Time Tracking in Workday

Audience: Non-exempt employees

Purpose and Overview

This quick guide aims to help you enter time in Workday using the different time entry methods:

- **Enter Time** — enter hours per individual day
- **Auto-fill from prior week** — copy hours worked from a prior week to the current week
- **Quick Add** — add multiple time entry blocks for multiple days
- **Time Block** — add time entry blocks directly to specific days
- **Clear** — clear all hours, approved or not approved

Before you begin

- Employees should not submit time until the work is complete.
- Individuals may submit time for the two-week pay period all at one time*
- Time approvers may approve all time with one approval*
- Workday will automatically populate holiday hours on a Time Entry calendar week for non-exempt, time-off-eligible employees.

*__Important:__ *Employees should defer to their departmental procedures for submitting and approving time. Workday capabilities may not reflect departmental expectations.*
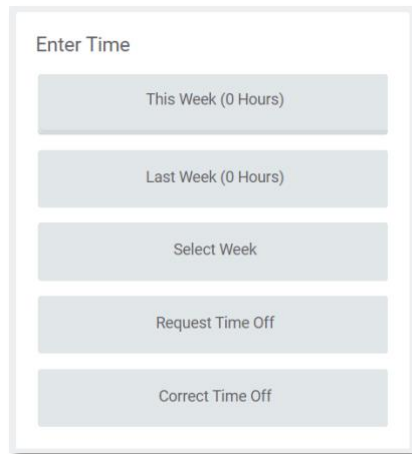
Access your Time Calendar

1. From your Workday home page, click the Global Navigation Menu then click **Time**.
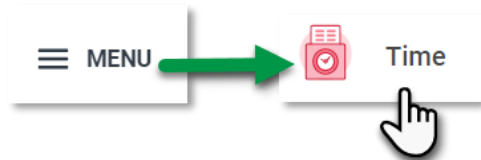
2. Under the **Enter Time** section, select the appropriate option for you.
   Note: You may select **This Week** or **Last Week** or **Select Week**. If you choose **Select Week**, you will be prompted to enter a date.
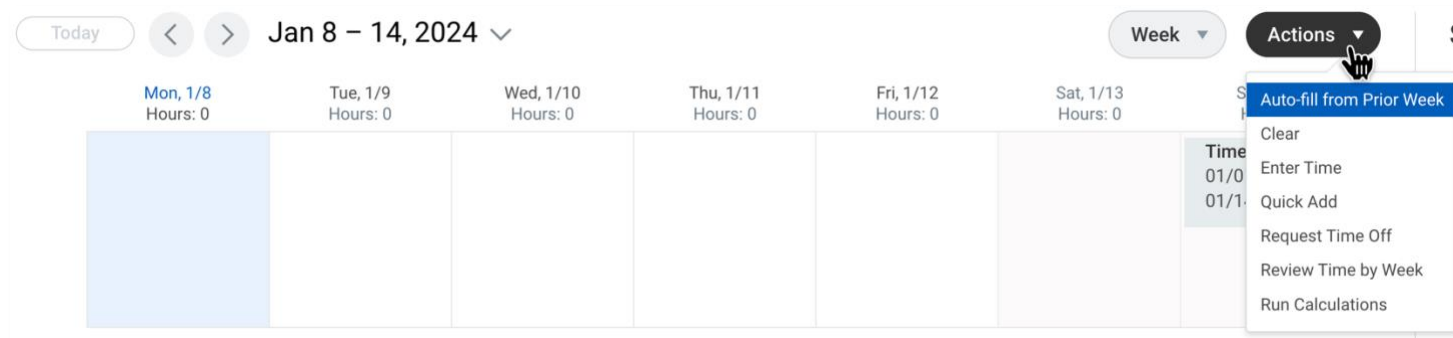

3. From the **Enter Time Calendar**, click the **Actions** menu then select the appropriate time entry method from the drop-down list:
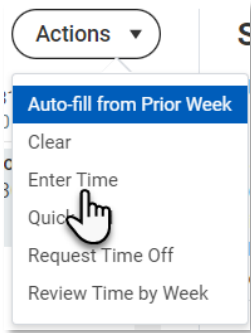

a. **Auto Fill from Prior Week**
b. **Clear**
c. **Enter Time**
d. **Quick Add**

Note: To request time off, please review the Request Time Off Quick Guide [pdf]. You may also enter time using the Time Block Method.

Enter Time Method

The Enter Time method allows you to enter your hours per day.

1. Click the **Actions** menu then select **Enter Time**.

2. From the **Enter Time** page, under the **In/Out Times** section, complete the following fields to enter time—verify that you are entering time on the correct date tab.

   Note: For positions that require an unpaid lunch break, ensure that that break is accurately recorded.

   * *Required field*

Field	Action	Example
*In******	Type the time when you begin work for the day. **Note:** Type **a** or **p** at the end of the time to denote AM or PM.	8:30 AM
*Out******	Type the time when you finish work for the day. **Note:** Type **a** or **p** at the end of the time to denote AM or PM.	12:00 PM
*Out Reason******	**Do not update**; **the** value defaults as **Out**.	Out
Position	Select the appropriate position from the drop-down list. **Note:** The Position will not be displayed if you do not have more than one position. If you have more than one position this field is required.	ARCHITECTURE-Other Hourly Job-1 (+)
*Time Type******	Select the appropriate time entry type from the drop-down list.	Time Worked

3. Under the **Hours/Units** section complete the following fields if taking time off or recording **Paid Time Not Worked**.

