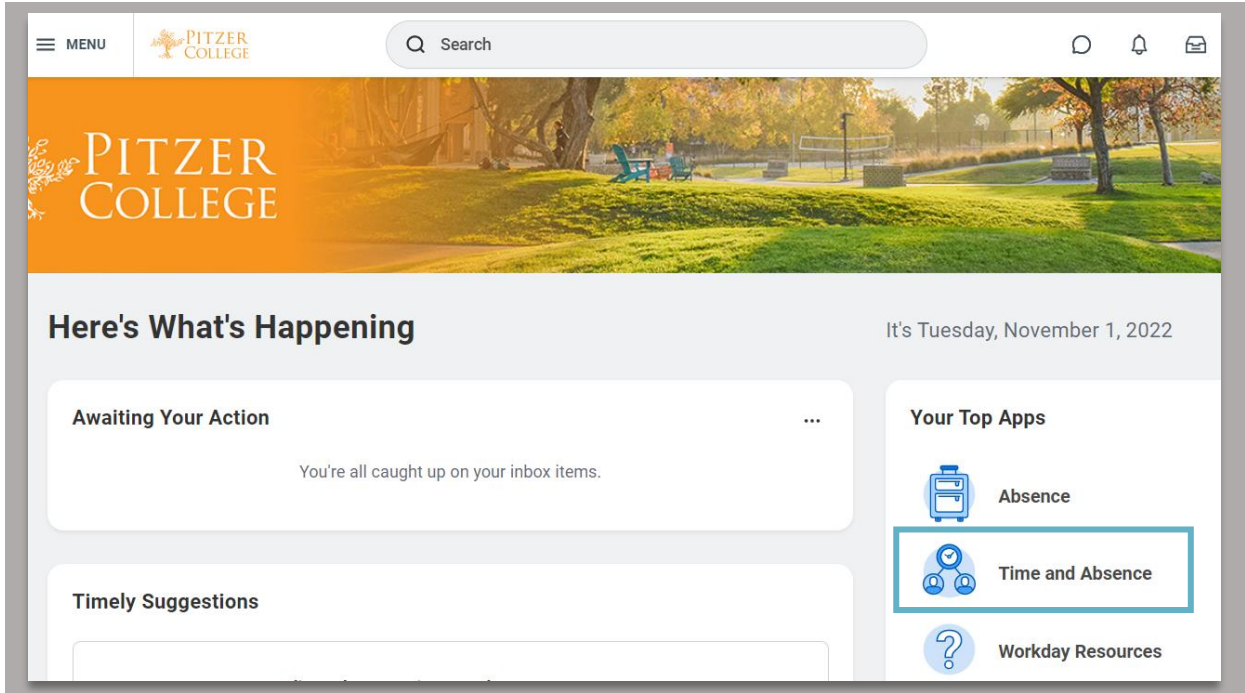
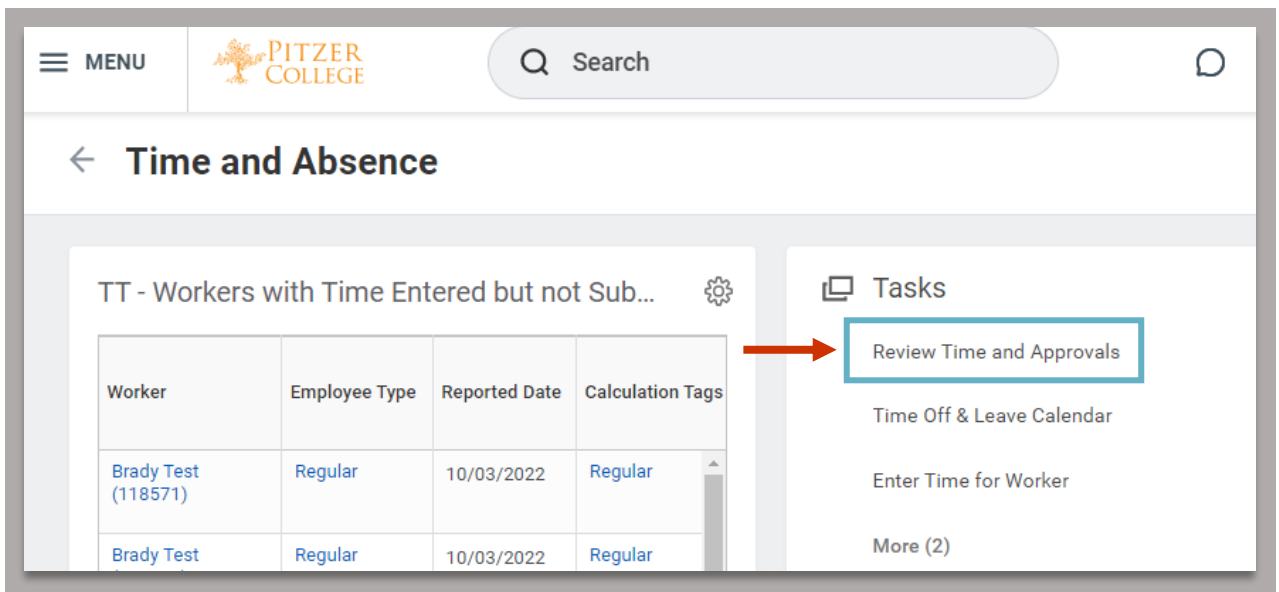


