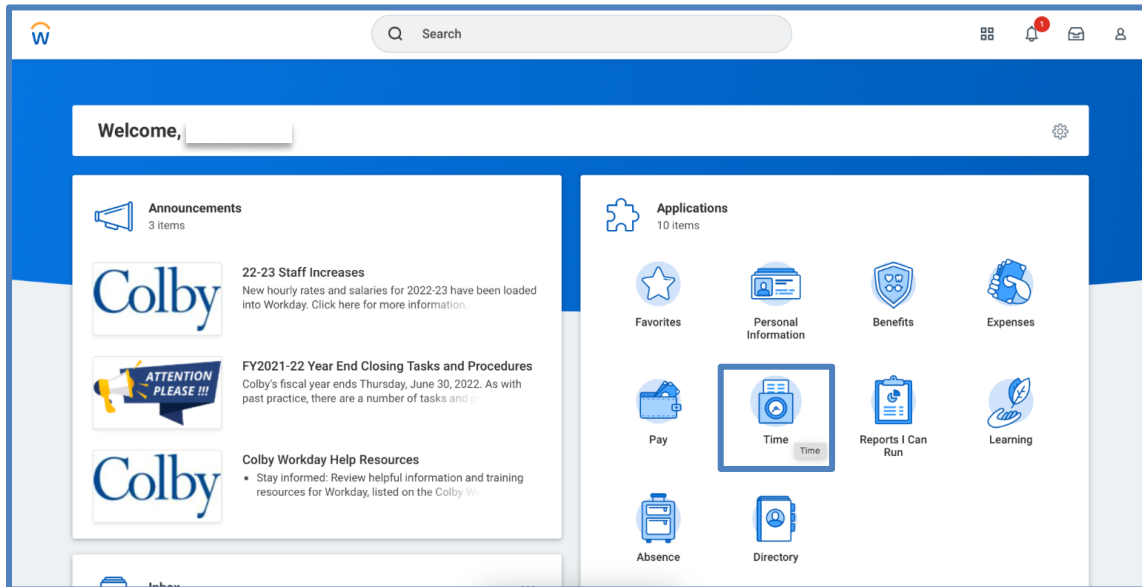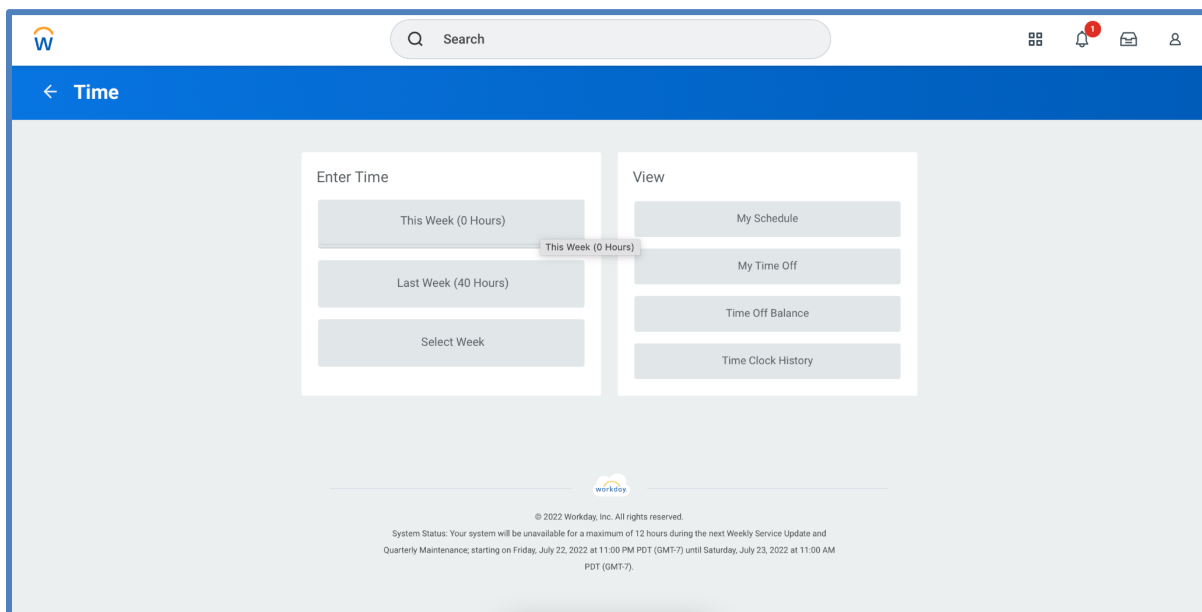# Time Tracking

