Instructions for Entering Time

1. Log in to Workday via your web browser (https://wds.myworkday.com/brown/login.flex)

2. Click the Time worklet on your landing page

3. Select an option under the Enter Time section
   a. This Week
   b. Last Week
   c. Select Week

4. Double click on the day of the week to enter time

5. Enter Time Type (select regular hours) and Quantity (hours) worked. Click Position Box and choose appropriate position. Position Box defaults to student employment and must be changed. If applicable, include the name of the person you tutored in the comments box. Click OK.

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

7. Click 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 click Submit one more time (at the bottom of your screen) to ensure it is routed to Payroll.

Instructions for Workday App

1. Download Workday App from the App Store

2. Open app and use “brown” as tenant

3. Log-in and go to the Time worklet on your landing page

4. Proceed with steps outlined above