

Enter Time in Workday

Steps:

1. From your home page, click on the **Time** app.



Time

2. From the **Enter Time** column, select “Time Week”.
3. Click on the Day / Date for which you need to enter time worked. A blue **Enter Time** box should appear, and then a pop-up will display.

A screenshot of the 'Enter Time' pop-up form. The form is titled 'Enter Time' and shows the date '07/22/2019'. It has a 'Time Type' dropdown menu set to 'Hours Worked', a 'Position' dropdown menu set to 'Student Technician (+)', and an 'Hours' input field with the value '0'. Below these fields is a 'Details' section with a 'Comment' text area. At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (grey). The background shows a calendar grid with a blue 'Enter Time' box over the date 07/22/2019.

4. The **Time Type** will populate with “Hours Worked”
 5. If you have multiple positions, click the **Position** button for the dropdown menu and select the appropriate position. If you have any questions, contact your Department Business Office.
 6. Enter the number of **Hours** worked for that date
 7. Click **OK**. You will see that the time has been added to the calendar
 8. Click **Submit** at the bottom of the page. The **Submit Time** summary page will display. Review the time entered
 9. Enter any **comments**, as needed
 10. Click **Submit**
- A yellow rounded rectangular button with the text 'Submit' in black.
11. Your timesheet will **route to your Manager** for approval

This completes the **Enter Time** process