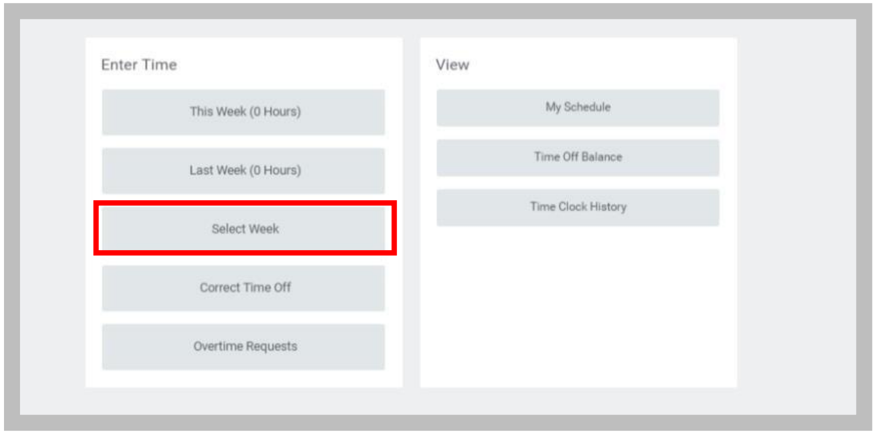
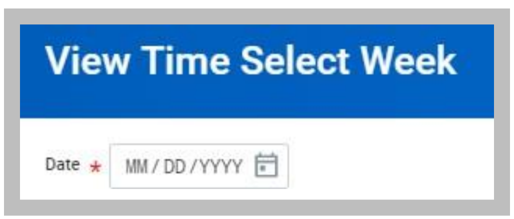
ENTER TIME BY WEEK

From the **Time** application:

1. Click **Select Week** under **Enter Time**.

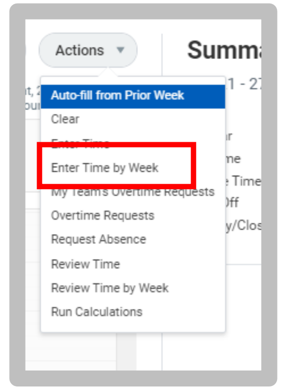


2. Select a date corresponding with the week.

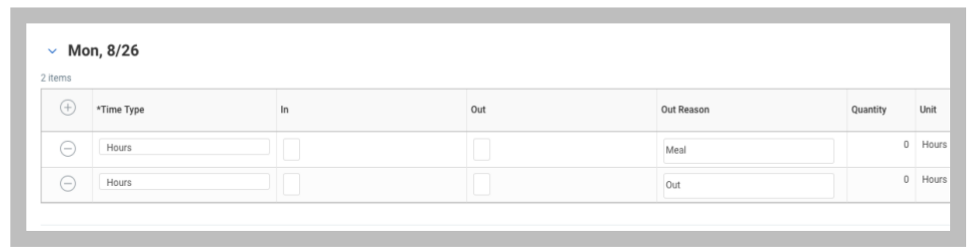


3. Click **OK**.

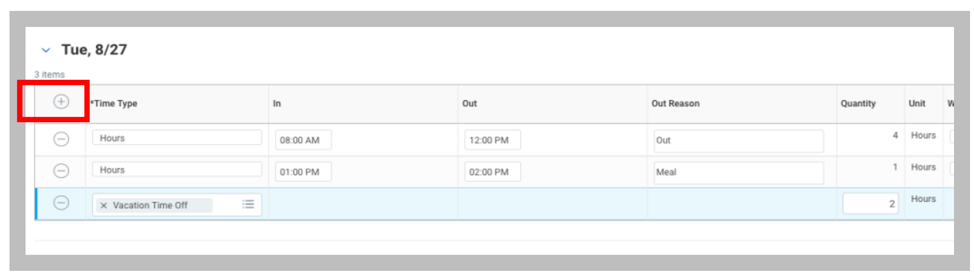
4. On the upper right of the timesheet, click the **Actions** button. Select **Enter Time by Week**.



