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

Overview

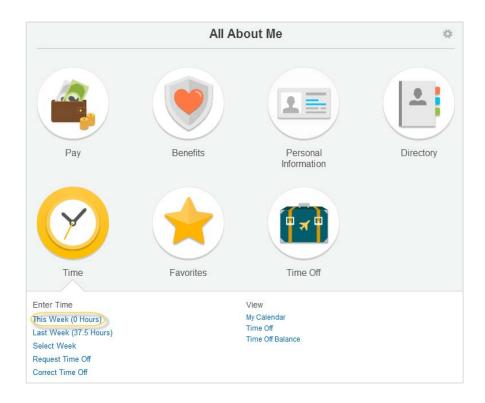
• Enter Your Time Worked and Time Off

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
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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.

| Enter Jerry | Time Seinfeld | | |
|----------------|------------------|----------------------------|------------------|
| Regular | Hours: 7.5 | | |
| Overtime | e: 0 | | |
| Holiday: | 0 | | |
| 2014 | Mon 05/05 | 05 – 11, 2014 Tue 05/06 | Wed 05/07 |
| 2014 | Hours Entered: 0 | Hours Entered: 7.5 | Hours Entered: 0 |
| | | Time Worked (j) | |
| | | 5.5 Hours: Ad | |
| | | Time Worked (j) | |
| | | 2 Hours: Admi | |

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

| <u>Jerry</u> | | | 0 Total Hours | | | | | |
|--------------|-------------------------------|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--|
| •• | • • May (| 05 – 11, 2014 | | | | | Enter Time 🔻 | |
| 2014 | Mon 05/05 Hours Entered: 0 | Tue 05/06 Hours Entered: 0 Enter Time | Wed 05/07 Hours Entered: 0 | Thu 05/08 Hours Entered: 0 | Fri 05/09 Hours Entered: 0 | Sat 05/10 Hours Entered: 0 | Sun 05/11 Hours Entered: 0 | |

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

| 05/06/20 [·] | 14 | |
|-----------------------|--------------------------|---|
| Time Type ★ | Time Worked | 1 |
| Unit | Hours | |
| Quantity * | 2 | |
| Position * | Administrative Assistant | - |
| | Administrative Assistant | 9 |
| Details | Staff Coordinator (+) | |
| Comment | | |
| | | |
| | | |
| ОК | Cancel | |

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*.

| Enter Tir 05/06/20 | |
|-----------------------|--------------------------|
| Time Type * | Time Worked |
| Unit | Hours |
| Quantity \star | 0 |
| Position * | Administrative Assistant |
| Details | |
| Comment | |
| ок | Cancel |

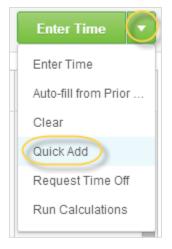
5. Enter the total hours worked for the day, for that position, in the **Quantity** field (round to the nearest quarter hour, for example: 6, 6.25, 6.5, 6.75), then click **OK** to save your entry.

| Enter Time 05/06/2014 | | | | | |
|--------------------------|--------------------------|--|--|--|--|
| Time Type \star | Time Worked | | | | |
| Unit | Hours | | | | |
| Quantity * | 5.5 | | | | |
| Position * | Administrative Assistant | | | | |
| Details Comment | | | | | |
| ок | Cancel | | | | |

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**.

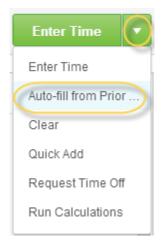
| Quick | Add |
|------------|---|
| | click the next button to choose the appropriate dates and hours. The new time blocks will be added to time blocks already on the time calendar. |
| Worker | Jerry Seinfeld |
| Start Date | 05/05/2014 |
| End Date | 05/11/2014 |
| Time Type | X Time Worked |
| Position * | r Administrative Assistant |
| | |
| Next | Cancel |

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

| Quick Add | | | | | | | | | |
|------------|--|---------|-----------|----------|--------|----------|--------|--|--|
| Choose the | Choose the number of hours for each day of the week. Then select OK to add the time blocks to the time calendar. | | | | | | | | |
| Worker | Jerry Seinfeld | | | | | | | | |
| Start Date | 05/05/2014 | | | | | | | | |
| End Date | 05/11/2014 | | | | | | | | |
| Time Type | Time Worked | | | | | | | | |
| Position | Staff Coordinator (+) | | | | | | | | |
| | | | | | | | | | |
| | | _ | | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | |
| | 2 | 2 | 2 | 2 | 2 | 0 | 0 | | |
| | | | | | | | | | |
| ОК | Back | ancel | | | | | | | |
| | | | | | | | | | |

