

Enter Time

Audience: Employees



Overview:

Employees will use Workday to enter their time worked each week and will use the Time Clock functionality or enter hours directly into the timesheet.

Time must be submitted in Workday and approved by your manager.

Note: If you have made an error, contact your manager, who can make corrections to your timesheet.

This job aid covers:

- [Enter Time via Time Clock](#)
- [Enter Hours into Timesheet](#)
- [Submit Time via Timesheet](#)

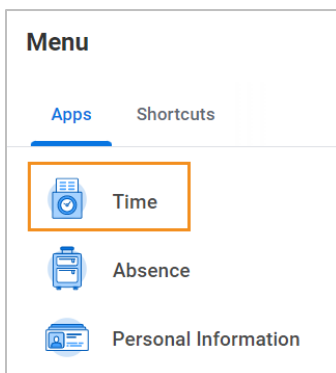
Enter Time via Time Clock

Follow these steps for each day you work.

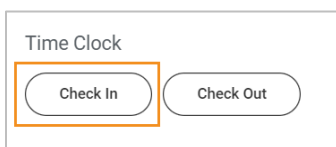
1. From the Workday homepage, select **Menu** in the top left-side of the page.



2. Click the **Time** application.



3. In the **Time Clock** section, click the **Check In** button.



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4. Enter the **Time Type** and any other **Details**, as applicable. Click **OK**.

Check In

You are checking in. Please enter your work details.

Worker * Alaina SAT-A

Date * 02/24/2023

Time * 09:47:41 AM

Time Zone GMT-06:00 Central Time (Chicago)

Time Type *

Details

Grant

Override meal?

Location

Comment

5. Click **Done**.

Check In

You have successfully checked in at 02/24/2023 9:47:41 AM.

6. When it is time to check out for a meal, (such as lunch), follow steps 1 and 2 above to get to the **Time Clock** section. Click **Check Out**.

Time Clock

✔ Checked In at 9:47:41 AM

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7. Click **Meal** in the **Reason** section, then click **OK**.

A screenshot of a "Check Out" form. At the top, it says "Check Out" and "Please select a reason for checking out. You will be checked out once you click OK." Below this, the worker's name is "Alaina SAT-A", the date is "02/24/2023", the time is "10:02:41 AM", and the time zone is "GMT-06:00 Central Time (Chicago)". Under the "Reason" section, the "Meal" radio button is selected and highlighted with an orange box, while the "Out" radio button is unselected. Below the "Reason" section is a "Details" section with a "Comment" text area. At the bottom, there are two buttons: "OK" (highlighted with an orange box) and "Cancel".

8. Click **Done**.

A screenshot of the "Check Out" confirmation screen. It says "Check Out" at the top right, followed by a calendar icon and a PDF icon. Below that, it says "You have successfully checked out for your meal at 02/24/2023 10:10:47 AM." At the bottom, there is a blue "Done" button highlighted with an orange box.

9. When you return from your meal, follow steps 1 and 2 above to get to the **Time Clock** section. Click **Check In**.

A screenshot of the "Time Clock" section. It shows a status "Checked Out (meal) at 10:10:47 AM" with a clock icon. Below this, there are two buttons: "Check In" (highlighted with an orange box) and "Check Out".

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10. Select box to use default values from previous check-in or select **Time Type** and additional **Details**, as applicable. Click **OK**.

A screenshot of a mobile application's "Check In" form. The form contains the following fields: "Worker" (Alaina SAT-A), "Date" (02/24/2023), "Time" (10:12:28 AM), and "Time Zone" (GMT-06:00 Central Time (Chicago)). There is a checkbox for "Use default values from previous check-in" which is currently unchecked. The "Time Type" dropdown menu is open, showing "RP - Regular Hours" selected. Below this is a "Details" section with three dropdown menus for "Grant", "Override meal?", and "Location". A "Comment" text area is at the bottom. At the very bottom are "OK" and "Cancel" buttons.

11. Click **Done**.

A screenshot of the "Check In" confirmation screen. It displays the text "You have successfully checked in from your meal at 02/24/2023 10:21:08 AM." and a single blue "Done" button at the bottom.

12. When leaving for the day, follow steps 1 and 2 above to get to the **Time Clock** section. Click **Check Out**.

A screenshot of the "Time Clock" section. It shows a green checkmark and the text "Checked In at 10:21:08 AM". Below this are two buttons: "Check In" and "Check Out". The "Check Out" button is highlighted with an orange border.

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13. Click **Out** in the **Reason** section, then click **OK**.

Check Out

Please select a reason for checking out. You will be checked out once you click OK.

Worker * Alaina SAT-A

Date * 02/24/2023

Time * 10:24:16 AM

Time Zone GMT-06:00 Central Time (Chicago)

Reason

Meal

Out

Details

Comment

14. Click **Done**.

Check Out

You have successfully checked out at 02/24/2023 10:26:20 AM.

