ENTERING TIME WORKED

Using Workday’s Time Tracking functionality, hourly-paid workers must enter time worked each week in order to be paid in a timely manner. Follow the steps below to get started.

1. Select the **Time** worklet on Your Landing Page

2. Select an option under the **Enter Time** section
   - This Week
   - Last Week
   - Select Week

3. Double select day of the week to enter time

4. Enter **Time Type** and **Quantity** (hours) worked and select **OK**
   - **Time Types include:**
     - Regular Hours (**Note:** This is the most commonly selected time type)
     - Holiday Premium Pay
     - Paid Holiday
     - Administrative Closing
     - Summer/Winter Break Hours (not worked)
     - Sunday Premium Pay

**Note:** Do NOT fill-in the **Details** section unless advised to do so by your HR Coordinator

5. Check the **total hours** at the top of the screen to be sure your time is reported accurately

6. Select **Submit.** Workday will then bring you to a confirmation screen where you may review your entries. Review the time you are submitting, but remember to select **Submit** one more time (at the bottom of your screen) to ensure it is routed to Payroll.

**Note:** If you were absent for part of the week, you will need to enter time out of the office through the **Time Off** worklet in Workday, or use the **Enter Time** button at top of screen. After you log the time off, it too will appear in this calendar. When you hover over any time blocks, the **Approval** status will display.