

# NON-EXEMPT (HOURLY) STAFF: TIME ENTRY

## Enter Your Time

There are different ways that time can be entered in **Workday**. We recommend that you try each way and decide which is easiest for you. The different options are outlined below.

Select the **Time** from the **Home** 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, under your name. The **arrow buttons** are used to navigate the weeks. Clicking the **Today button** will bring you to the current week.
2. To enter your 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.

The screenshot shows the Time Calendar interface with a modal for entering time for August 24, 2015. The calendar shows 'Mon 8/24 Hours: 0' and 'Tue 8/25 Hours: 0'. A blue 'Enter Time' button is highlighted on Monday. The modal, titled 'Enter Time 08/24/2015', contains the following fields:

- Time Type \***: A dropdown menu currently showing 'X Time Worked'. A red dashed arrow points to a menu icon with the text 'Click here to access a list of Time Worked and Time Off Types'.
- Unit**: A text field containing 'Hours'.
- Quantity \***: A text field containing '0'. A red dashed arrow points to the field with the text 'Enter the total hours worked for the day. Round to nearest quarter hour.'
- Details**: A section containing a 'Comment' text area.
- Buttons**: 'OK' (highlighted with a green box) and 'Cancel' buttons at the bottom.

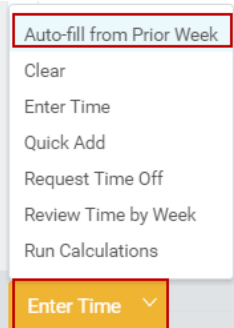
*\* If you have a second position, there will be an additional field that will have you select which position the hours are for.*

*\*\* If a Holiday falls in your usual work hours, use the Time Type of **Holiday** (do not enter as time off) in your usual schedule with your usual hours that you would have worked.*

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

## Option 2: Auto-fill from Prior Week Time Entry

1. While in time entry screen, click on the **Enter Time** button at the bottom left of the screen to select **Auto-fill from Prior Week**.