Time Entry: Enter Time for Student Employees

1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Time and Absence**.
Note: The Time and Absence application is accessible only to supervisors/timekeepers. Please connect with your Human Resources Office should you need the application but don't see it.

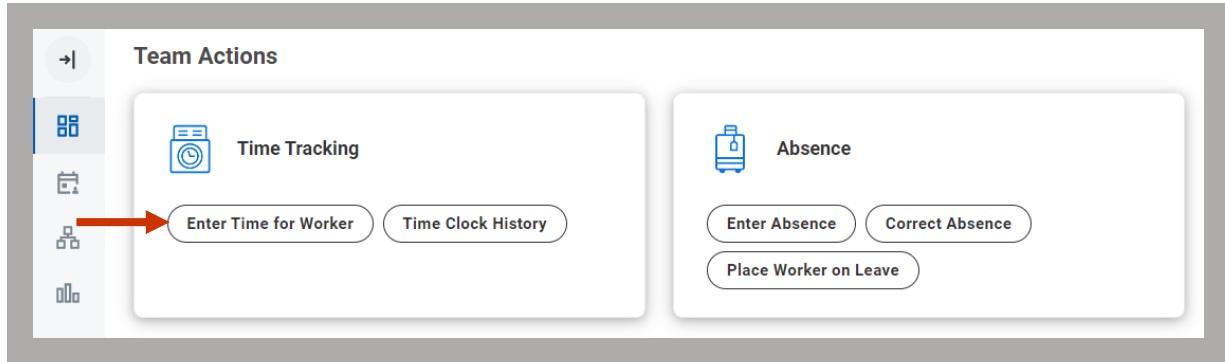


3. Select **Review Time and Approvals** under Tasks.



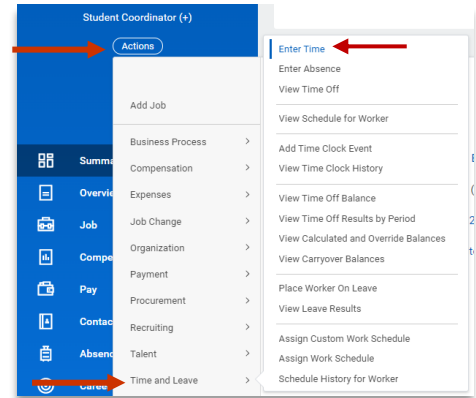
Time Entry: Enter Time for Student Employees

4. Under **Time Tracking**, select **Enter Time for Worker**.



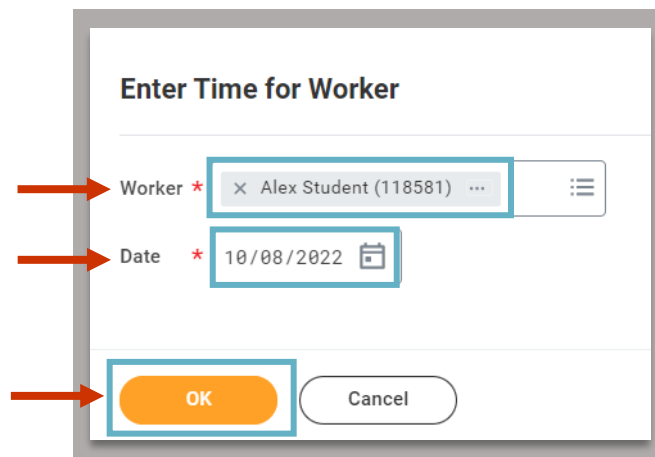
Workday offers a variety of ways to do a task. Rather than going to the **Time & Absence** application like demonstrated in steps 1-4, you can also:

1. **Type** "Enter Time for Worker" in your **home page search bar** or;
2. Type the employee's name in the search bar. Under their title, go to **Actions** > hover your mouse over **Time and Leave** > **Enter Absence** at the top.



5. Next to Worker, **type the student's name** and hit enter on your keyboard or; Open the dropdown and select **My Team** to view your direct reports or **All Workers** to view your direct reports and students who don't report to you but for whom you assist with time & absence management.

Click on **OK**.



Time Entry: Enter Time for Student Employees

6. Click into the date and time you want enter time for.

The screenshot shows the 'Enter Time' interface for Alex Student (118581). The calendar view is for the week of Oct 8 - 14, 2022. A red arrow points to the 8 AM slot on Monday, 10/10, which is highlighted with a blue box. The 'Summary' section on the right shows totals for the week: Total 0, Regular 0, Work Study 0, Overtime 0, Double Time 0, Missed Meal Penalty 0, and Paid Time Off 0.

7. On the **Enter Time** screen, update fields in the following order:

1. **In:** the time they began working
2. **Out:** the time they finished working
3. **Out Reason:** select **Out** for end of day/shift or **Meal** for lunch break.
4. **Position:** select the position
5. **Time Type:** select Worked Hours or Work Study

**Note: based on the position selected, Workday will determine which time type to make available. Hence why you must first select the Position prior to selecting Time Type.*

6. Select **OK**.

The screenshot shows the 'Enter Time' form for 10/10/2022. Red arrows point to the following fields: 5. Time Type (Select Position Below), 1. In, 2. Out, 3. Out Reason (Out), 4. Position (Student Employee (Unpaid)), and 6. OK button.

Understanding Student Default Jobs



Students are hired into a default job called **"Student Employee (Unpaid)"** which allows us to maintain their student employee status active in between semesters (including summer) and in between jobs. Default jobs do not have a pay rate or hours associated with them.

If time is entered using a default job, an error message will display on the timecard. The time entry will need to be corrected prior to submitting the timecard for approval.

Time Entry: Enter Time for Student Employees

In the example below, the Student Coordinator position is a work study job. Note that the Time Type selected is Work Study.

Enter Time 10/10/2022

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Comment

In the example below, the Resident Assistant position is not a work study job. Note that the Time Type selected is Worked Hours.

Enter Time 10/10/2022

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Comment

Notice the student's timecard now reflects the time entry. Repeat step 1-7 as needed.

Enter Time Alex Student (118581)