.Summer Workers/Students/Temporary Employees
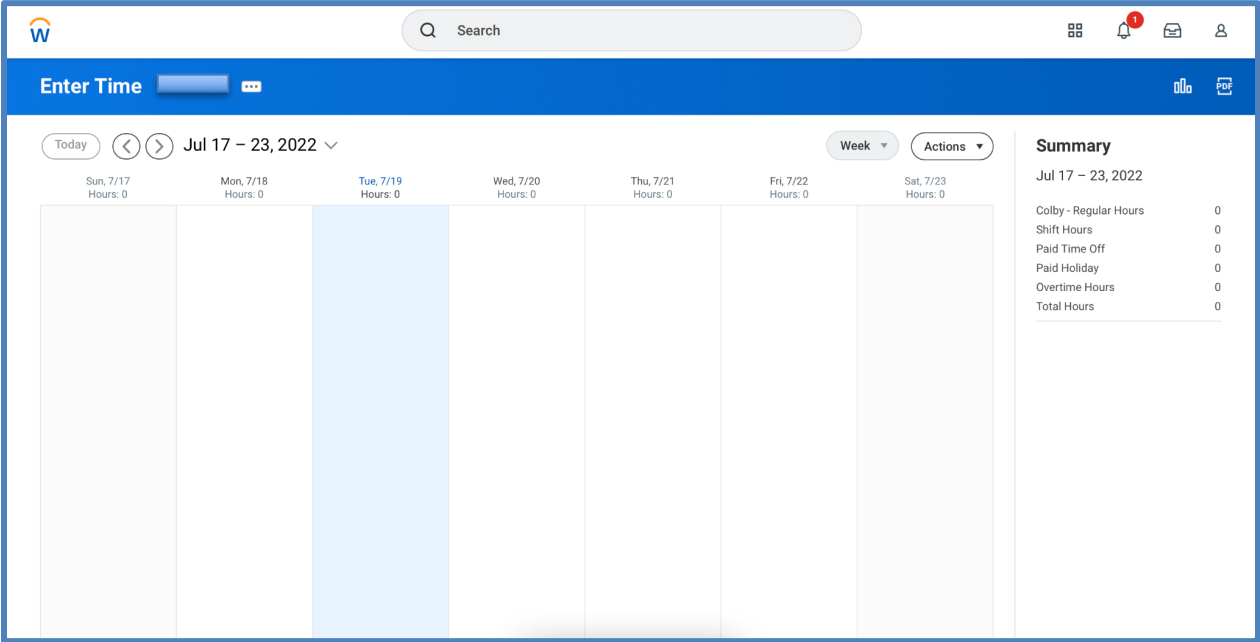### ENTER TIME WORKED ON COMPUTER

1. Go to Workday.

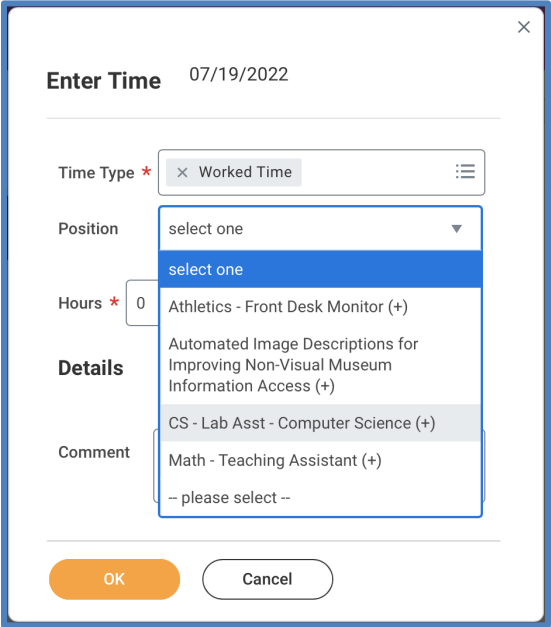2. Click on the "Time" icon.

