



On the Workday homepage, click the **Time** icon. There are a couple of options to enter time:

- Enter Time
- Use Check IN/OUT



Please follow your local practice as outlined by your department. Below are steps for both options.

ENTER TIME

You can follow the steps below to enter time on your timecard:

1. Select **This Week**, **Last Week** or **Select Week** as needed.

2. Click on the day to enter a time block.

3. Complete the required fields(*) in the Enter Time box:

- **Time Type** defaults as **Regular** or select another as needed. You will only see eligible time types by position. To see a complete list of the time types click [here](#).
- Enter **In** time for when you start your shift.
- Enter the exact **Out** time you ended shift or took a break.
- Select **Out Reason** as *Meal* or *Out* (end of shift). If your meal break is less than 30 minutes, add a comment in **Comment** field.
- Select **Position** if you have more than one job.

4. Click **OK**. Workday **AutoSaves** the time entry to your timecard.

How do I record meal break?
Select the **Out Reason** as *Meal*. Note a meal break of 30 minutes is required by NYS regulations depending on total hours worked.

5. You may need to enter multiple time blocks in a day depending on your shifts and breaks. Total hours update and display above the timecard as shown in the image below.

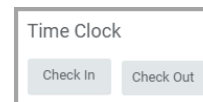
Regular	Overtime	Shift	Time Away	Holiday	Special Rate	Other	No Pay
39.916667	0	0	0	0	0	0	0

6. Complete the timecard for the entire week. Click **Submit** when you want to send your time to your supervisor for approval. We recommend that you click **Submit ONCE** for each week in the biweekly pay period.

How do I approve my time? You do not approve time in Workday. You will click **SUBMIT ONCE** for each week that you complete work in the pay period. Clicking **Submit** sends your time to your supervisor for approval.

ENTER TIME USING CHECK IN/OUT

You will use this option when you want to punch in/punch out the exact time you started/ended work. Navigate to the **Time** icon on the homepage.



1. Under **Time Clock**, click **Check In** to start work or return from break.

2. Complete start of work by entering the following:

- **Time Type** defaults as **Regular** or select another as needed.
- Select **Position** if you have more than one job.

3. Click **OK** and **Done**.

4. At the end of shift or start of break, click **Check Out**.

5. Select **Meal** or **Out** as needed.

6. Click **OK** and **Done**.

How do I correct my Check In/ Check Out time? If you need an adjustment, you can correct the time block before you submit it. See **Edit Time Entered** section.



VIEW TIME DETAILS

You will see your daily totals at the top of each day on the timecard.

1. On the Workday home page, click **Time** and select the week.
2. Click on a time block on the timecard.
3. Click the **View Details** button.
 - The **Reported** tab displays time entry details.
 - The **Calculated** tab shows how time is categorized such as regular, overtime, holiday and so on.
 - The **History** tab shows the audit trail related to the time entry such as when and who entered the punches, corrections, approvals etc.
4. After reviewing the details, click **Close**.

EDIT/CORRECT TIME ENTERED

Current Pay Period

You can add, delete or change all time types (*Approved, Submitted, Not Submitted, and Denied*) in the current pay period. When you submit a change, it goes to the supervisor for review and approval.

1. On the timecard, click the time block to be changed.
2. In the **Enter Time** box:
 - **To Edit:** Change a time block as necessary and click **OK**.
 - **To Delete:** Click **Delete** to erase the entire time block. Click **Delete** again to confirm.
3. Click **Submit** at the end of the pay period.

Retro Pay Period (payroll already run)

You can make changes to a previous pay period (on which payroll has already been run) using the same instructions from the above section. You will see a message that says that the period is unlocked for retro adjustments and that you need to contact your manager or Pay Rep except to submit your time for approval.

Some IMPORTANT variations to remember:

- You have to wait for the pay period to be unlocked for edits (which is about three days after the pay period ends).
- You can enter time but **cannot** submit your time. It is **your responsibility** to let your Pay Rep or manager know that you have added, changed or deleted time retroactively so that they can submit and approve your time.
- Retro edits can be processed 90 days in the past.
- If you are correcting time prior to 90 days, contact your manager or Pay Rep.

SUBMITTING TIME FOR APPROVAL

Employees should submit their timesheet to their manager or timekeeper for approval on a weekly basis.

1. Select the week in the pay period.
2. Review your weekly totals (upper right-hand corner). Click **Submit**, confirm the information and then click **Submit** again.



What happens if I do not submit my time? Your supervisor cannot approve unsubmitted time. By pay period end, review all time blocks on the timecard to confirm time has been submitted. Green flag on the time block indicates they are approved.



Security Warning: When you are finished, click your name on the top right corner and click **Sign Out**.

RELATED JOB AIDS

- [Request Time Off](#)
- [Correct Approved Time Off](#)

Have Questions? [See how to contact your Pay Rep.](#)