Hourly/Non-Exempt employees must enter time using the Check In/Check Out process in Workday.

Note: Workday utilizes the correct Fair Labor Standard Act (FLSA) status associated with your job/position. Non-Exempt employees are guaranteed an hourly wage and overtime pay under the Fair Labor Standard Act. The City has transitioned to Workday and will be referring to your job/position’s FLSA status and begin to use the terminology “Non-Exempt” instead of “Hourly”.

ENTER TIME

From the homepage:

1. Click on the Time application.

2. Click Check In under Time Clock.

3. Enter the Time Type and Details.
Note: The Detail section is not required. However, if you are on a special project and need to provide the billable tracking information, you can do so by filling out the information in the Details section i.e. the Cost Center, Grants, Fund, Activity etc.

4. Click OK.

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.

Note: All corrections to Check In and Check Out time needs to be made by the employee’s Manager/Supervisor or Timekeeper in Calendar view.

REVIEW TIME

From the Homepage:

1. Click the Time application.

2. Select the week that you would like to review.

3. Once reviewed, click the review button.
**Note:** The timesheet will display in a week calendar view. The view can be changed by clicking the drop-down arrow adjacent to Week and select the view of choice.

**SUBMIT TIME**

The Submit Time page displays.

1. Read the disclosure and review the categories of time entered.

2. Click **Submit**.

**Note:** By clicking the Submit button, the approval proves will begin. The timesheet will be routed to the 1st approval’s inbox.