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 **View All Apps** from the **Home** screen. Next, click the **Time** icon. 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 dropwdown 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.
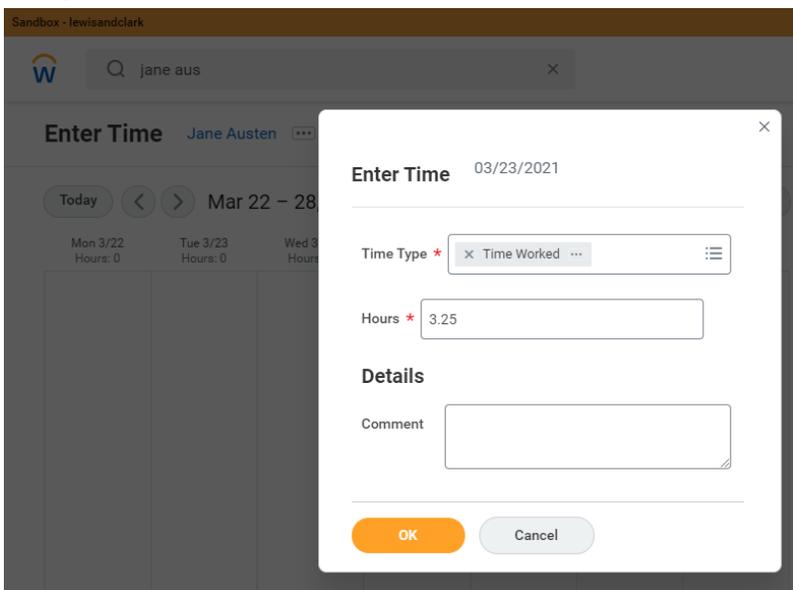

* If you have a second position, there will be an additional field that will have you select which position the hours are for.

*** 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 **Actions button** at the top right of the screen to select **Auto-fill from Prior Week.**
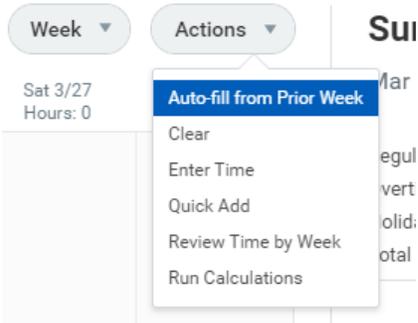
2. **Select the Week** that you would like to copy. Press **OK** when done. These hours will automatically be put into your time entry calendar. Once the hours are on the calendar, you can edit them if necessary. If you want to include any comments or details from the previous week, make sure the check 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	03/22/2021
End Date	03/28/2021
Select Week *	02/22/2021 - 02/28/2021

Turn on the new tables view

Prior Week Hours 1 item

	Total	Unit Type	Time Type	Details
	37.50	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 **Actions button** at the bottom left of the screen to select **Quick Add.**
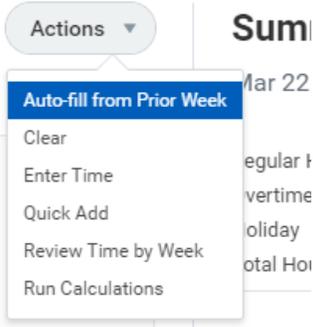
2. Use the prompt icon to select the **Time Type** you would like to enter. Press **Next**.

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

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.

Key to Time Block Color Coding
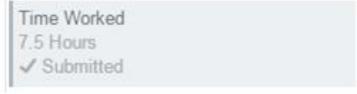
Event	Block
Unsubmitted	Time Worked 7.5 Hours 🕐 Not Submitted
Submitted	Time Worked 7.5 Hours ✓ Submitted
Sent Back	Time Worked 7.5 Hours ⚠ Needs Attention
Denied	Time Worked 7.5 Hours ⚠ Denied
Approved	Time Worked 7.5 Hours ✓ Approved
Paid	Time Worked 7.5 Hours - Paid ✓ Approved
Approved Time Off / Paid Time Off	Sick 7.5 Hours ✓ Approved