

WORKDAY SERVICES

Enter Time

Last updated on May 9, 2025

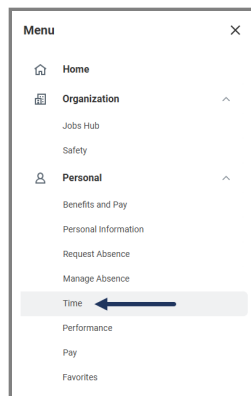
This job aid outlines the process for an Employee to enter time in Workday.

Important Information

- Time can be entered by hourly employees and salaried employees tracking time on projects. Hours entered by salaried employees are for record keeping only and do not feed into payroll.
- Time entry policies vary by member. Please note that some members will enter time with the number of hours worked and others will enter time with the exact times worked.

Getting Started

1. From the Workday Menu, select the **Time** application.



2. Select **This Week** under Enter Time.

The 'Enter Time' menu is displayed with the following options:

- This Week (0 Hours) (highlighted)
- Last Week (0 Hours)
- Select Week
- Request Time Off
- Correct Time Off
- Overtime Requests

3. The **Time Calendar** will display, showing any pay dates for that week and the hours already entered (if any). You may navigate to a different week by selecting the previous or next arrows or by choosing a date from the drop down calendar.

The Time Calendar interface shows a week view for January 23 - 29, 2022. The calendar grid displays the days of the week and the number of hours entered for each day. A date picker is open, showing the month of January 2022, with the date 23 selected.

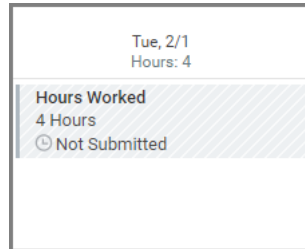
4. Select the date in which you need to enter time worked. The **Enter Time** window will appear.
- Select the appropriate **Time Type**. This may be filled in by default.
 - If applicable, select the appropriate **Time Entry Code**.
 - Enter the number of **Hours** worked for that date.

The 'Enter Time' window for 02/01/2022 is displayed. It includes the following fields:

- Time Type ***: A dropdown menu showing 'Hours Worked'.
- Hours ***: A text input field containing the number '4'.
- Details**: A section with a **Comment** text area.
- Buttons**: 'OK' and 'Cancel' buttons at the bottom.

 **Note:** Some members will need to enter exact times rather than the number of hours worked each day.

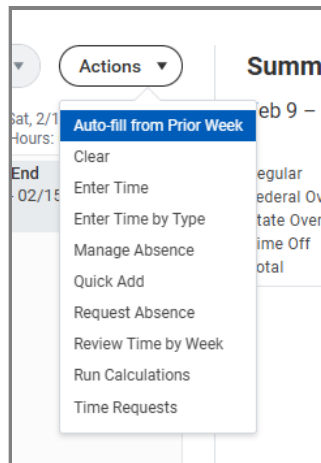
5. Select **OK**. The time will now appear on the calendar as *Not Submitted*. Talk with your manager about how often you are to submit the time entered. Each time you submit time entered, your Manager will receive a notification.



Tue, 2/1
Hours: 4

Hours Worked
4 Hours
🕒 Not Submitted

 **Note:** You can also select **Actions** at the top of the page to view a drop-down list of options. From there, you can select various actions pertaining to time entry.



Actions ▼

- Auto-fill from Prior Week
- Clear
- Enter Time
- Enter Time by Type
- Manage Absence
- Quick Add
- Request Absence
- Review Time by Week
- Run Calculations
- Time Requests

6. When you have populated all your entries for the week, select the **Review** button on the Summary sidebar.

Summary

Jan 30 – Feb 5, 2022

Regular	40
Federal Overtime	0
State Overtime	0
Time Off	0
Total	40

Review

7. The **Submit Time** summary page will display. Review the time entered.

Submit Time

By clicking submit, I certify that the hours reported on this timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.

Following date range will be submitted for approval.

February 21 – March 6, 2021 - 4 Hours Total

Total for February 21 – March 6, 2021

Regular	4
Overtime	0
Total	4

Submit

Cancel

8. Enter any comments, as needed.

9. Select **Submit**.

Up Next

The request will be routed to your Manager for approval.

This completes the **Enter Time** business process for Employees.