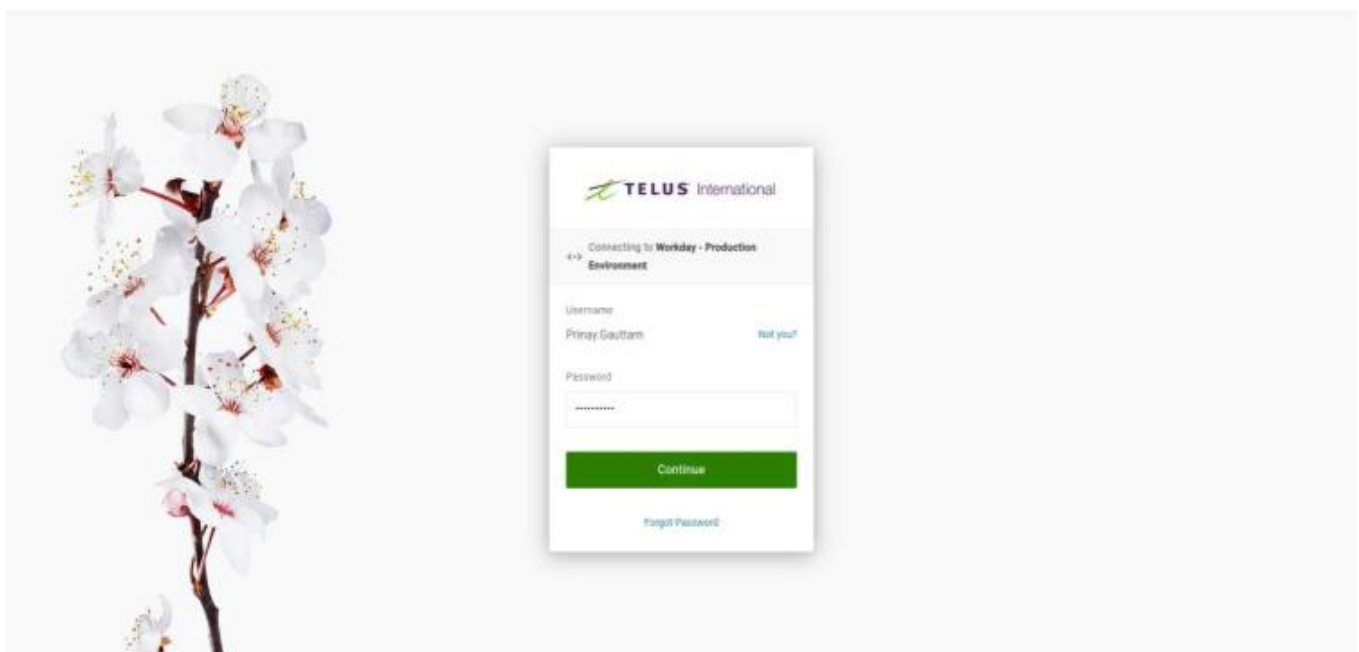


Workday Time Entry

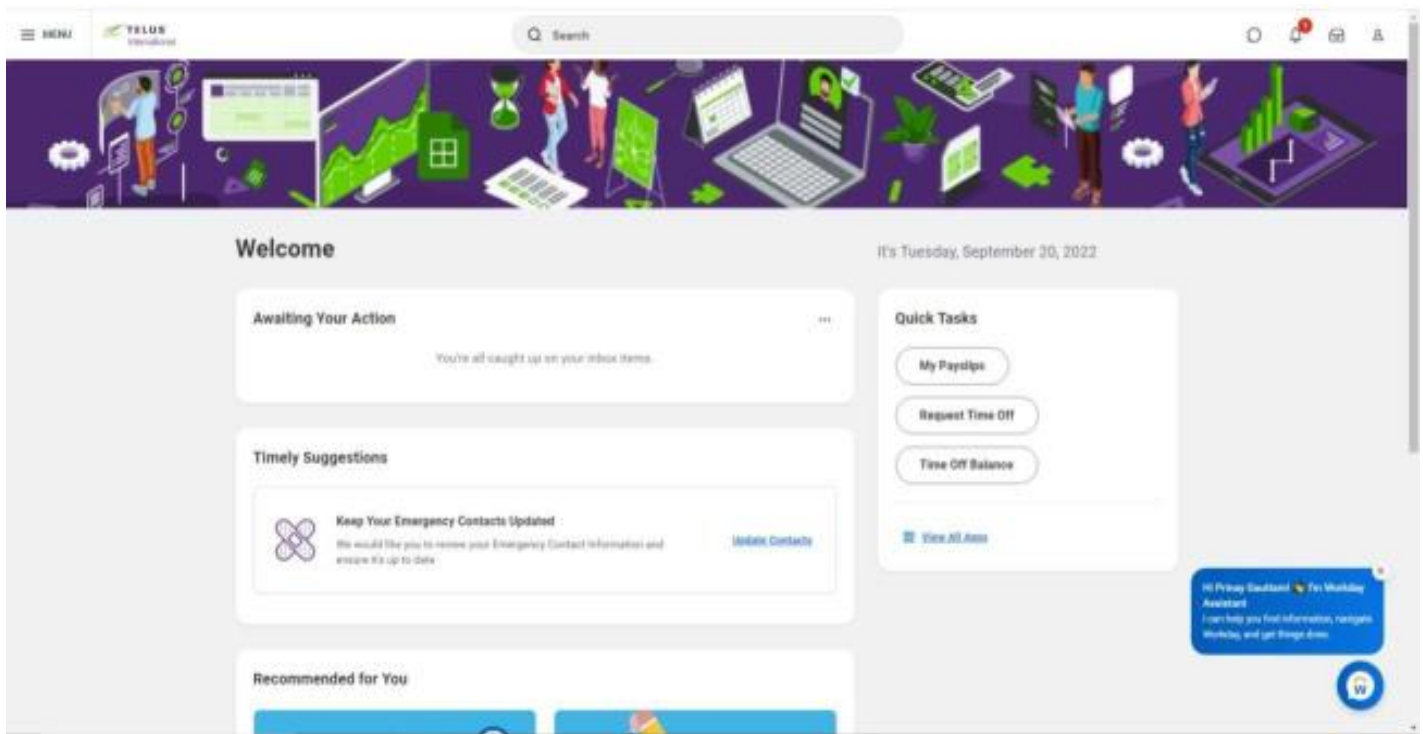
Step 1 - First launch the Web browser and search the Url
