Entering Time Worked as a Student Worker

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

1. Click the Time worklet on Your Landing Page

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

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

4. Enter the required fields:
   • Time Type- (regular hours)
   • Hours- # of hours worked
   • Position- select from the drop-down menu

5. Click OK

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

6. Repeat steps for each day worked

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

8. Click Submit to review your entries on a confirmation screen.

9. Review the time you have submitted, but remember to click Submit again at the bottom of your screen to ensure that it is routed for approval

10. Once you have submitted the time, you will receive a notification in your Workday Inbox informing you that time was submitted for approval.

   Important: You must enter and submit your time worked each week in order to be paid; all time must be submitted by midnight on Saturday each week.