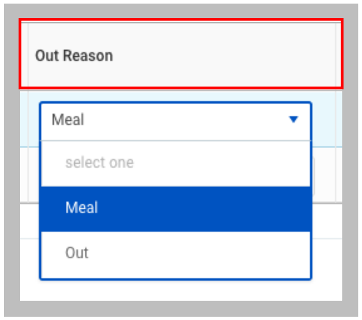
5. Enter time for each day worked. Note that the Enter Time by Week option allows you to enter time on a weekly basis, not by pay period. Click **Next** after completing entire week.



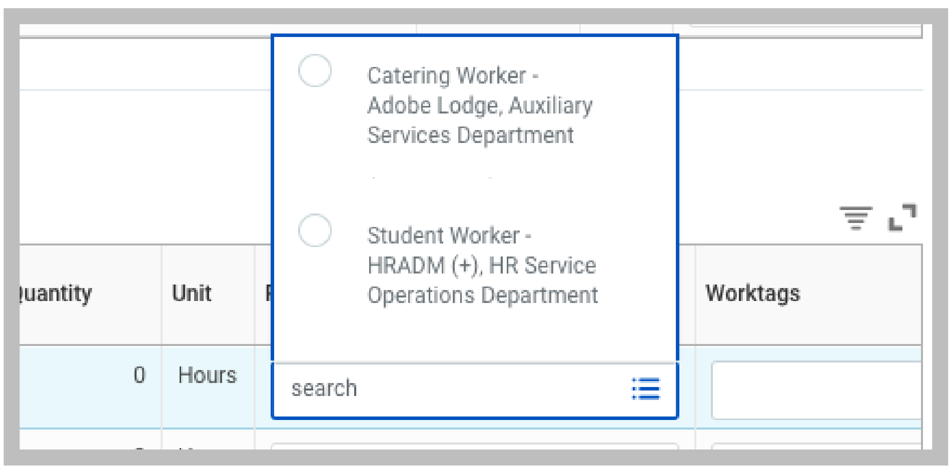
6. To add more line items in each given day, click the plus sign. (This is recommended for employees who work partial hours and have time off hours in one day).



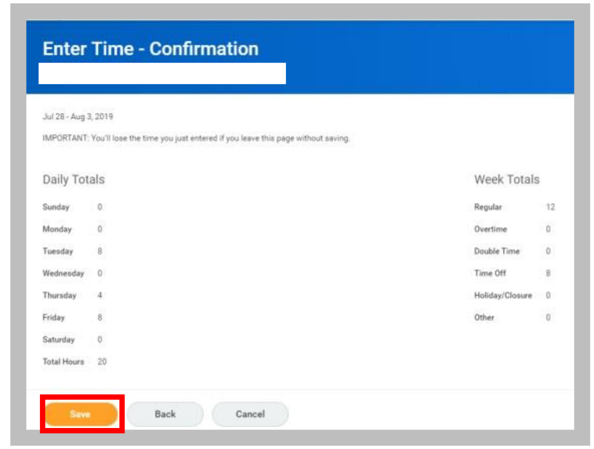
Note: Workday defaults the “Out Reason” to **Meal** on the first line and **Out** on the second line of each given day. Meal is used when you leave for your meal break. Out is used when you leave for the day. You can edit the out reason by clicking on the box and choosing either Meal or Out.



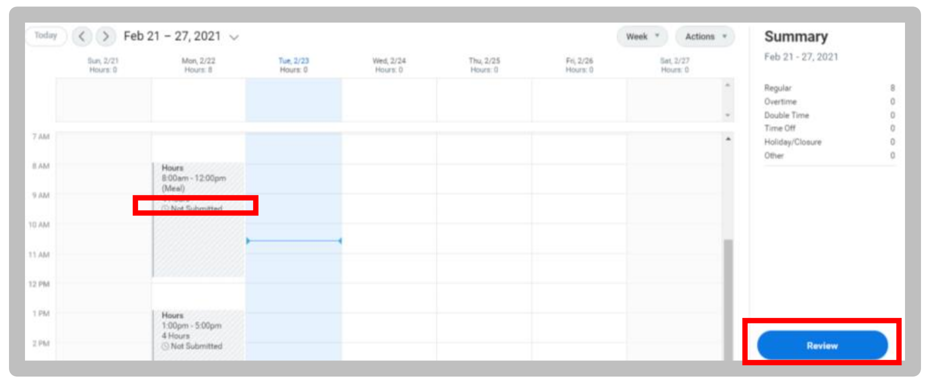
7. If you have multiple jobs on campus, you will need to specify what job you are reporting hours for. You can do this by clicking on the “Position” box and clicking on the appropriate position.



