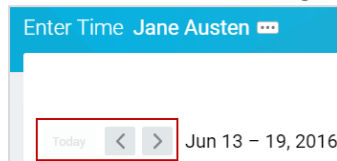


# STUDENT EMPLOYEES: TIME ENTRY

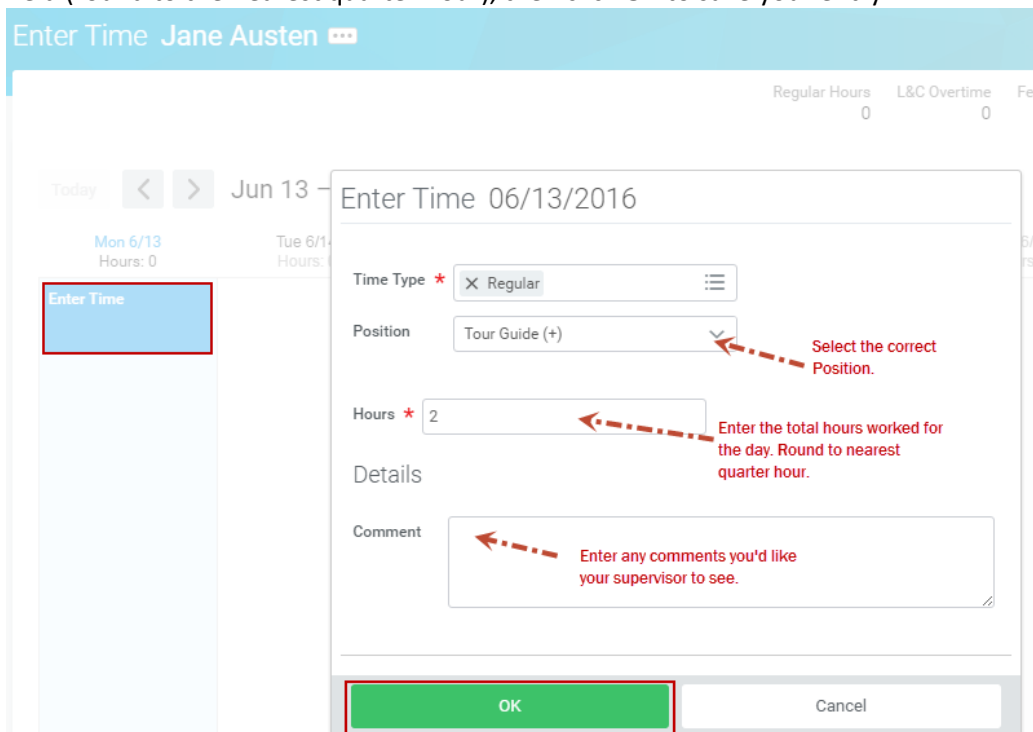
Student Time Entry should be completed by the 1st of the month, for the previous month. For example, time entry for the month of September is due October 1st. Supervisors should approve time entry by the 2nd of the month.

## Enter Time

1. Select **Time** from the **Home** screen. In this example, we will enter hours for the current week. Select **This Week** in the **Enter Time** section.
2. 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.



3. To enter your time, click on the day and an **Enter Time** box will appear. Select the correct **Position** by clicking on the drop down to access your positions. 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 only have 1 position, you will not see the Position field on your time entry.*

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

## 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 My Time Jane Austen

Regular Hours: 4.25 L&C Overtime: 0 Fed WS OT: 0 Non WS OT: 0 Total Hours: 4.25

Today < > Jun 13 – 19, 2016 View Week

Mon 6/13	Tue 6/14	Wed 6/15	Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19
Hours: 2	Hours: 2.25	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0
Regular 2 Hours: Tour Guide (+) ⌚ Not Submitted	Regular 2.25 Hours: Tour Guid... ⌚ 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.