[View My Calendar](#)

Enter Hours into Timesheet

1. From the Workday homepage, click the **Menu** icon.



Enter Time

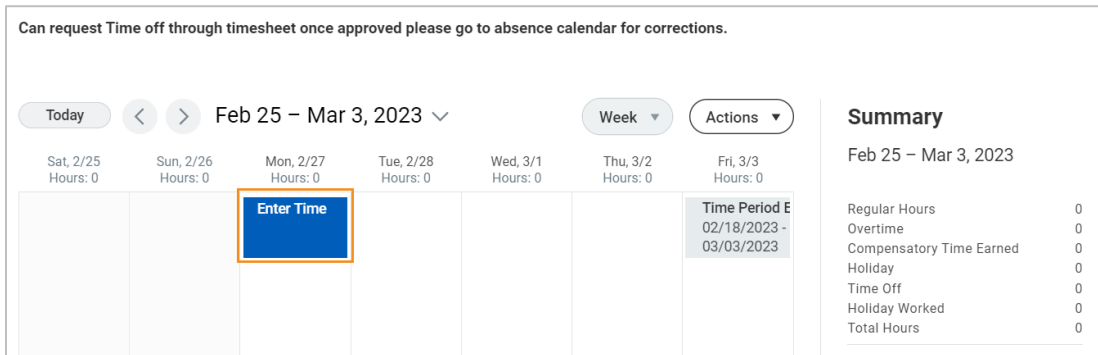
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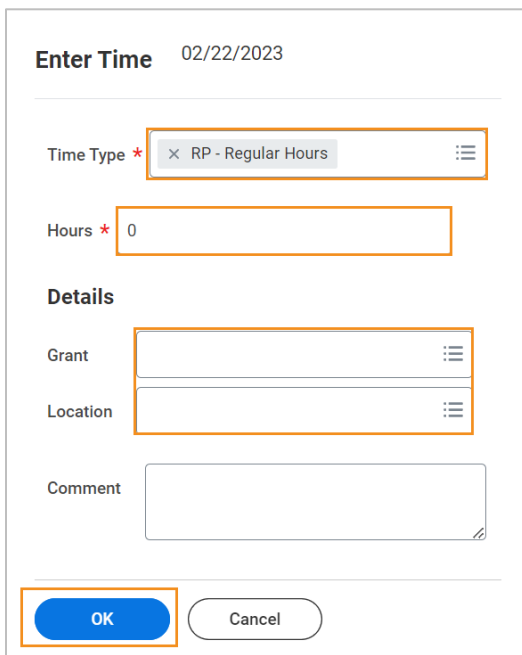
2. Click the **Time** application. In the **Enter Time** section click the **This Week (0 hours)** button.
Note: The number of hours may be different than (0 Hours). For example, if you have previously submitted time for 8 hours, the button will show This Week (8 hours).



3. Click the day of the week you want to enter time. The cell will fill blue and say Enter Time.



4. The **Time Type** may default to *RP - Regular Hours*. Enter the number of hours worked in the **Hours** field. Select a **Grant** and/or **Location**, if applicable. Click **OK**.



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5. If the **Time Type** does not default to *RP - Regular Hours*, click in the field.

A screenshot of the "Enter Time" form for the date 02/22/2023. The "Time Type" dropdown menu is open, showing a search bar and a list of options. The "Hours" field contains the number 0. The "Details" section has a "Comment" text area. At the bottom are "OK" and "Cancel" buttons.

6. Click **Time Entry Codes**.

A screenshot of the "Enter Time" form for the date 02/22/2023. The "Time Type" dropdown menu is open, and the "Time Entry Codes" option is highlighted with an orange border. The "Hours" field contains the number 0. The "Details" section has a "Comment" text area. At the bottom are "OK" and "Cancel" buttons.

7. Select **RP - Regular Hours**.

A screenshot of the "Enter Time" form for the date 02/22/2023. The "Time Type" dropdown menu is open, showing a search bar and a list of options. The "RP - Regular Hours" option is selected and highlighted in blue. The "Hours" field contains the number 0. The "Details" section has a "Comment" text area. At the bottom are "OK" and "Cancel" buttons.



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8. In the **Hours** field, enter the number of hours worked.
Enter a **Grant** and/or **Location**, as applicable. Click **OK**.

Enter Time 02/22/2023

Time Type *

Hours *

Details

Grant

Location

Comment

9. To remove a time block that has not been submitted, click on the block. Select **Delete**.

Mon, 2/20
Hours: 8

Time Period Lockout 02/04/2023 - 02/17/2023
Mardi Gras
RP - Regular Hours 8 Hours 🕒 Not Submitted



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10. Click OK. A pop-up will confirm deletion.

Delete Time Block

If you delete this time block, you may need to resubmit your time for approval.

Status Not Submitted

OK

Cancel

✔

Delete was completed successfully.

11. At the end of the pay period, when all your time has been entered, click **Review**.

Can request Time off through timesheet once approved please go to absence calendar for corrections.

