

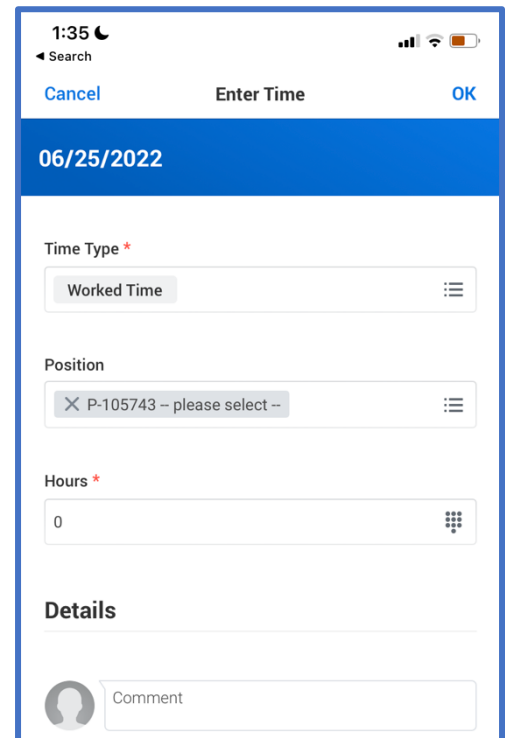
ENTER TIME WORKED ON COMPUTER

1. Click on the Time icon on your Workday home page.
2. Click on **This Week** under Enter Time (or if entering time for a previous week, click on **Last Week** or **Select Week**).
3. Click on the day on the time entry calendar for which you want to enter time.
4. Complete all required fields in the pop-up menu (shown in the image to the right). For time type, be sure **Worked Time** is selected. In the dropdown position menu, be sure to click on the correct job you worked. (If you work multiple jobs, all jobs will show up in this menu). Enter the number of hours worked, enter any details, and then click **OK**. Repeat this action for every day you have worked in this week.
5. When you have entered the appropriate time for all the days worked, click **Review** in the bottom right corner of the screen. A pop-up window will appear showing a summary of the total hours entered for the week. If this information is correct, press **Submit** in the bottom left-hand corner. **NOTE: Hours can be entered and saved and then submitted later, but must be submitted by Sunday of each week in order to be properly approved and paid by your supervisor.** Time submitted will go to your supervisor for approval.
6. To see details on time you have previously submitted, press on the time entry for that day, then press **View Details**. This page will show you how many hours you submitted on this date, as well as the status of the hours and the history of when hours were submitted and approved.
7. To return to the main Workday page, click the **Workday W** in the upper left-hand corner.

The image shows a screenshot of the 'Enter Time' pop-up window in Workday. The window title is 'Enter Time' with the date '06/25/2022'. It contains a 'Time Type' dropdown menu with 'Worked Time' selected, a 'Position' dropdown menu with 'P-105743 -- please select --' selected, and an 'Hours' input field with '0' entered. Below these is a 'Details' section with a 'Comment' text area. At the bottom are 'OK' and 'Cancel' buttons.

ENTER TIME WORKED ON SMART PHONE (THROUGH THE WORKDAY APP)

1. Enter the app, and click on **View Apps** (or click the furthest right symbol of the bottom panel).
2. Click on **Time Tracking**, then press **Enter Time**.
3. Make sure you are in the right month and week for which you want to enter time. If you need to change weeks, use the arrows next to the month at the top of the screen.
4. Click on the correct day you want to enter time for, and then press **+ Add New**. A pop-up menu should appear (shown in the image to the right). For time type, make sure **Worked Time** is selected. In the drop-down position menu, click on the job you worked. (**NOTE: If you work multiple jobs, all jobs will appear in the dropdown menu**). Enter the hours worked that day, enter any details, and press **OK** in the top right-hand corner of the screen. Repeat this action for every day you have worked in this week.
5. When every day you worked and entered time for has the appropriate number of hours shown, click **Submit** on the bottom of the screen. A pop-up window will appear showing a summary of the total hours entered for the week. If this information is correct, press **Submit** on the bottom of the screen. **NOTE: Hours can be entered and saved and then submitted later, but must be submitted by Sunday of each week in order to be properly approved and paid by your supervisor.** Time submitted will go to your supervisor for approval.
6. To see details on time you have previously submitted, press on the time entry for that day. A pop-up window will appear. This page will show you how many hours you submitted on this date, as well as the status of the hours. This page also gives you the option to delete the time entry.
7. To return to the main Workday page, click the **Home Image** in the upper right-hand corner.



The screenshot shows the 'Enter Time' interface in the Workday mobile app. At the top, the date is 06/25/2022. Below the date, there are three main sections: 'Time Type *' with a dropdown menu showing 'Worked Time'; 'Position' with a dropdown menu showing 'P-105743 -- please select --'; and 'Hours *' with a text input field containing '0'. At the bottom, there is a 'Details' section with a 'Comment' field. The top of the screen has a navigation bar with 'Cancel', 'Enter Time', and 'OK' buttons. The status bar at the very top shows the time as 1:35 and various system icons.