<https://wd3.myworkday.com/telusinternational/d/home.html>



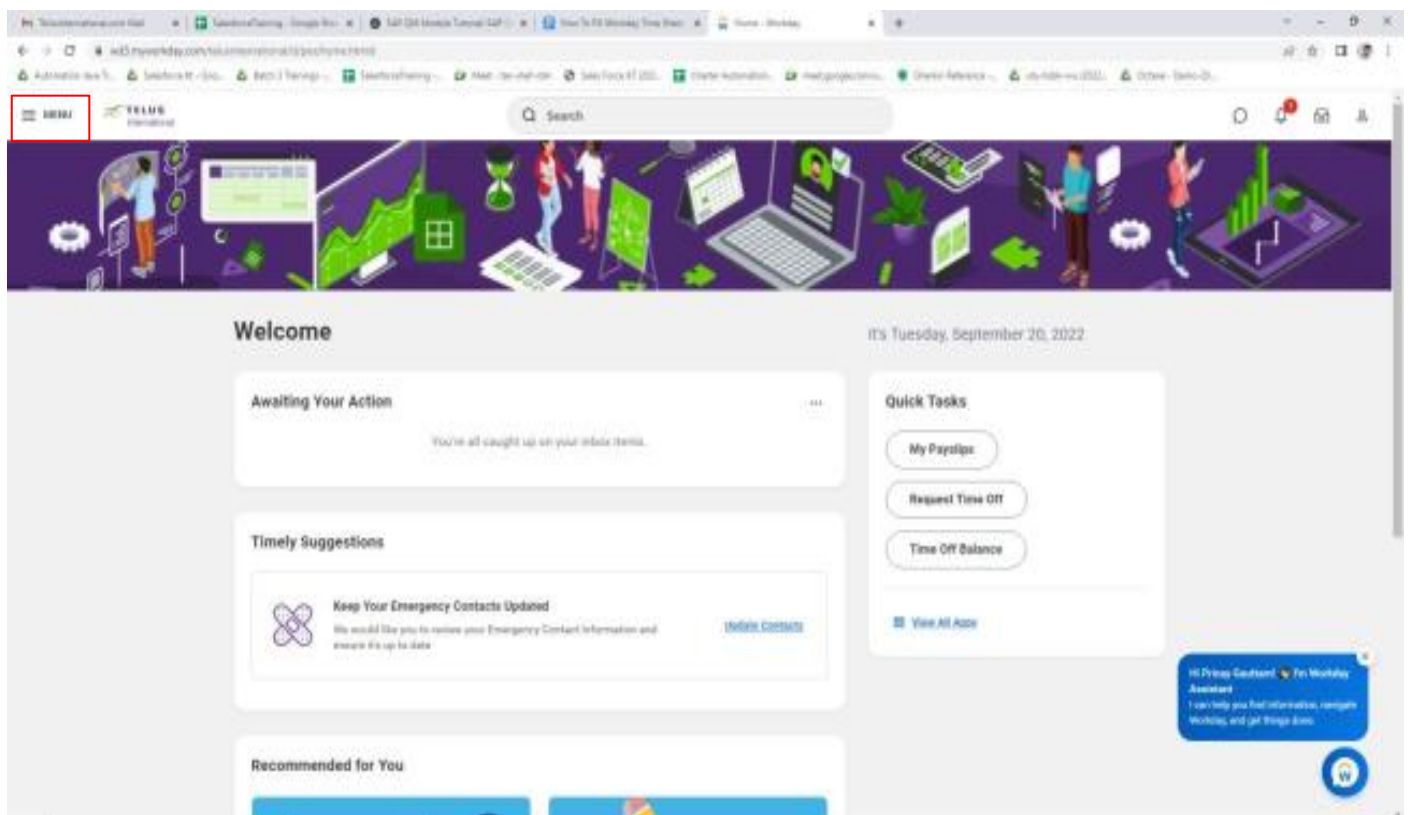
Step 2 - Now login with the OneLogin credentials.



