As a student, you will use the Time icon on the Workday homepage to enter time worked. Please follow your local practice as outlined by your department.

**Enter Time**

Follow the steps below to enter time on your timecard:

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

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

3. Complete the required fields (as marked with a red asterisk) in the **Enter Time Box**.
A. **“Time Type” Field:** Time Type defaults to Regular, always use this unless directed by your payrep or supervisor.

B. **“In” Field:** Enter Time you started work.

C. **“Out” Field:** Enter Time you ended work.

D. **“Out Reason” Field:** Select Out for end of work or Meal if you are taking a meal break.

E. **“Position” Field:** Position defaults to Cornell Student. It is important that you change this from Cornell Student to the position you are entering the time block for.

If you work multiple jobs and need assistance identifying your position when entering time click the My Multiple Job Information link above the timecard.

4. Click OK to save your time entry.

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. The total hours also display above each day on the timecard.

<table>
<thead>
<tr>
<th>Regular</th>
<th>FWS REG</th>
<th>Overtime</th>
<th>FWS OT</th>
<th>Incentive Pays</th>
<th>No Pay</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

6. Complete the timecard as you work for the entire week. Click Submit at the end of each week. This will send your time to your supervisor for review and approval. We recommend that you click Submit ONCE for each week in the biweekly pay period.

**IMPORTANT:** If you have critical errors on your timecard (for example, mismatched time punches), you will not be able to submit your timecard and get paid unless you correct the error on your timecard.

**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:
   a. **To Edit:** Change a time block as necessary and click OK.
   
   b. **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 except that you **cannot** 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 payrep 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 payrep.

**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.

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

**Questions?** Please contact your local Pay Rep. To view the college/unit contacts, please see the [Pay Rep Listing](#).