SUPERVISOR: ENTER TIME FOR A WORKER

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

1. In Workday, search for the task **Enter Time for Worker.**

2. Enter name of the employee and the date you want to enter. Press **OK** to continue.

3. You are now viewing the weekly Time Calendar. There are three buttons at the top left, next to the date. The **arrow buttons** are used to navigate the weeks. Clicking the **Today button** will bring you to the current week.

4. 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.*

5. When finished entering hours for the worker, click the **Submit** button at the bottom of the screen to continue.

6. 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.

7. Since you entered hours for the worker, they are automatically approved and no separate review and approve action is generated for your Inbox.