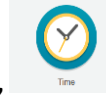


How Do I Enter My Hours Worked?

1

Log into Workday and from the All About Me page, click the Time icon, and then select the week to enter.



2

To start entering time, click inside an hour segment to open a time entry card. Choose the correct Time Type, enter your time in and time out, and the Reason of Out or Meal. Click OK to save the entry in the calendar.

Enter Time 06/17/2014

Time Type * search

In *

Out *

Out Reason * select one

Hours * 0

Details

Comment

OK Cancel

3

A calendar grid for the week of June 16-22, 2014. The grid shows time slots from 8:00 AM to 5:00 PM. Some slots are filled with time entry cards, such as "W - work Backoff" and "M - meal".

Complete the calendar entries according to the schedule of time worked.

4

Hours worked are displayed across the top of the calendar, and are updated with every entry made. When finished for the week, click the Submit button.

5

You will need to confirm the submission, which creates your electronic signature.



enter your comment

Submit Cancel

To confirm, click Submit again.

6

Manager approvals are required. Be sure this message appears so you know you have completed your entry properly.

You have submitted Time Entry: - 15 hours from 06/08/2014 to 06/14/2014

Up Next

Approval by Manager

Details and Process

Done