Enter Time in Workday

Steps:

1. From your home page, click on the Time app.

2. From the Enter Time column, select “Time Week”.

3. Click on the Day / Date for which you need to enter time worked. A blue Enter Time box should appear, and then a pop-up will display.

4. The Time Type will populate with “Hours Worked”

5. If you have multiple positions, click the Position button for the dropdown menu and select the appropriate position. If you have any questions, contact your Department Business Office.

6. Enter the number of Hours worked for that date

7. Click OK. You will see that the time has been added to the calendar

8. Click Submit at the bottom of the page. The Submit Time summary page will display. Review the time entered

9. Enter any comments, as needed

10. Click Submit

11. Your timesheet will route to your Manager for approval

This completes the Enter Time process