8. Next page- Confirmation of entered time. **Click Save**.

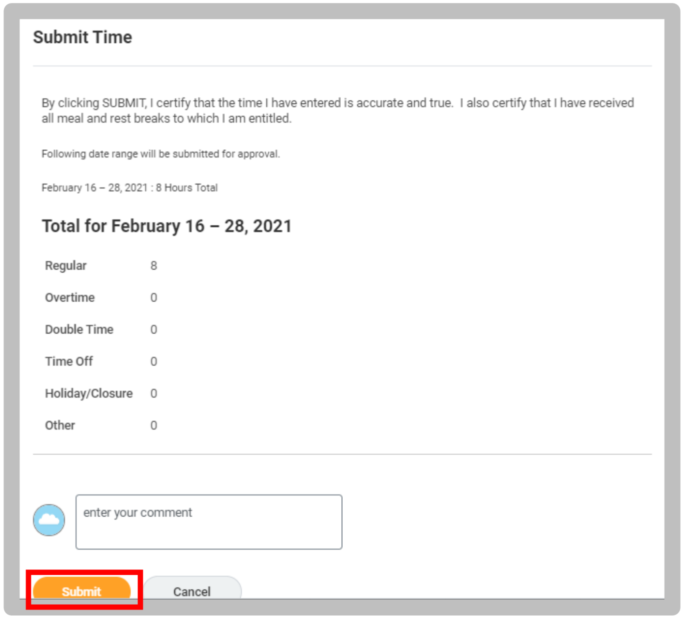


9. Once hours are saved, click the **Review** button in the lower right of the timesheet.

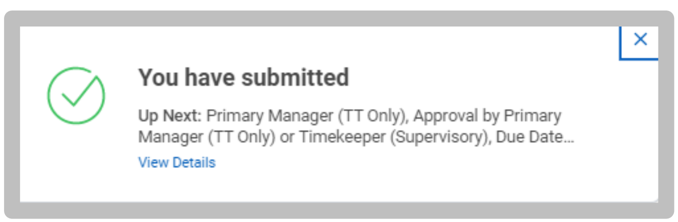


Note: Before hours are submitted, they are in a **Saved** status and are marked as **Not Submitted**. If your hours are in a Saved status, your supervisor will not be able to approve the hours. You must **Submit** the hours in order for them to be approved and run through payroll.

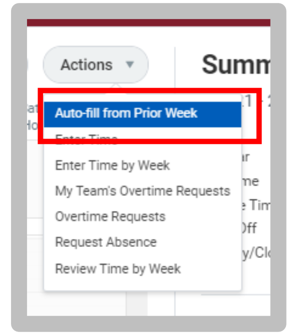
10. From the Submit Time window, click on the orange **Submit** button. (If you are entering time for multiple pay periods, you will be prompted to choose one pay period to submit time for.You will not be able to submit time for multiple pay periods at onetime.)

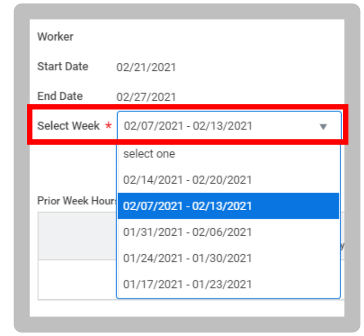


11. Once the hours have successfully been submitted, the You Have Submitted window will appear. Click on the X in the upper right to close the window.