Auto-fill from Prior Week

Clear

Enter Time

Quick Add

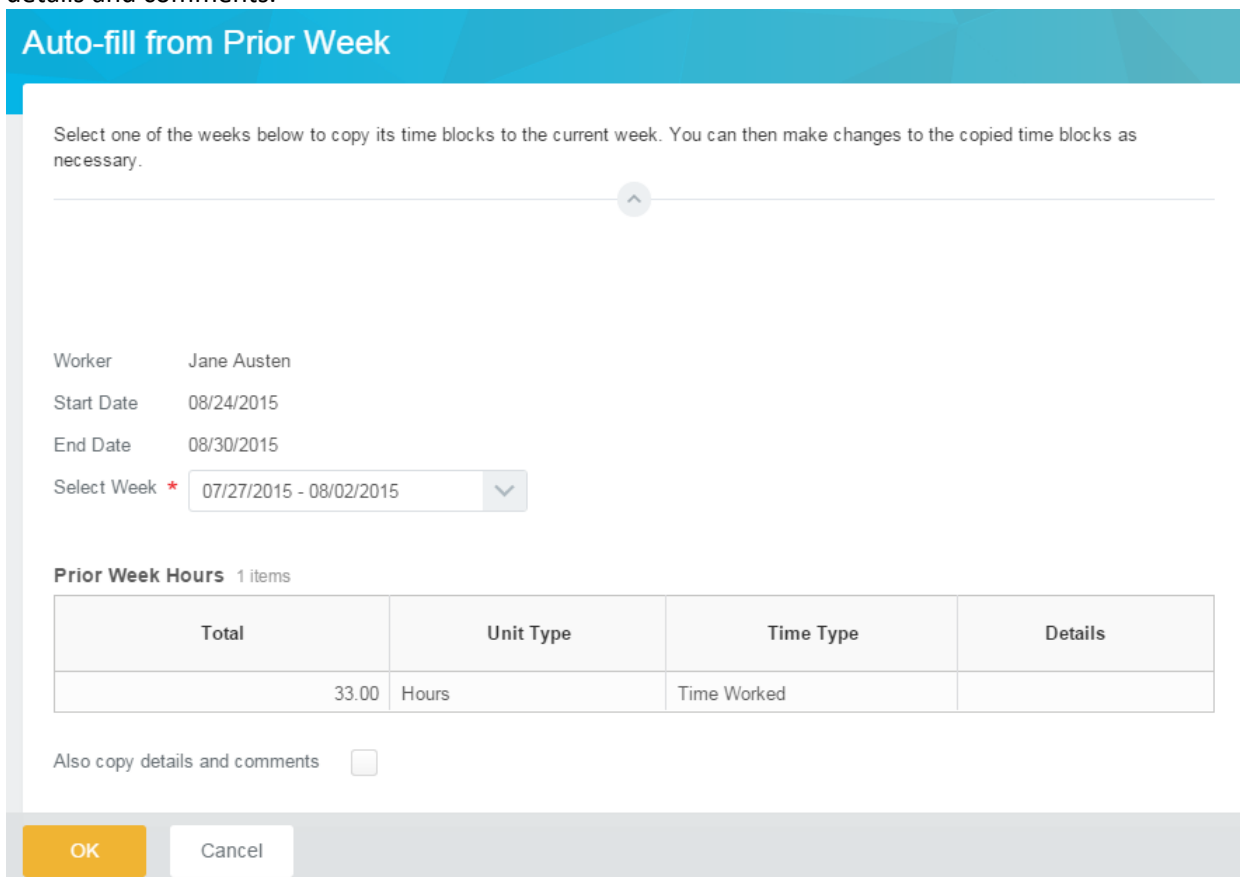
Request Time Off

Review Time by Week

Run Calculations

Enter Time ▾

2. **Select the Week** that you would like to copy. Press **OK** when done. These hours will automatically be put into your time entry calendar. Once the hours are on the calendar, you can edit them if necessary. If you want to include any comments or details from the previous week, make sure to check the box “Also copy details and comments.”



### 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 Jane Austen

Start Date 08/24/2015

End Date 08/30/2015

Select Week \* 07/27/2015 - 08/02/2015 ▾

**Prior Week Hours** 1 items

Total	Unit Type	Time Type	Details
33.00	Hours	Time Worked	

Also copy details and comments ☐

OK Cancel

### Option 3: Quick Add Time Entry

1. While in time entry screen, click on the **Enter Time** button at the bottom left of the screen to select **Quick Add**.

A dropdown menu is shown with the following options: Auto-fill from Prior Week, Clear, Enter Time, Quick Add (highlighted with a red box), Request Time Off, Review Time by Week, and Run Calculations. Below the menu is an orange button labeled 'Enter Time' with a downward arrow.

2. Use the prompt icon to select the **Time Type** you would like to enter. Press **Next**.

The 'Quick Add' screen has a blue header. Below it, a text box says: 'Use Quick Add to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.' Below this is a scrollable area with a list of items. The first item is 'Time Type' with a value of 'Time Worked' and a prompt icon (three horizontal lines) highlighted with a red box. At the bottom, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

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

The 'Quick Add' screen shows the following details: Worker: Jane Austen, Start Date: 08/24/2015, End Date: 08/30/2015, Time Type: Time Worked, Time Off Reason: (empty). Below this is a table with 1 item. The table has columns for days of the week and rows for hours. The 'Monday' through 'Friday' columns show 7.5 hours, 'Saturday' shows 0, and 'Sunday' shows 0. The 'OK' button at the bottom left is highlighted with a red box.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 items	7.5	7.5	7.5	7.5	7.5	0	0

## 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.

The screenshot displays the Workday Time Entry interface for a weekly summary. At the top right, a summary table shows: Regular Hours: 37.5, Overtime: 0, Holiday: 0, and Total Hours: 37.5. Below this, a navigation bar shows 'Today', navigation arrows, the date range 'Aug 24 – 30, 2015', a 'View' dropdown set to 'Week', and a 'Week' button. The main area is a grid for the week of August 24-30, 2015. Each day's column shows 'Time Worked 7.5 Hours' and 'Not Submitted' with a clock icon. The 'Submit' button at the bottom left is highlighted with a red box.

Regular Hours		Overtime	Holiday	Total Hours
37.5		0	0	37.5

Today < > Aug 24 – 30, 2015 View Week

Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Sun 8/30
Hours: 7.5	Hours: 7.5	Hours: 7.5	Hours: 7.5	Hours: 7.5	Hours: 0	Hours: 0
Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ Not Submitted	Time Worked 7.5 Hours ⌚ 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.

## Key to Time Block Color Coding

Event	Block
Unsubmitted	
Submitted	
Sent Back	
Denied	
Approved	
Paid	
Approved Time Off / Paid Time Off	