Today
< >
Feb 25 – Mar 3, 2023

Week
Actions

Sat, 2/25 Hours: 0	Sun, 2/26 Hours: 0	Mon, 2/27 Hours: 8	Tue, 2/28 Hours: 8	Wed, 3/1 Hours: 8	Thu, 3/2 Hours: 8	Fri, 3/3 Hours: 8
		RP - Regular t 8 Hours <input type="radio"/> Not Submit	RP - Regular t 8 Hours <input type="radio"/> Not Submit	RP - Regular t 8 Hours <input type="radio"/> Not Submit	RP - Regular t 8 Hours <input type="radio"/> Not Submit	Time Period E 02/18/2023 - 03/03/2023 RP - Regular t 8 Hours <input type="radio"/> Not Submit

Review

Summary

Feb 25 – Mar 3, 2023

Regular Hours	40
Overtime	0
Compensatory Time Earned	0
Holiday	0
Time Off	0
Holiday Worked	0
Total Hours	40

12. Review your hours, then click **Submit**.

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

February 18 – March 3, 2023 : 40 Hours

Total for February 18 – March 3, 2023

Regular Hours	40
Overtime	0
Compensatory Time Earned	0
Holiday	0
Time Off	0
Holiday Worked	0
Total Hours	40

Submit

Cancel

Enter Time

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13. When your time is submitted, the time entries will appear shaded gray.

Can request Time off through timesheet once approved please go to absence calendar for corrections.

Today < > Feb 25 - Mar 3, 2023 Week Actions

Sat, 2/25	Sun, 2/26	Mon, 2/27	Tue, 2/28	Wed, 3/1	Thu, 3/2	Fri, 3/3
Hours: 0	Hours: 0	Hours: 8	Hours: 8	Hours: 8	Hours: 8	Hours: 8
		RP - Regular 8 Hours Submitted	RP - Regular 8 Hours Submitted	RP - Regular 8 Hours Submitted	RP - Regular 8 Hours Submitted	Time Period E 02/18/2023 - 03/03/2023 RP - Regular 8 Hours Submitted

Summary
Feb 25 - Mar 3, 2023

Regular Hours	40
Overtime	0
Compensatory Time Earned	0
Holiday	0
Time Off	0
Holiday Worked	0
Total Hours	40

14. Once your time is approved, the time entries will appear with a green side bar and check mark, confirming your time was approved.

Today < > Feb 25 - Mar 3, 2023 Week Actions

Sat, 2/25	Sun, 2/26	Mon, 2/27	Tue, 2/28	Wed, 3/1	Thu, 3/2	Fri, 3/3
Hours: 0	Hours: 0	Hours: 8	Hours: 8	Hours: 8	Hours: 8	Hours: 8
		RP - Regular 8:00am - 12:00pm (Meal) 4 Hours	RP - Regular 8:00am - 12:00pm (Meal) 4 Hours	RP - Regular 8:00am - 12:00pm (Meal) 4 Hours	RP - Regular 8:00am - 12:00pm (Meal) 4 Hours	RP - Regular 8:00am - 12:00pm (Meal) 4 Hours
		✓ Approved	✓ Approved	✓ Approved	✓ Approved	✓ Approved
		RP - Regular 1:00pm - 5:00pm 4 Hours	RP - Regular 1:00pm - 5:00pm 4 Hours	RP - Regular 1:00pm - 5:00pm 4 Hours	RP - Regular 1:00pm - 5:00pm 4 Hours	RP - Regular 1:00pm - 5:00pm 4 Hours
		✓ Approved	✓ Approved	✓ Approved	✓ Approved	✓ Approved

Summary
Feb 25 - Mar 3, 2023

Regular Hours	40
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

Submit Time Via Timesheet

Submit your timesheet on a biweekly basis at the end of a pay period.

1. From the Workday homepage, select **Menu** in the top left-side of the page.





Enter Time

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2. Click the **Time** application.

Menu

Apps Shortcuts

- Time**
- Absence
- Personal Information

3. In the **Enter Time** section, click **This Week**.

Enter Time

- This Week (40 hours)**
- Last Week (0 Hours)
- Select Week

4. Click **Review**.

Today < > Feb 25 – Mar 3, 2023 Week Actions

	Sat, 2/25 Hours: 0	Sun, 2/26 Hours: 0	Mon, 2/27 Hours: 8	Tue, 2/28 Hours: 8	Wed, 3/1 Hours: 8	Thu, 3/2 Hours: 8	Fri, 3/3 Hours: 8
							Time Period 02/18/2023 03/03/2023
8 AM			RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subtr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subtr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subtr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subtr	RP - Regular 8:00am - 12: (Meal) 4 Hours ⊙ Not Subtr
9 AM							
10 AM							
11 AM							
12 PM							
1 PM			RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subtr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subtr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subtr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subtr	RP - Regular 1:00pm - 5:0 4 Hours ⊙ Not Subtr
2 PM							
3 PM							
4 PM							

Summary

Feb 25 – Mar 3, 2023

Regular Hours	40
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

Review

Enter Time

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5. Review time totals and click **Submit**.

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

February 18 – March 3, 2023 : 40 Hours

Total for February 18 – March 3, 2023	
Regular Hours	40
Police Regular	0
Overtime	0
Comp Time	0
Hazard Pay	0
Time Off	0
Total	40

 enter your comment

Submit Cancel