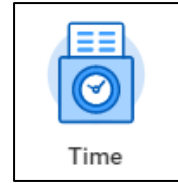


# Entering Time Worked as a Student Worker

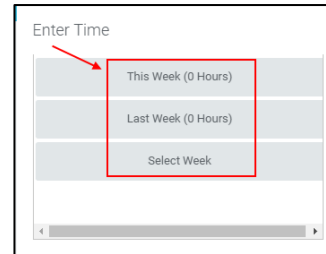
Using Workday's Time Tracking functionality, hourly-paid student workers must enter time worked each week in order to be paid in a timely manner. Follow the steps below to get started.

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**

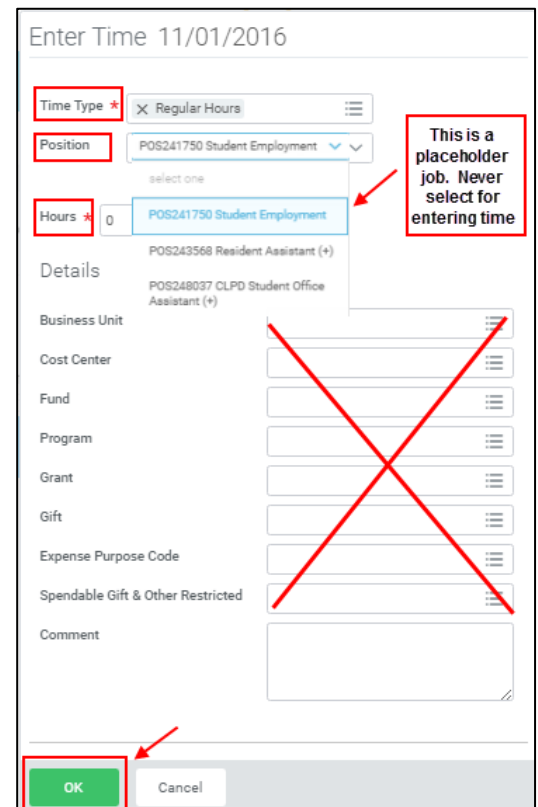
6. Repeat steps for each day worked

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