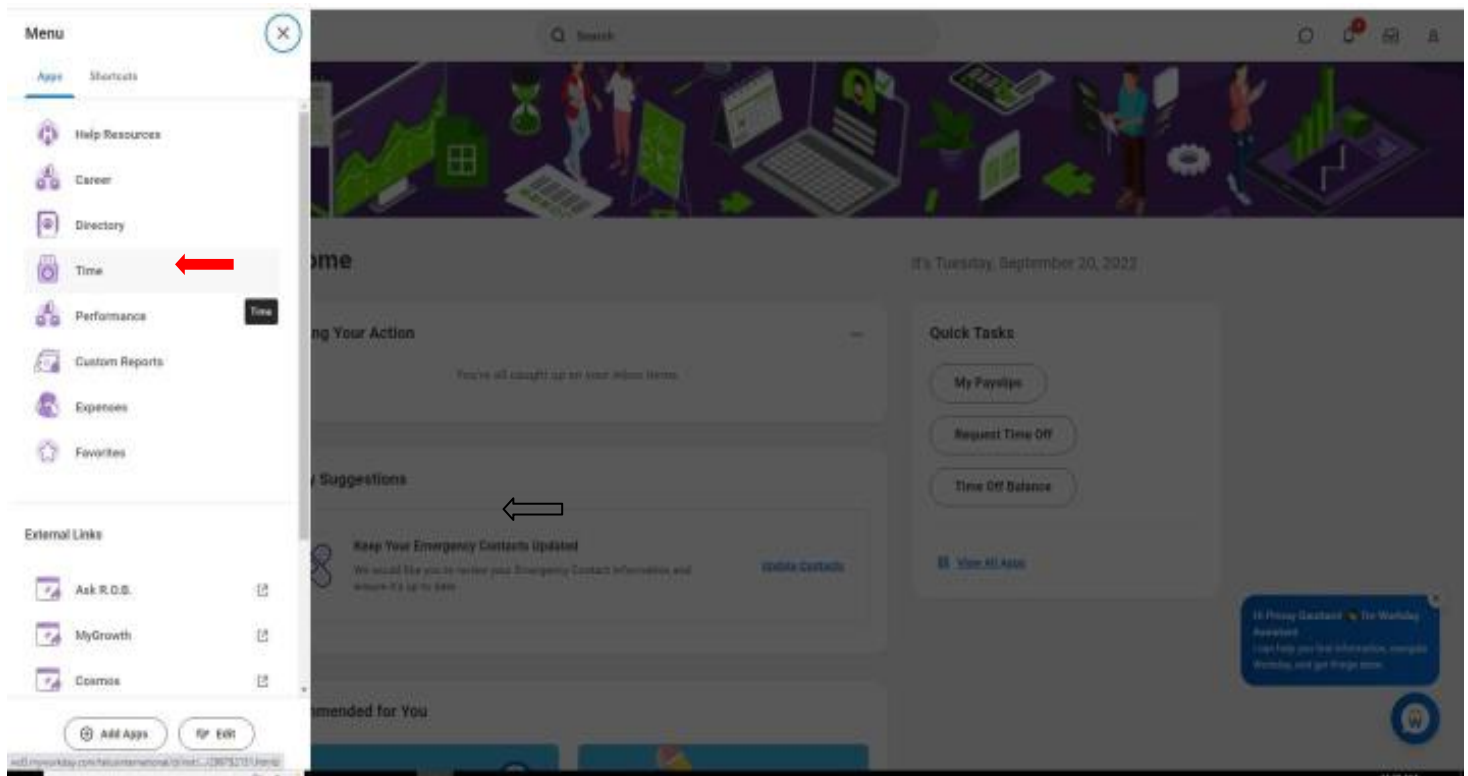
Step 3 - After successfully login you will come to the Home screen, As shown to you in the screenshot.



