

STUDENT EMPLOYEES: TIME ENTRY

Student Time Entry should be completed by the 20th of the month, for all hours worked in the month. This means that student employees will need to project time worked from the 21st of the month to the last day of the month, and submit that time for approval by the 20th of the month. Corrections/adjustments will need to be made retroactively in the next month after time sheets open up on the first of the month. Supervisors should approve time entry by the 20th of the month.

Enter Time

1. Select **View All Apps** on the home screen.
2. Select the **Time** icon. Select **This Week** in the **Enter Time** section.
3. 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.
4. 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.

The screenshot shows a mobile application interface for entering time. A modal window titled "Enter Time" is open for the date 03/18/2021. It features a "Time Type" dropdown menu set to "Regular", a "Position" dropdown menu set to "Tour Guide", and a "Hours" input field containing "4.5". Below these fields is a "Details" section with a "Comment" text area. At the bottom of the modal are "OK" and "Cancel" buttons. The background shows a calendar view for the week of March 15-21, 2021, with the 18th highlighted.

** 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 **Review button** at the bottom right part of the screen.

The screenshot displays the "Enter Time" interface for Jane Austen. At the top, it shows the week of "Mar 15 - 21, 2021". Below this is a calendar grid with columns for each day from Monday to Sunday. The Thursday column (3/18) is highlighted in light blue and shows "Regular 4.5 Hours: Tour Guide". A blue "Enter Time" button is overlaid on the Thursday cell. To the right of the calendar is a "Summary" section for "Mar 15 - 21, 2021" with the following data:

Category	Hours
Regular Hours	4.5
L&C Overtime	0
Fed WS OT	0
Non WS OT	0
Total Hours	4.5

At the bottom right of the screen, a blue "Review" button is highlighted with a red rectangular box.

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.