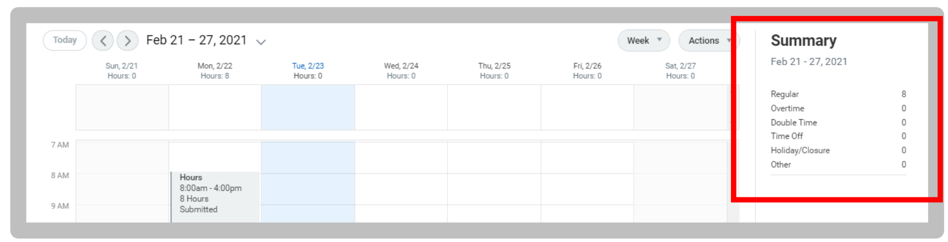


Note: From the Action button, you may auto-fill time worked from a prior week. If you choose to auto-fill time worked from a prior week, you can always modify any time entries.





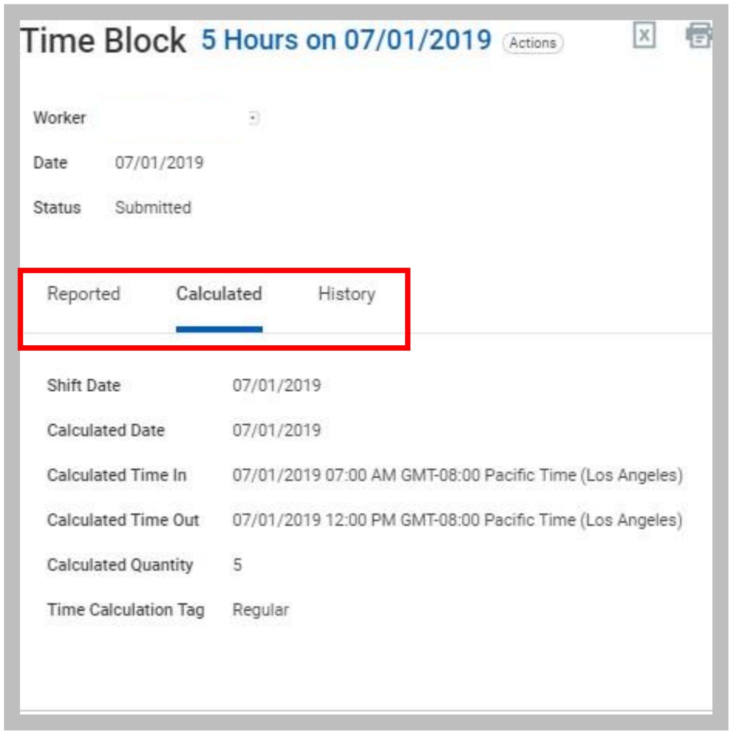
12. Once all time entries have been completed, you can view a weekly summary of the hours on the right hand side of the timesheet.



VIEW DETAILS OF SUBMITTED TIME

From the **Time Entry Calendar**:

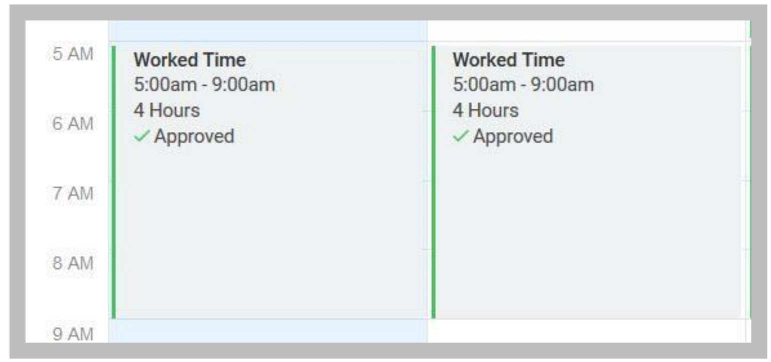
1. Select a time block to view detailed information about your time entry.
2. Click the **View Details** button.
3. Click the **Reported** tab to view reported work time.
4. Click the **Calculated** tab to view calculated time
5. Click the **History** tab to view the process history of a particular time entry.



MODIFY PREVIOUSLY REPORTED TIME

From the Time application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.



4. Click the particular time block. Edit the details of the time block and click **OK** or **Delete**.

Note: You may need to re-submit hours.