are on the calendar you will be able to manually edit them if necessary.



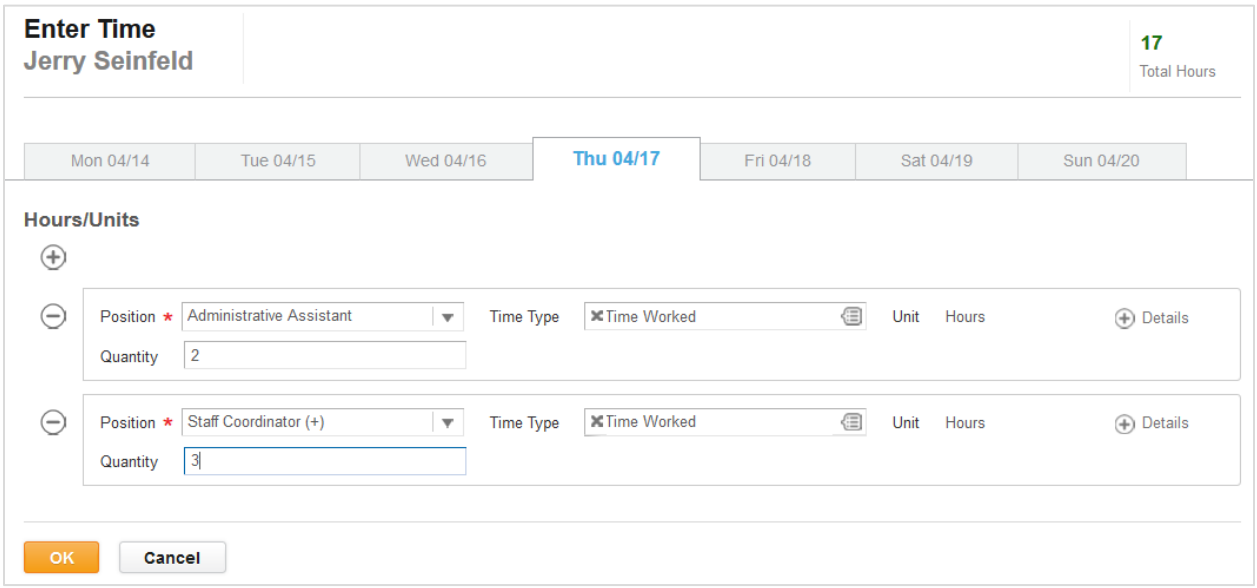
Option 4: Enter Time Button

1. While in calendar view, click on the green **Enter Time** button.



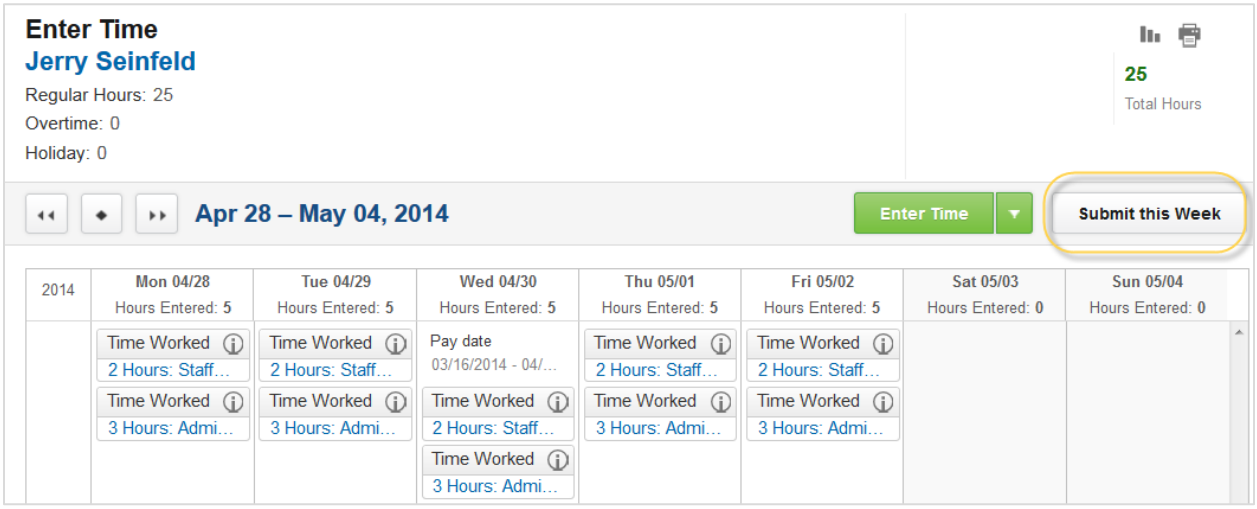
2. There is a separate tab for each day. **This type of entry allows you to enter time for different positions and time types all at once**. The **+** and **–** buttons will allow you to add or remove time blocks on that day.

   Make sure you select the correct **Position** and **Time Type**. Enter the number of hours worked in the **Quantity** field. Press **OK** when you are done entering time for the week.



