

Salaried employees must enter time worked in Workday.

## ENTER TIME WORKED

### ENTER TIME USING CHECK IN/OUT

From the Time application:

1. To enter your time, click This Week, Last Week or Select Week button.
2. Double click on the specific day that you want to enter time. The Enter Time window displays.

**Enter Time**  
11/02/2020

Time Type \*

In \*

Out \*

Out Reason

Hours \* 0

**Details**

Worked Meal

Cost Center

Payroll Projects


Grant

Fund

Activity

Comment

3. If applicable, enter the Time Type and Details.



Note: To charge another cost center, project tracking or if you have multiple jobs enter the information in the Details section.


4. Click **OK**, then **Done**.
5. After your work is completed, navigate back to the Time application and click **Check Out**.
6. Select a reason for check out.
7. Click **OK**, then **Done**.

### ENTER TIME BY WEEK

You can also enter time worked based on hours per day.

From the Time application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**.
4. Click the day on the time entry calendar for which you want to enter time.
5. The Enter Time window displays. Complete all required fields.
6. Click **OK**.



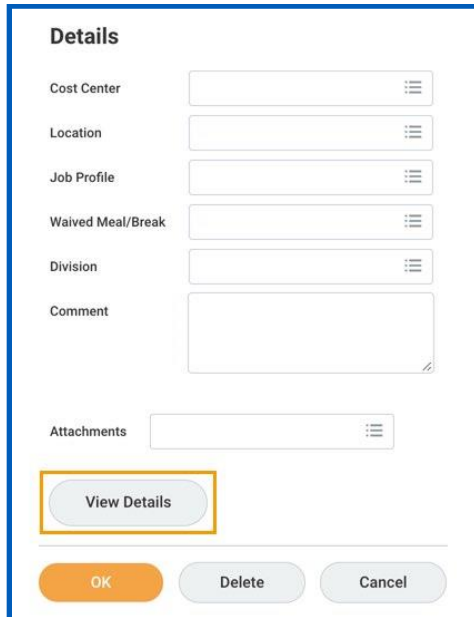
Note: There are two other options for entering time from the Enter Time menu: auto-filling time worked from a prior week or auto-filling time worked from scheduled hours on your work schedule calendar.

7. Complete all calendar entries according to the time worked. Total Hours update and display above the calendar.
8. Select any time block to make necessary corrections.
9. In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
10. Click **Submit** twice, then **Done**.

### VIEW DETAILS OF SUBMITTED TIME

From the time entry calendar:

1. Select a time block to view detailed information about your time entry.
2. Click the **View Details** button.



**Details**

Cost Center

Location

Job Profile

Waived Meal/Break

Division

Comment

Attachments

**View Details**

OK Delete Cancel

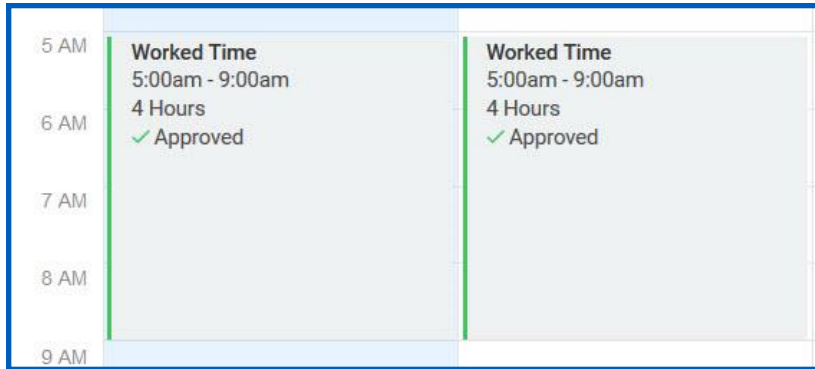
3. Click the **Reported** tab to view reported work time.
4. Click the **Calculated** tab to view calculated time.
5. Click the **History** tab to view the process history of a particular time entry.

### MODIFY PREVIOUSLY REPORTED TIME

From the Time application:

1. Click **Select Week** under Enter Time.

2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.

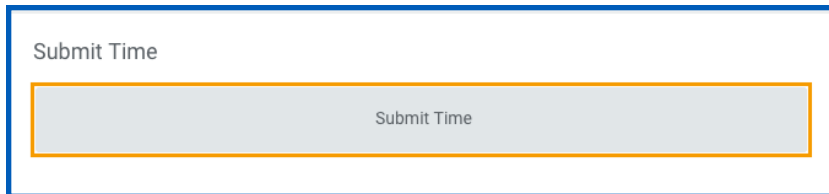


4. Click the time block. A window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

### SUBMIT TIME

From the Time application:

1. Select **Submit Time**. This option will appear only when there are time blocks available to submit.



2. Select the week or period to submit and click **OK**.
3. Review your daily and weekly totals and click **Submit**.