Hours/Units

| Position | select one ▼ | Time Type | ☰ | Unit | Hours | Quantity | 0 |

Field	Action	Examples
*Time Type**	Select the appropriate time off type from the drop-down list.	PTO, Paid Time Not Worked (see details below)
Quantity	Type the number of hours of time off.	7.5

*** Required*

a. Select another date tab to enter time for an additional day.
b. Select **OK**.

← Time Off

● Bereavement
○ Early Dismissal Holiday
○ Floating Holiday
○ Holiday
○ Jury Duty
○ Paid Time Off (PTO)

Search ☰

Early Dismissal Holiday is the time entry code that allows for the accurate tracking of paid time not worked due to an early dismissal on the working day prior to a holiday. At the discretion of the president and with the subsequent approval of the vice presidents and deans of each division or college, an early dismissal may be authorized on the working day prior to a university holiday. If this is authorized employees would record that time as an Early Dismissal Holiday.

If you use this code, please ensure that your total hours for the day (hours worked plus hours paid for early dismissal time) are accurate just as you would for a day that was partially PTO.

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Auto-fill Method

The Auto-fill method allows you to copy your hours from a prior week to the current week. If hours exist in the week that will be filled from a prior week they will be overridden. All hours from the previous week will be copied into the current week.

1. Click the **Actions** menu and select **Auto-fill from Prior Week** from the drop-down list.
2. In the **Auto-fill from Prior Week** form:
   a. Click the **Select Prior Week** dropdown to select the week's hours to copy into the current week.
   b. (Optional) Select **Also Copy details and comments** checkbox to copy any details or comments from a prior week.
   c. Select **OK**.

Quick Add Method

The Quick Add method allows you to add multiple time blocks to the time calendar.

1. Click the **Actions** menu and select **Quick Add** from the drop-down list.
   From the **Quick Add** page, in the **Time Type** field select the appropriate time entry type from the drop-down list click **Next**, then click **Add**.
   a. Type the time when you begin work in the **In** field.
      Note: Type **a** or **p** at the end of the time to denote AM or PM.
   b. Type the time when you start lunch in the **Out** field.
      Note: Type **a** or **p** at the end of the time to denote AM or PM.
   c. In the **Out Reason** field select **Out** from the drop-down list.
      Note: Do not update the **Out Reason** field if the value defaults to **Out**.
   d. Select all appropriate day checkboxes on the right side of the page.

   e. Select **Add** and repeat steps 3b – 3e to add additional time, if applicable.
      Note: Unless deselected additional time will be added to those days previously selected above in step 3e.
   f. Select **OK** to return to the Enter Time calendar.

Time Block Method

The Time Block method allows you to enter time directly on the **Time Entry** calendar.

1. In the **Enter Time** calendar, double-click on the date to enter your time.

a. In the **Time Type** field, select the appropriate value from the drop-down list.

b. Type the time when you began work in the **In** field.

   Note: Type **a** or **p** at the end of the time to denote AM or PM.

c. Type the time when you finished work in the **Out** field.

   Note: Type **a** or **p** at the end of the time to denote AM or PM.

d. **Do not update** the **Out Reason** field; the value defaults to **Out**.

e. Under the **Details** section in the **Comment** field enter any pertinent information regarding this time block that you would like to communicate such as the costing where this time block should be charged.

f. Select **OK**.
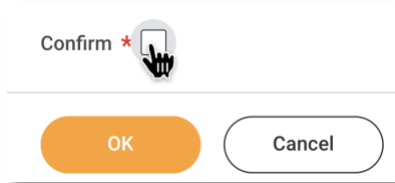
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Clear Time

1. On the **Enter Time** calendar, click the Actions menu and select **Clear** from the drop-down list to clear all of the time blocks for the entire week.
   Note: To delete a single time entry, double-click the time entry you need to remove and click **[Delete]** and then click **[Delete]** again to confirm.
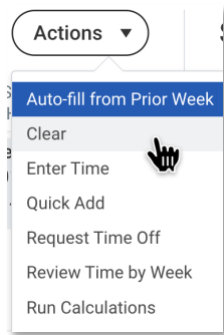
2. In the **Clear** pop-up, select **Confirm**.

   - If the time has already been approved but needs to be corrected, please return to that date and resubmit the corrected time.
   - Previously approved time off needs to be corrected through the Correct Time Off process, it cannot be changed in Time Entry.

3. Select **OK.**

Submit Time

1. After you used any method listed before entering your time, on the **Time Entry** calendar:
   a. Review your Total hours for accuracy in the top right corner.

   b. Select **Submit this Week**. **Time will not be submitted without clicking this Icon**.
   c. Type comments if applicable.
      Note: Comments are viewable by administrative users.
   d. Select **Submit**.
      Note: To get paid, your Time Approver must approve your time.
      Once approved, your time will have a green checkmark ✔ in the time block.

Next Steps

1. The Time Approver approves time.
2. Additional approvals may be needed if your work country is not in the U.S. or Rwanda.

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