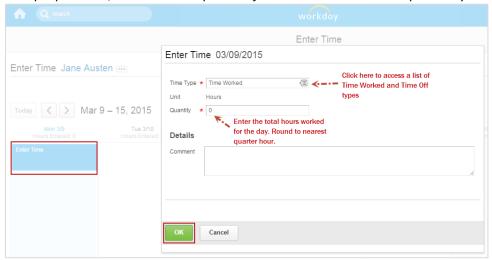
STAFF SUPERVISOR: ENTER TIME FOR A WORKER

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.

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