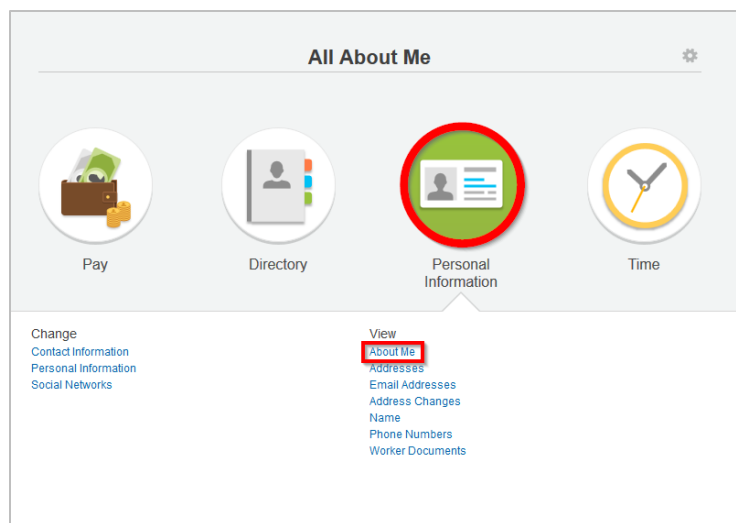


STUDENT WORKER: TIME ENTRY

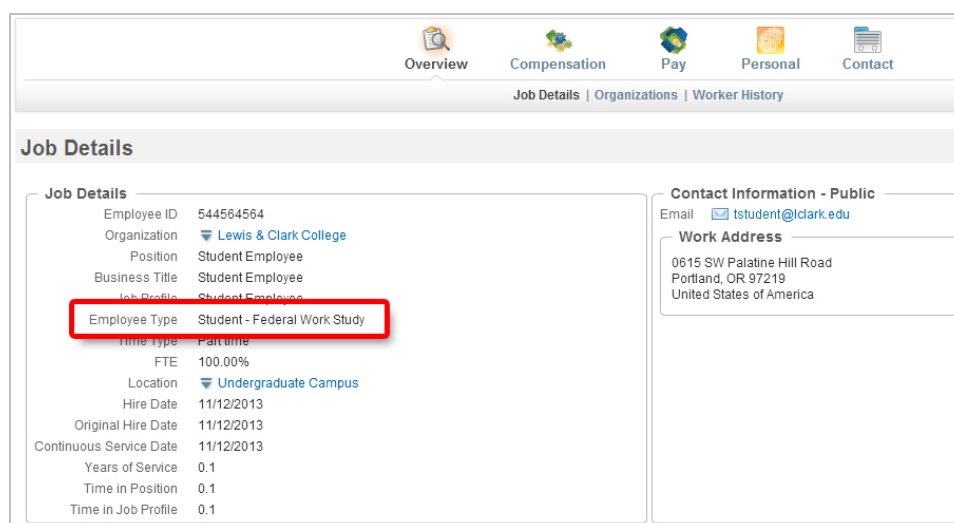
When entering your time in Workday, you'll need to know the Employee Type associated with your job. **Important:** your **Time Type** selection on your timesheet must match the **Employee Type** for the position. Follow the steps below to enter your student work hours in Workday.

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:



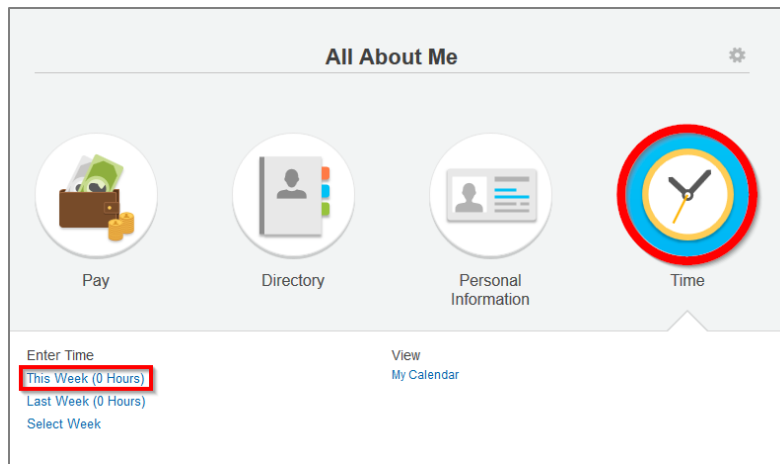
2. Note the **Employee Type** in the **Job Details** section. If you have more than one position, click the **Other Jobs** link at the top of the screen to access Employee Types for your other positions:



