

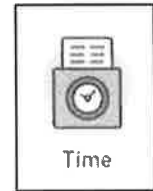
Time Tracking

Overview

Hourly staff and student employees will be tracking hours worked in Workday

Enter Hours Worked

1. Select the **Time** application on your homepage
2. Select either **This Week** or **Last Week**
3. Select the day on the calendar for which you need to enter hours
 - a. The 'Enter Time' window will pop-up. Change the **Time Type** as needed or leave 'Hours Worked' as the default
 - b. Enter the number of hours worked and click **OK**
 - c. Repeat as necessary
 - d. To add absence hours on the same day as hours worked, select the day on the calendar again, and follow the steps above to change the **Time Type**

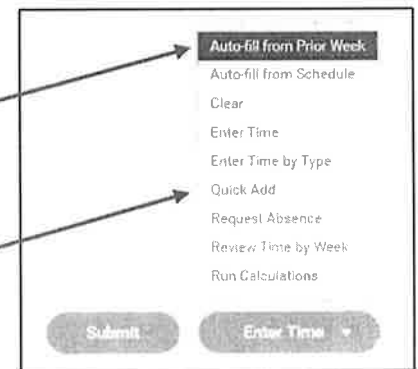


NOTE: Workday will automatically calculate holiday hours, so you will not need to enter them manually

4. **When you are finished entering hours worked, click **Submit**, review your time entries, click **Submit** again, then **Done****
5. Your timesheet will route to your supervisor to approve

*Tip: To copy hours worked from a previous week, click on **Enter Time**, then select **Auto-fill from Prior Week**. Select the week you wish to copy, then click **OK***

*For a quicker way to enter hours manually, select **Quick Add**, select **Time Type**, enter hours, then click **OK***



Correct Hours Worked

If you made a mistake or need to make changes to a submitted or approved timesheet, you may do so

1. From the **Time** application, select either **This Week** or **Last Week**
2. Select the day on the calendar for which you need to correct hours
 - a. The 'Enter Time' window will pop-up. Change the **Time Type** or change the **Hours**, as needed
 - b. Click **OK**
 - c. Click **Submit**, review the hours entered, click **Submit** again, then **Done**
3. The changes to your timesheet will route to your supervisor to review and approve

Approval Business Process

1. The manager will receive an inbox action item to review and approve the employee's timesheet
 - a. If corrections need to be made, the manager can send the timesheet back to the employee

Enter Hours Worked on a Mobile Device

1. Select the **Time Tracking** application on your homepage
2. Select **Enter Time**
3. Select the day on the calendar for which you need to enter hours and tap **Add New**
 - a. Change the **Time Type** or leave 'Hours Worked' as default
 - b. Enter the number of hours worked, then tap **OK** in the top-right corner
 - c. Repeat as necessary
 - d. To add absence hours on the same day as hours worked, select the day on the calendar again, tap **Add New**, and follow the steps above to change the **Time Type**



NOTE: Workday will automatically calculate holiday hours, so you will not need to enter them manually

4. When you are finished entering hours worked, tap **Submit**, review your time entries, tap **Submit** again
5. Your timesheet will route to your supervisor to approve

*Tip: To copy hours worked from a previous week, tap **Auto-fill** in the top-right corner. Select the week you wish to copy, then tap **Next** in the top-right corner. Tap **Submit**, review the hours entered, then tap **Submit** again*

Correct Hours Worked on a Mobile Device

1. Select the **Time Tracking** application on your homepage
2. Select **Enter Time**
3. Select the day on the calendar for which you need to correct hours, then select the time entry you submitted
 - a. Change the **Time Type** or change the **Hours** as needed
 - b. Tap **OK** in the top-right corner
4. Tap **Submit** button, review your time entries, tap **Submit** again
5. Your timesheet will route to your supervisor to approve

Approval Business Process on a Mobile Device

1. The manager will receive an inbox action item to review and approve the employee's timesheet
 - a. If corrections need to be made, the manager can send the timesheet back to the employee