

# STUDENT EMPLOYEES: TIME ENTRY

**Student Time Entry should be completed by the 1st of the month, for the previous month.** For example, time entry for the month of September is due October 1st. Supervisors should approve time entry by the 2nd of the month.

## Enter Time

1. Select **Time** from the **Home** screen. Select **This Week** in the **Enter Time** section.
2. When viewing the Time Calendar, you will see three buttons at the top left. The **arrow buttons** are used to navigate the weeks. Clicking the **Today button** will bring you to the current week.
3. To enter your time, click on the day and an **Enter Time** box will appear. Select the correct **Position** by clicking on the drop down to access your positions. 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.

Enter Time Jane Austen

Regular Hours 0 L&C Overtime 0

Today < > Jun 13

Mon 6/13 Hours: 0 Tue 6/14 Hours: 0

**Enter Time**

Enter Time 06/13/2016

Time Type \* X Regular

Position Tour Guide (+)

Hours \* 2

Details

Comment

OK Cancel

Select the correct Position.

Enter the total hours worked for the day. Round to nearest quarter hour.

Enter any comments you'd like your supervisor to see.

*\* If you only have 1 position, you will not see the Position field on your time entry.*

4. Repeat the steps above to enter hours for other days worked during the week.

## Submit Time

1. When you are finished entering your time for the week, click the **Submit button** at the bottom left part of the screen.

Enter My Time Jane Austen

Regular Hours 4.25 L&C Overtime 0 Fed WS OT 0 Non WS OT 0 Total Hours 4.25

Today < > Jun 13 - 19, 2016 View Week

Mon 6/13 Hours: 2 Tue 6/14 Hours: 2.25 Wed 6/15 Hours: 0 Thu 6/16 Hours: 0 Fri 6/17 Hours: 0 Sat 6/18 Hours: 0 Sun 6/19 Hours: 0

Regular 2 Hours: Tour Guide (+) Not Submitted

Regular 2.25 Hours: Tour Guide (+) Not Submitted

Submit Enter Time

2. In next screen, click **submit button** to confirm. You may also enter comments for your supervisor to read.
3. **Important:** Check your Workday Inbox for actions regarding the status of your timesheet. If you manager sends the time back to you for any reason, it will require your action.

## Edit Time

1. While in the time entry screen, click on the time block that you would like to edit. From this screen you can change the **time type, quantity of hours, position (if applicable), add comments, or delete hours completely**.
2. If you are editing time that has already been submitted, you will need to resubmit the week by pressing the **Submit** button again.