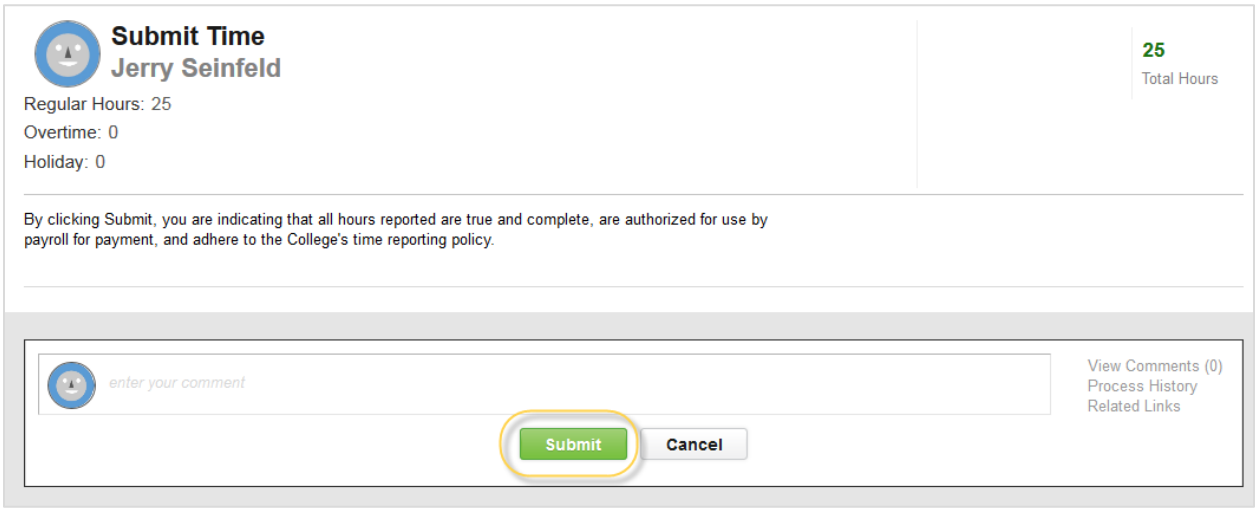
Submit Your Time

1. When finished entering your time for the week, click the **Submit this Week** button to submit your hours for review and approval by your manager. **Your manager(s) for each position will approve only the hours for the position they supervise, but they will be able to see all hours on your timesheet.**



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.

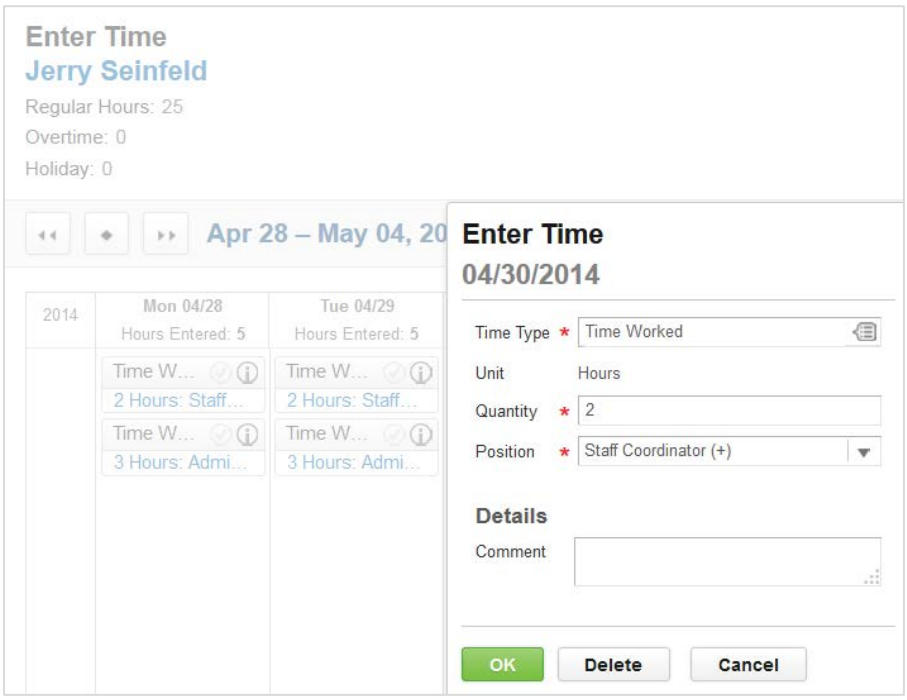
2. Click the **Submit** button to confirm the hours you are reporting for the week.



3. **Important:** Check your **Inbox** for actions and notifications regarding the status of your timesheet. Some notifications may require your action before your time is officially approved.

Time Corrections

1. While in calendar view, click on the time block that you would like to edit. From this screen you can change the **position**, **time type**, **quantity** of hours, add comments or **delete** the hours completely.



2. If you are editing time that was already submitted, you will need to resubmit the week, by pressing the **Submit this Week** button.