# Enter Time

## Overview

This job aid outlines the process for an Employee to enter timein Workday

**Prerequisites:** N/A

**Important Information:**

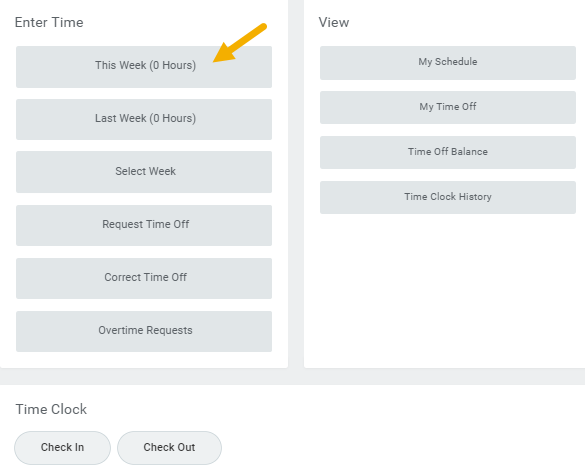
* + Time can be entered by hourly employees and salaried employees tracking time on projects. Hours entered by salaried employees are for record keeping only and do not feed to payroll
  + Time entry policies vary by member. Please note that some members will enter time with the number of hours worked and others will enter time with the exact times worked

### Steps

1. Click the **Time** worklet on your Workday Home page



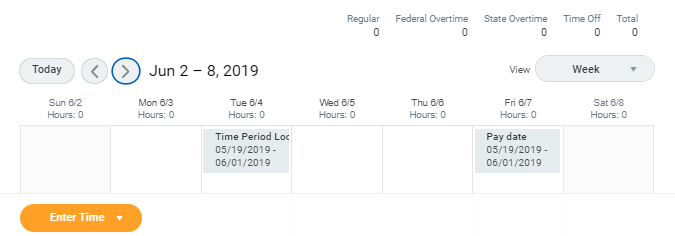
1. Under Enter Time, click **This Week**



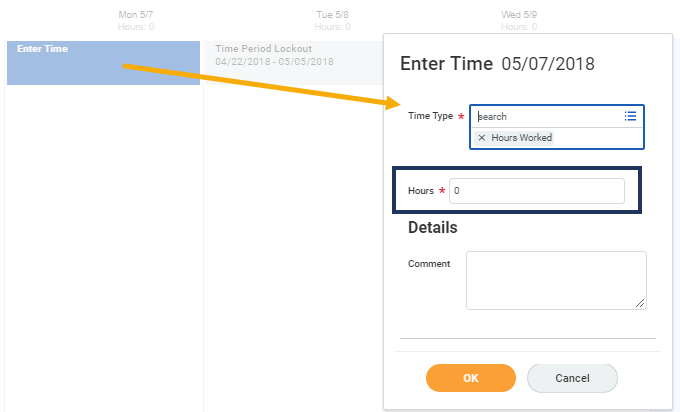
The **Time Calendar** will display

**Notes**:

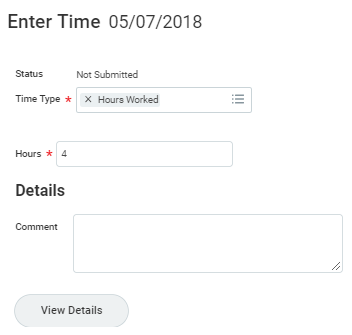
* + The number of hours already entered for the week will also display
  + You may see previous time periods locked for payroll
  + Any pay dates for the week will also display within the week
  + Alternatively, you can click the previous or next arrows to navigate to a time frame other than the current week



1. 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

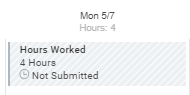


1. Click **Time Type**
2. Select **Time Entry Codes** and select the appropriate code
3. Enter the number of **Hours** worked for that date



**Note:** Some members will enter exact times rather than the number of hours for each day

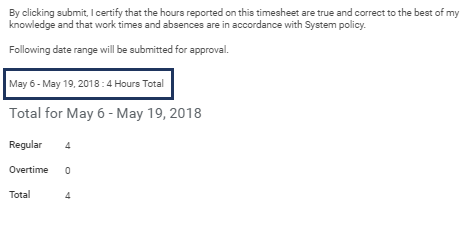
1. Click **OK.** You will see that the time has been added to the calendar



**Note:** You can click **Enter Time** at the bottom of the page to view a drop-down list of options. From there, you can select various options pertaining to time entry

Enter Time drop-down menu containing additional options with Auto-fill from Prior Week as the default.
The other options include:
Clear, Enter Time, My Team's Overtime Requests, Overtime Requests, Quick Add, Request Absence, Request Time Off, Review Time, Review Time by Week, Run Calculations

1. Click **Submit** when you have populated all your entries for the week**.** The **Submit Time** summary page will display. Review the time entered



1. Enter any comments, as needed
2. Click **Submit**

The request will be routed to your Manager for approval

This completes the **Enter Time** process for Employees