

NON-EXEMPT (HOURLY) STAFF: TIME ENTRY

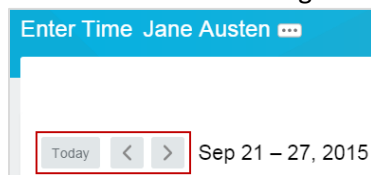
Enter Your Time

There are different ways that time can be entered in Workday. We recommend that you try each way and decide which is easiest for you. The different options are outlined below.

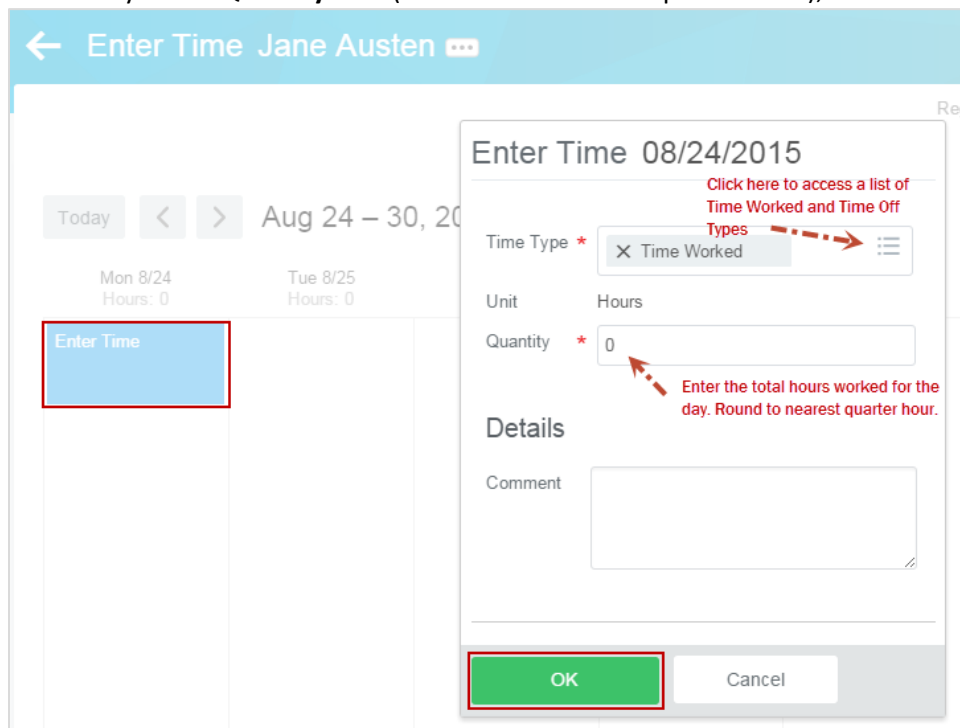
Select the **Time** from the **Home** screen. In this example, we will enter hours for the current week. Select **This Week** in the **Enter Time** section.

Option 1: Calendar View Time Entry

1. When viewing the Time Calendar, you will see three buttons at the top left, under your name. The **arrow buttons** are used to navigate the weeks. Clicking the **Today** button will bring you to the current week.



2. To enter your time, click on the day and an **Enter Time** box will appear. Select the correct **Time Type** by clicking on the prompt icon to access a list of both *Time Worked* and *Time Off*. Enter the total hours worked for the day in the **Quantity** field (round to the nearest quarter hour), then click **OK** to save your entry.

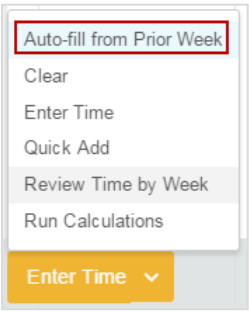


** If you have a second position, there will be an additional field that will have you select which position the hours are for.*

3. Repeat the steps above to enter hours for other days worked during the week.

Option 2: Auto-fill from Prior Week Time Entry

1. While in time entry screen, click on the **Enter Time** button at the bottom left of the screen to select **Auto-fill from Prior Week**.



2. **Select the Week** that you would like to copy. Press **OK** when done. These hours will automatically be put into your time entry calendar. Once the hours are on the calendar, you can edit them if necessary. If you want to include any comments or details from the previous week, make sure the check the box “Also copy details and comments.”

