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

- Enter Time By Week
- Use Check IN/OUT

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

### ENTER TIME BY WEEK

Workday gives you two options to enter time by week

- Directly on the time card
- Using the IN/OUT view

### ON THE 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. For a complete list of the various time types, follow this link here (link to appear 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.
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 calendar as shown in the image below.

![Enter Time 08/11/2017](image)

<table>
<thead>
<tr>
<th>Regular</th>
<th>Overtime</th>
<th>Shift</th>
<th>Time Away</th>
<th>Holiday</th>
<th>Special Rate</th>
<th>Other</th>
<th>No Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.916667</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

6. Complete the timecard for the entire week. Click **Submit** when you want to send your time to your supervisor for approval. You will do this **ONCE** for each week at the end of the biweekly pay period.

7. Click Submit to confirm your time submission.

### USING IN/OUT

If you work multiple shifts and need to enter multiple time blocks, you may find this time entry option easier to use.

1. Go to **Time** icon on the Workday homepage. Select **This Week** or **Last Week** as needed.
2. Click **Enter Time** button and select **Enter Time** in the menu. Complete time entry for each day of the week:
   - Enter **In** time for when you start your shift.
   - Enter **Out** time for when you ended shift or took a break including meal break.
   - Select **Out Reason** as Meal or Out.
   - Select **Position** if you have more than one job.

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**Have questions?** Please contact your local Pay Rep (add link here).
Time Tracking: Enter Time
Employee

Last Updated October 16, 2017

• **Time Type** defaults as **Regular** or select another as needed.

3. Click the + button to add more rows to record all the time blocks that you work. Click the – button to delete any extra time blocks in the day.

4. Click on each of the day tabs and enter time for the week. Click **OK**. You will see all your time blocks on the timecard.

**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 clock 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**.

**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.
   - Click **Calculated** tab to view how time is categorized such as regular, overtime, holiday and so on.

4. After reviewing the details, click **Close**.

**CORRECT TIME**

All time types (Approved, Submitted, Not Submitted, and Denied) are correctable. When you submit a correction, it goes to the supervisor for review and approval.

1. On the timecard click on the time block to be corrected.
   1. **To Edit**: make corrections as necessary and click **OK**
   2. **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.

**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.

3. **Security Warning**: When you are finished, click your name on the top right corner and click **Sign Out**. Close the browser window to make sure no one can log into Workday using your account.

**RELATED JOB AIDS**

- Request Time Off
- Correct Approved Time Off