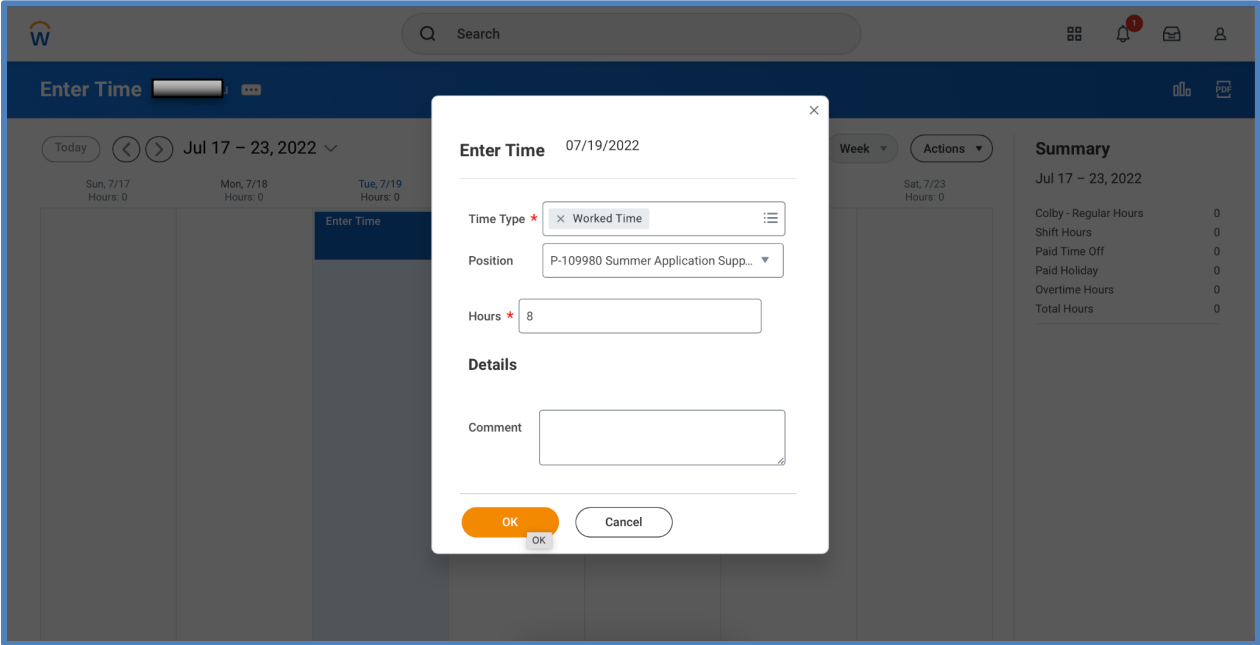3. Select a week in the Enter Time column.
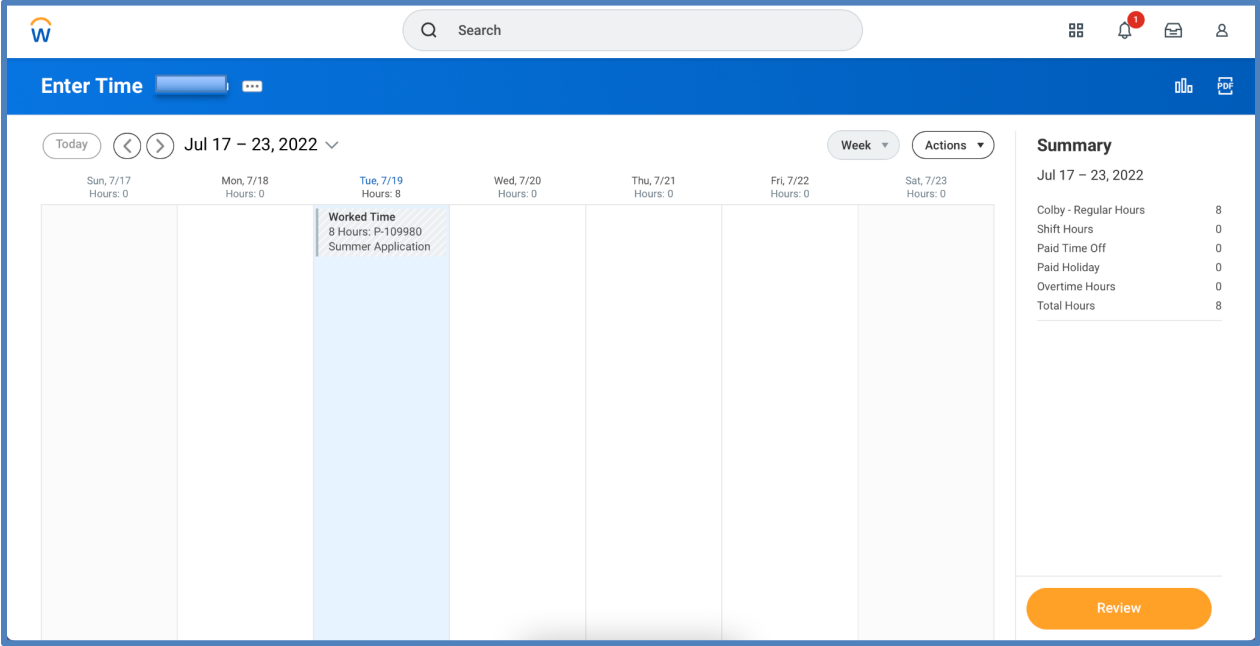
4. Click on the correct date.

5. If you have multiple jobs, make sure to select the correct position (job).

6. Enter the "Hours" and hit "OK."

7. Choose "Review."

8. Select "Submit."

Submit Time

By selecting Submit, I certify that the time entered represents a true and accurate record of my time.

Following date range will be submitted for approval.

July 17 – 23, 2022 : 8 Hours Total

Total for July 17 – 23, 2022

Colby - Regular Hours	8
Shift Hours	0
Paid Time Off	0
Paid Holiday	0
Overtime Hours	0
Total Hours	8

enter your comment

Submit   Cancel

Submit