

Workday: Physician Timesheets – Enter Time

KB0049503

☆☆☆☆☆ 8 views

i Article Body

Introduction

This job aid shows physicians how to enter time. It covers three different scenarios:

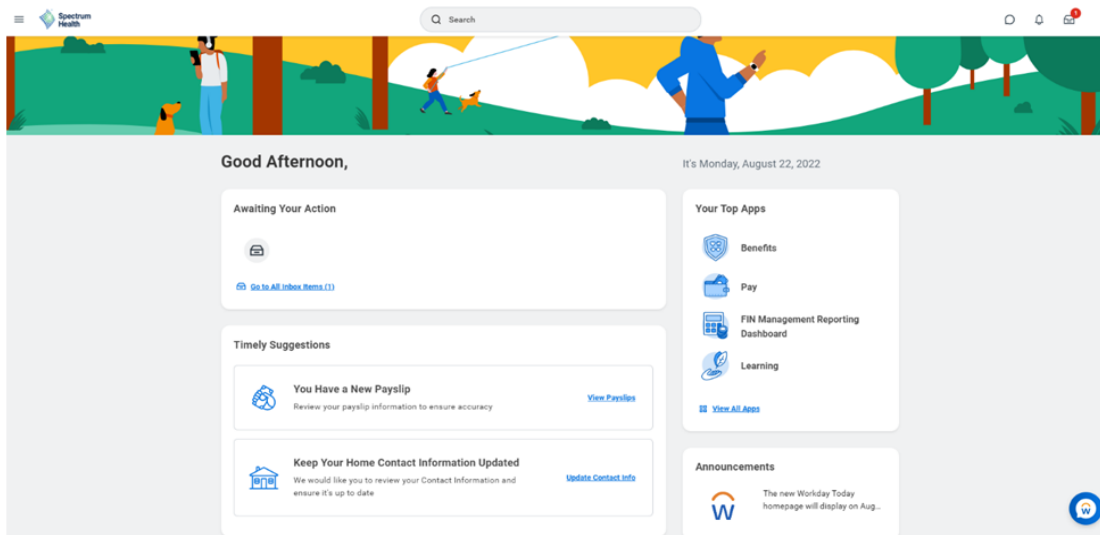
1. Time entry for medical directors and clinical advisors (including over contract hours)
2. Time entry for on call physicians
3. Time entry for ophthalmologists

Note: Time is submitted monthly. After all time is entered for the month, then the worker can submit. Delegates cannot submit time for the worker.

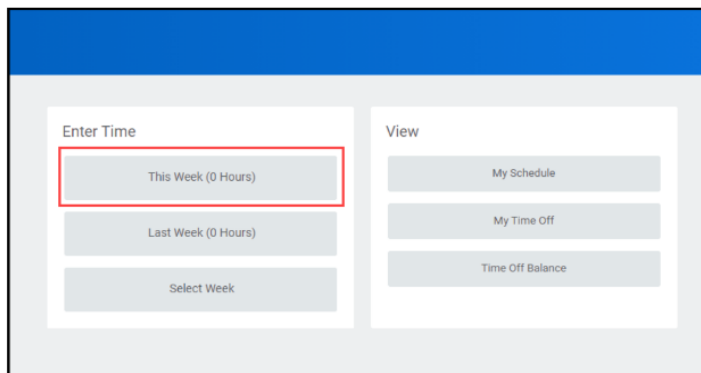
View the different scenarios below:

Time Entry for Medical Directors and Clinical Advisors

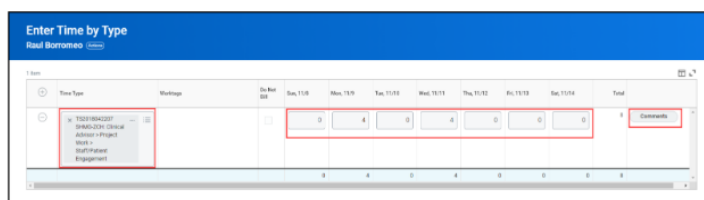
- To enter time, click the **View All Apps**> select **Time** application on your homepage.



- Select the week for which you would like to enter time. In this example, we have selected **This Week**.



- Select the proper **Time Type** from the available drop-down list, then enter the hours for each day. Use the **Comments** function if you would like to include comments.



- To add a new **Time Type**, click the **Plus** icon. To remove a time entry, click the **Minus** icon. Once complete populating your time entries, click **OK**.

Enter Time by Type
Raul Borromeo

1 Item

Time Type	Do Not Bill	Sun, 11/8	Mon, 11/9	Tue, 11/10
TS2018042297 SHMO-ZOH: Clinical Advisor > Project Work > Staff/Patient Engagement	<input type="checkbox"/>	0	4	
		0	4	

OK Auto-Fill from Prior Week Set Default Projects Cancel

- Your time entries (shaded in gray) will display in a **Week** view.

Enter My Time Raul Borromeo

Nov 8 - 14, 2020

Summary Nov 8 - 14, 2020

Submit

Note: You will receive an alert if the hours submitted have exceeded the monthly hours defined in your contract. This does not prevent you from entering time.

- Click a time entry if you would like to make modifications. To add additional time entries to the current week, click **Actions** then **Enter Time by Type**.

Enter My Time Raul Borromeo

Today < > Nov 8 - 14, 2020

Week Actions Summary

Auto-Fill from Prior Week

Clear

Enter Time

View My Time

My Team's Overtime Requests

Request Absence

Review Time by Week

Run Calculations

- Once all the time for the month is entered, review your time entries and click **Review**.

NOTE: Time is submitted monthly. After all time is entered for the month, then the worker can review and submit their time. Delegates cannot submit time for the worker, only enter time.

Enter My Time Raul Borromeo

Today < > Nov 8 - 14, 2020

Week Actions Summary

Nov 8 - 14, 2020

Review

- Review the declaration. If needed, include a comment in the **Comments** field, otherwise, click **Submit**.

Submit Time


I declare all hours reported against are true and complete, and conform with the Organization's time reporting

policy. I authorize these hours to be paid.

Following date range will be submitted for approval.


November 1 – 30, 2020 : 8 Hours Total

Total for November 1 – 30, 2020



Submit Cancel

- Your time entry has been submitted and will now route for approval.



You have submitted

Up Next: Joseph Manaey, Approval by Project Manager

[View Details](#)

×

Time Entry for On Call Physicians

- To enter time, click the **Time** application on your homepage.