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.

| 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 Jerry Seinfeld | | | | | | | |
| Start Date 04/28/2014 | | | | | | | |
| End Date 05/04/2014 | | | | | | | |
| Select Week * 04/21/2014 - 04/27/20 |)14 ▼ | | | | | | |
| Prior Week Hours | | | | | | | |
| Total | Unit Type | Time Type | Details | | | | |
| 25 | Hours | Time Worked | | | | | |
| Also copy details and comments | | | | | | | |
| OK Cancel | OK Cancel | | | | | | |

Option 4: Enter Time Button

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

| Jerry | | | | | | | 10 🖶 |
|-------|---|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| •• | Apr 1 | 4 – 20, 2014 | | | | | Enter Time |
| 2014 | Mon 04/14 Hours Entered: 7.5 | Tue 04/15 Hours Entered: 7.5 | Wed 04/16 Hours Entered: 0 | Thu 04/17 Hours Entered: 0 | Fri 04/18 Hours Entered: 0 | Sat 04/19 Hours Entered: 0 | Sun 04/20 Hours Entered: 0 |
| | Time W Image: Constraint of the state of | Time Period End 03/16/2014 - 04/ Time W ②① 5 Hours: Admi | | | | | |

 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.

| | r Time Seinfeld | | | | | | 17 Total Hours |
|---------------------|-------------------------------------|-------------------------|-----------|-------------------|-----------|------------|--------------------------|
| M | on 04/14 | Tue 04/15 | Wed 04/16 | Thu 04/17 | Fri 04/18 | Sat 04/19 | Sun 04/20 |
| Hours (+) (-) | | dministrative Assistant | ▼ Time | Type XTime Worked | (3 | Unit Hours | ⊕ Details |
| Э | Position * S Quantity 3 Cance | | Time Time | Type XTime Worked | (3 | Unit Hours | Details |

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.**

| | Time Seinfeld | | | | | | lı. 🖷 25 |
|----------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Regular | Hours: 25 | | | | | | Total Hours |
| Overtim | e: 0 | | | | | | |
| Holiday: | : 0 | | | | | | |
| •• | • • Apr 2 | 28 – May 04, 20 | 014 | | Ent | ter Time 🔻 | Submit this Week |
| 2014 | Mon 04/28 | Tue 04/29 | Wed 04/30 | Thu 05/01 | Fri 05/02 | Sat 05/03 | Sun 05/04 |
| 2014 | Hours Entered: 5 | Hours Entered: 0 | Hours Entered: 0 |
| | Time Worked (j) | Time Worked (j) | Pay date | Time Worked (j) | Time Worked (j) | | |
| | 2 Hours: Staff | 2 Hours: Staff | 03/16/2014 - 04/ | 2 Hours: Staff | 2 Hours: Staff | | |
| | Time Worked (j) | | |
| | 3 Hours: Admi | 3 Hours: Admi | 2 Hours: Staff | 3 Hours: Admi | 3 Hours: Admi | | |
| | | | Time Worked (j) | | | | |
| | | | 3 Hours: Admi | | | | |

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.

| Submit Time Jerry Seinfeld Regular Hours: 25 Overtime: 0 Holiday: 0 | 25 Total Hours |
|--|---|
| 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. | |
| enter your comment Submit Cancel | View Comments (0) Process History Related Links |

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.

| Jerry | | | |
|-------|---|-------------------------------|--|
| 44 | • • Apr 2 | 28 – May 04, 20 | Enter Time 04/30/2014 |
| 2014 | Mon 04/28 Hours Entered: 5 | Tue 04/29 Hours Entered: 5 | Time Type * Time Worked |
| | Time W (2) 2 Hours: Staff Time W (2) 3 Hours: Admi | 2 Hours: Staff | Unit Hours Quantity * Position * Staff Coordinator (+) |
| | | | Details Comment |
| | | | OK Delete Cancel |

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