Auto-fill from Prior Week

Select one of the weeks below to copy its time blocks to the current week. You can then make changes to the copied time blocks as necessary.

Worker

Jane Austen

Start Date

08/24/2015

End Date

08/30/2015

Select Week *

07/27/2015 - 08/02/2015

Prior Week Hours

1 items

Total	Unit Type	Time Type	Details
33.00	Hours	Time Worked	

Also copy details and comments

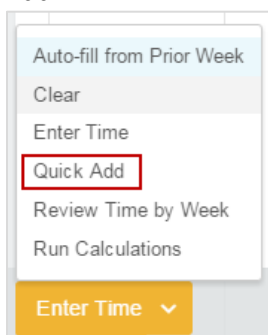
☐

OK

Cancel

Option 3: Quick Add Time Entry

1. While in time entry screen, click on the **Enter Time** button at the bottom left of the screen to select **Quick Add**.



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

 A screenshot of the 'Quick Add' screen in the application. At the top is a blue header with the text 'Quick Add'. Below the header is a white box containing instructions: 'Use Quick Add to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.' Below this is a scrollable list of worker information: 'Worker: Jane Austen', 'Start Date: 08/24/2015', and 'End Date: 08/30/2015'. Underneath is a 'Time Type' section with a button labeled 'X Time Worked' and a red box around a menu icon (three horizontal lines). At the bottom of the screen are two buttons: 'Next' (green with a red border) and 'Cancel' (white with a gray border).

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

 A screenshot of the 'Quick Add' screen showing a table for entering hours. The header is blue with 'Quick Add' text. Below is a white box with worker details: 'Worker: Jane Austen', 'Start Date: 08/24/2015', 'End Date: 08/30/2015', 'Time Type: Time Worked', and 'Time Off Reason: (empty)'. Below the details is a section labeled '1 items' with a funnel icon. It contains a table with 7 columns for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each column has a text input field. The values entered are 7.5 for Monday through Friday, and 0 for Saturday and Sunday. At the bottom are three buttons: 'OK' (green with a red border), 'Back' (white with a gray border), and 'Cancel' (white with a gray border).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	7.5	7.5	7.5	7.5	7.5	0	0

Submit Time

1. When you are finished entering your time for the week, click the **Submit** button at the bottom left part of the screen.

Enter Time Jane Austen

Regular Hours: 37.5 Overtime: 0 Holiday: 0 Total Hours: 37.5

Today < > Aug 24 – 30, 2015 View Week

Mon 8/24 Hours: 7.5	Tue 8/25 Hours: 7.5	Wed 8/26 Hours: 7.5	Thu 8/27 Hours: 7.5	Fri 8/28 Hours: 7.5	Sat 8/29 Hours: 0	Sun 8/30 Hours: 0
Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted		

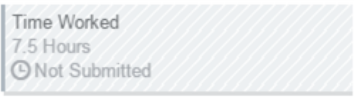
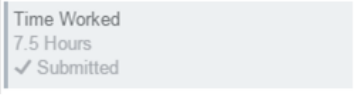


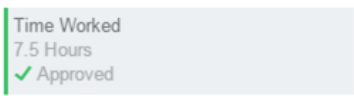
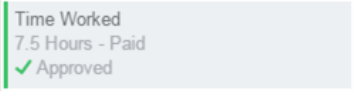
Submit Enter Time

2. In next screen, click submit button to confirm. You may also enter comments for your supervisor to read.
3. **Important:** Check your Workday Inbox for actions regarding the status of your timesheet. If you manager sends the time back to you for any reason, it will require your action.

Edit Time

1. While in the time entry screen, click on the time block that you would like to edit. From this screen you can change the **time type**, **quantity of hours**, **position (if applicable)**, **add comments**, or **delete hours completely**.
2. If you are editing time that has already been submitted, you will need to resubmit the week by pressing the **Submit** button again.

Key to Time Block Color Coding

Event	Block
Unsubmitted	
Submitted	
Sent Back	
Denied	
Approved	
Paid	
Approved Time Off / Paid Time Off	