Step 4 - Click to the **MENU** option.



Step 5- Now the menu options are as shown then click on **Time**



Step 6 - After clicking on This Week (0 Hours) you will see the page of the time sheet.



Step 7 - Now fill All the field

- Time Type - CHR-AUTOMATION > GENERAL AND ADMINISTRATIVE (G&A) > Idle time (01/01/2020 - 12/31/2022).

- Worktags- 1) Functional Area: Charter Communications

- 2) Location: Woodland Hills (These details will come automatically)

- Do Not Bill - If you are not billable then tick / If you are billable then you don't need to tick.

- Now we have to add 8 hours time from Monday to Friday.

Enter Time by Type Primary Gauttam (10184689)

Time Type	Customer	Worktags	Do Not Bill	Sun, 9/18	Mon, 9/19	Tue, 9/20	Wed, 9/21	Thu, 9/22	Fri, 9/23	Sat, 9/24	Total
				0	0	0	0	0	0	0	0

OK Auto-fill from Prior Week Set Default Projects Cancel

Step8 - Now click OK , Now you will see the time entered and you can see Total Projected Hours.

Enter Time by Type Primary Gauttam (10184689)

Time Type	Customer	Worktags	Do Not Bill	Sun, 9/18	Mon, 9/19	Tue, 9/20	Wed, 9/21	Thu, 9/22	Fri, 9/23	Sat, 9/24	Total
CHR-AUTOMATION > GENERAL AND ADMINISTRATIVE (G&A) > Idle time (01/01/2020 - 12/31/2022)	CHARTER COMMUNICAT	Functional Area: Charter Communications Location: Woodland Hills	<input checked="" type="checkbox"/>	0	8	8	8	8	8	0	40

OK Auto-fill from Prior Week Set Default Projects Cancel

Step 9 - Now you have to add a comment - Time added successfully and submit it.

TELUS

International

Q Search

Enter My Time

Privacy (lastseen (1018449))

Summary

Sep 18 - 24, 2022

Week

Activate

Sun 9/18 Hours: 0

Mon 9/19 Hours: 0

Tue 9/20 Hours: 0

Wed 9/21 Hours: 0

Thu 9/22 Hours: 0

Fri 9/23 Hours: 0

Sat 9/24 Hours: 0

CHP AUTOMATION 8 hours - Do Not Bill (GENERAL AND)

CHP AUTOMATION 8 hours - Do Not Bill (GENERAL AND)

CHP AUTOMATION 8 hours - Do Not Bill (GENERAL AND)

CHP AUTOMATION 8 hours - Do Not Bill (GENERAL AND)

CHP AUTOMATION 8 hours - Do Not Bill (GENERAL AND)

CHP AUTOMATION 8 hours - Do Not Bill (GENERAL AND)

Total Project Hours: 40

Submit

Step 10 - Now you have to add a comment - Time added successfully and submit it.

Submit Time

You are about to submit time for the week 09/18/2022 - 09/24/2022.

Following date range will be submitted for approval.

Sepember 18 - 24, 2022 : 40 Hours

Total for September 18 - 24, 2022

Total Project Hours : 40

Time added successfully

Submit

Cancel

Step 11 - After submission a pop up will be popped with message successfully submitted like given screenshot.