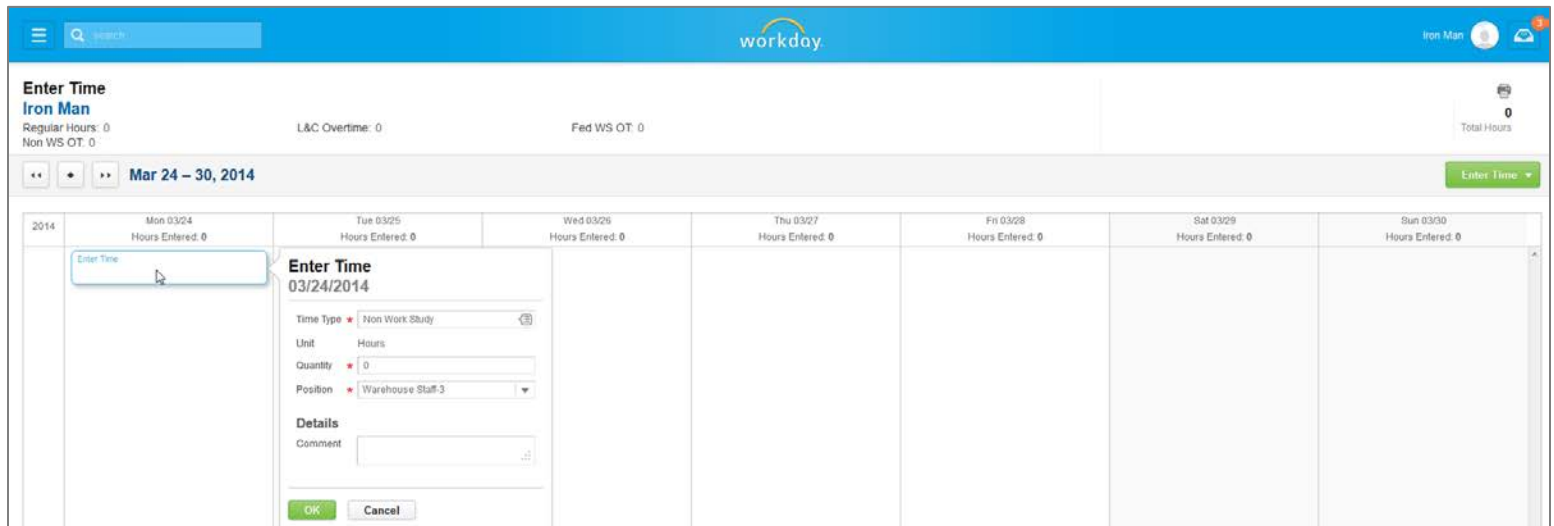
Make note of the Employee Type(s) for your positions. They are the values you'll select as **Time Type** when entering hours in your timesheet.

Enter Your Time

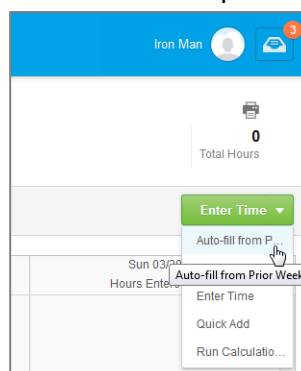
1. Select the **Time** worklet on the **All About Me** screen. In this example, we will enter hours for the current week. Select **This Week** in the **Enter Time** section of the pop-up window:



2. 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:



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

The screenshot shows the 'Enter Time' dialog box for the date 03/24/2014. The dialog has a header with navigation arrows and the date. Below the header, there are tabs for Mon 03/24, Tue 03/25, and Wed 03/26, each showing 'Hours Entered: 0'. The main area of the dialog contains the following fields:

- Time Type**: A dropdown menu with 'Non Work Study' selected. A prompt icon (🗒) is to the right.
- Unit**: A text field with 'Hours' entered.
- Quantity**: A text field with '0' entered.
- Position**: A dropdown menu with 'Warehouse Staff-3' selected.
- Details**: A section with a 'Comment' text area.
- Buttons**: 'OK' and 'Cancel' buttons at the bottom.

A search dropdown menu is open for the 'Time Type' field, showing a search bar and a list of options: Agency, Federal Work Study, L&C Work Study, Non Work Study, and Off Campus Work Study. The 'Federal Work Study' option is highlighted with a mouse cursor.

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.

4. 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:

The screenshot shows the 'Enter Time' dialog box for the date 03/24/2014. The dialog has a header with navigation arrows and the date. Below the header, there are tabs for Mon 03/24, Tue 03/25, and Wed 03/26, each showing 'Hours Entered: 0'. The main area of the dialog contains the following fields:

- Time Type**: A dropdown menu with 'Non Work Study' selected.
- Unit**: A text field with 'Hours' entered.
- Quantity**: A text field with '5' entered. This field is highlighted with a red box.
- Position**: A dropdown menu with 'Warehouse Staff-3' selected.
- Details**: A section with a 'Comment' text area.
- Buttons**: 'OK' and 'Cancel' buttons at the bottom. The 'OK' button is highlighted with a red box, and a mouse cursor is pointing at it.

5. 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:

The screenshot shows the 'Enter Time' interface for a user named 'Iron Man'. At the top, there are summary statistics: Regular Hours: 0, L&C Overtime: 0, Fed WS OT: 0, and Total Hours: 0. Below this is a navigation bar with a date range of 'Mar 24 - 30, 2014' and a green 'Enter Time' button. The main area is a table with columns for each day of the week. The 'Mon 03/24' column shows 'Hours Entered: 5' and a green checkmark next to the 'i' icon. The 'Submit this Week' button is highlighted with a red box.

Note: Your total hours for the week are displayed in the **upper left** 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.

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

The screenshot shows the 'Submit Time' interface for a user named 'Iron Man'. At the top, there are summary statistics: Regular Hours: 5, L&C Overtime: 0, Fed WS OT: 0, and Total Hours: 5. Below this is a disclaimer: 'By clicking Submit, you are indicating that all hours reported are true and complete, are authorized for use by payroll for payment, and adhere to the College's time reporting policy.' At the bottom, there is a text input field with a placeholder 'enter your comment', a green 'Submit' button (highlighted with a red box), a 'Cancel' button, and links for 'View Comments (0)', 'Process History', and 'Related Links'.

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.

