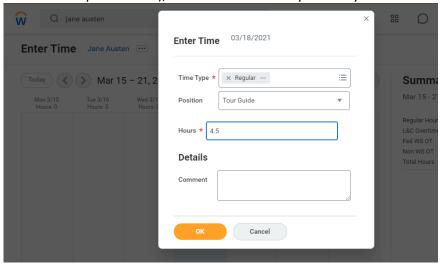# STUDENT EMPLOYEES: TIME ENTRY

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.
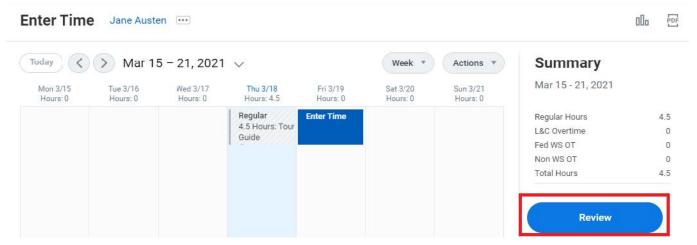

* If you only have 1 position, you will not see the Position field on your time entry. 4.

    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.

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.