

# STAFF SUPERVISOR: ENTER TIME FOR A WORKER

If a worker is unable to enter time in Workday, you can enter it for them.

1. Click **My Team's Time (Staff)** on your Workday **Home** page.
2. Click the orange **Related Actions icon** button (⋮) to the right of the worker's name to view available actions. Select **Time and Leave** in the Available Actions menu, then click **Enter Time** to continue.
3. Pick the date you want to enter time for and press **OK** to open the worker's timesheet.
4. When viewing the Time Calendar, you will see three buttons at the top left, under the name. The **arrow buttons** are used to navigate the weeks. Clicking the **Today** button will bring you to the current week.

5. To enter 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 your worker has multiple positions, there will be a position field. Be sure to select the position you supervise.*

6. When finished entering hours for the worker, click the **Submit** button at the bottom of the screen to continue.
7. On the next screen, click the **Submit** button to confirm the hours. You may add a comment here about why you are entering the time on behalf of the employee.
8. Since you entered hours for the worker, they are automatically approved and no separate review and approve action is generated for your Inbox.