



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.

The screenshot displays a weekly time entry interface for the week of December 7-13, 2017. At the top, there are navigation controls including 'Today', left and right arrows, the date range 'Dec 7 - 13, 2017', and a 'View' dropdown menu currently set to 'Week'. Below this, the days of the week are listed with their respective hours: Thu 12/7 (Hours: 3), Fri 12/8 (Hours: 2), Sat 12/9 (Hours: 0), Sun 12/10 (Hours: 0), Mon 12/11 (Hours: 0), Tue 12/12 (Hours: 0), and Wed 12/13 (Hours: 0). The main area is a grid with time slots from 8 AM to 3 PM. Existing time blocks are shown as shaded areas: a blue block on Thursday from 10:15 AM to 1 PM (3 hours) and a grey block on Friday from 9:00 AM to 11 AM (2 hours). A blue 'Enter Time' button is positioned in the 9 AM slot on Monday. At the bottom of the interface, there are two buttons: a green 'Submit' button and a yellow 'Enter Time' button with a dropdown arrow.

3. Complete the required fields (as marked with a red asterisk) in the **Enter Time Box**.

Enter Time 12/14/2017

Time Type \* X Regular A

In \* 10:15 AM B

Out \* 01:15 PM C

Out Reason \* Out D

Hours \* 3

Position \* 00256672 Student Research/La... E

Details

Comment

- 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:** It is **important** that you select 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.

Regular	FWS REG	Overtime	FWS OT	Incentive Pays	No Pay	Total Hours
5	0	0	0	0	0	5

6. Complete the timecard as you work for the entire week. Click **Submit** at the end of each week. This will to 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, please refer to the next section.

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.

Enter Time 12/07/2017

Status Not Submitted

Time Type \* X Regular

In \* 10:15 AM

Out \* 01:15 PM

Out Reason \* Out

Hours 3

Position \* 00256672 Student Research/La...

Details

Comment

View Details

OK Delete Cancel

## 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 payrep to submit your time for approval.

Some IMPORTANT notes 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**.

### More questions?

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