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**.

![Time Card](image-url)
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 figuring your position when entering time click the **My Multiple Jobs 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 Time Entered**

All time types (Approved, Submitted, Not Submitted, and Denied) are correctable in the current pay period. If you need to make corrections to a previous pay period, contact your supervisor or pay rep.

1. On the timecard, click the time block to be corrected.

2. In the *Enter Time* box:
   - *To Edit:* make corrections 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.

**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**.

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More questions?

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