Today Oct 8 - 14, 2022

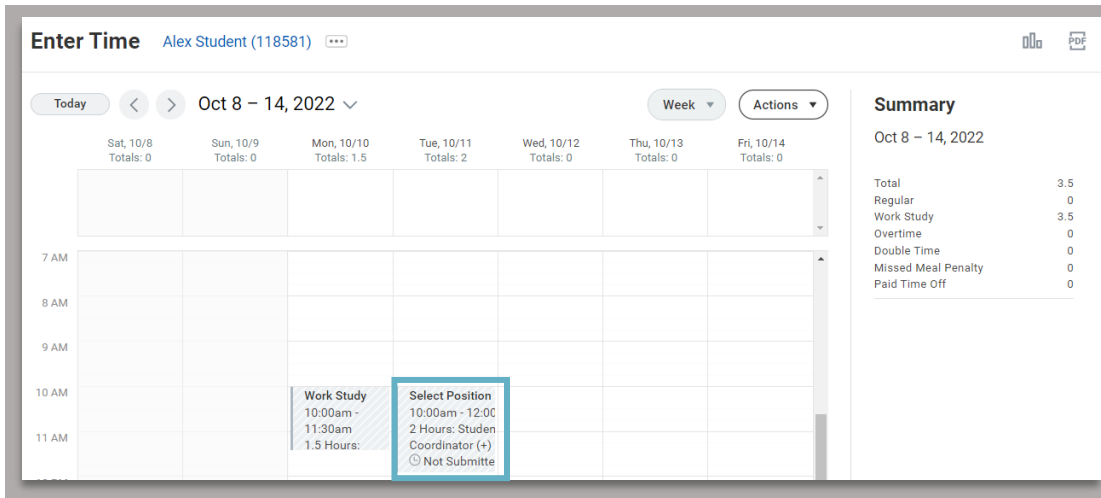
	Sat, 10/8 Totals: 0	Sun, 10/9 Totals: 0	Mon, 10/10 Totals: 1.5	Tue, 10/11 Totals: 0	Wed, 10/12 Totals: 0	Thu, 10/13 Totals: 0	Fri, 10/14 Totals: 0
7 AM							
8 AM							
9 AM							
10 AM			Work Study 10:00am - 11:30am 1.5 Hours:				
11 AM							

Summary
Oct 8 - 14, 2022

Total	1.5
Regular	0
Work Study	1.5
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

Time Entry: Enter Time for Student Employees

If the timecard displays “**Select Position Below**”, click on the time block and update the Time Type to the appropriate type (Worked Hours or Work Study).



Day	Totals
Sat, 10/8	Totals: 0
Sun, 10/9	Totals: 0
Mon, 10/10	Totals: 1.5
Tue, 10/11	Totals: 2
Wed, 10/12	Totals: 0
Thu, 10/13	Totals: 0
Fri, 10/14	Totals: 0

Summary	
Oct 8 - 14, 2022	
Total	3.5
Regular	0
Work Study	3.5
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

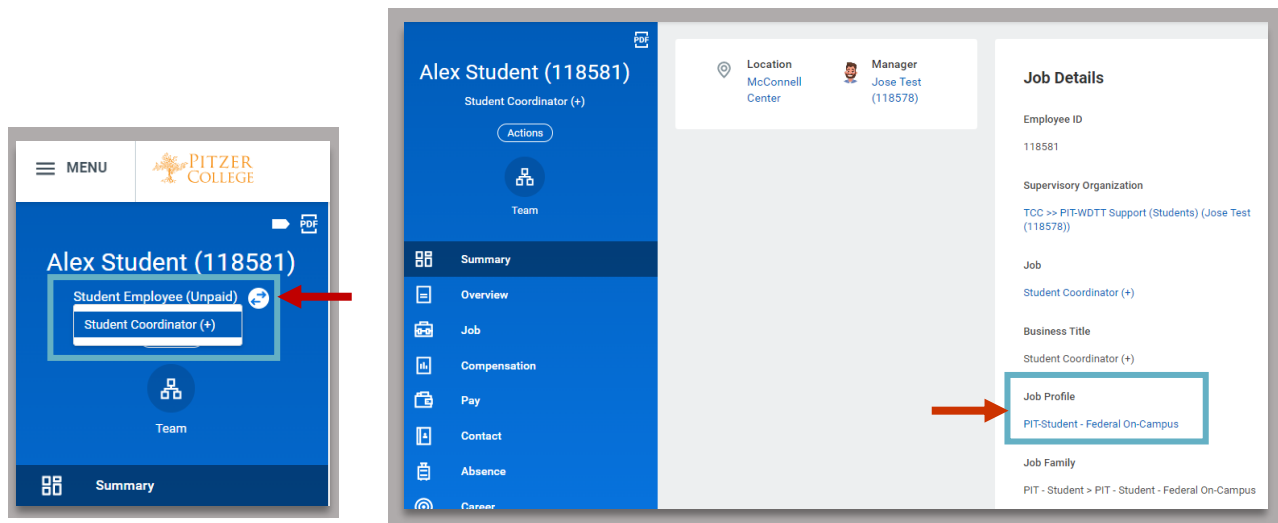


Understanding Work Study vs. Non-Work Study Student Jobs in Workday

Labeling a student job as work study allows us to track earnings and ensure students earn only up to their work study award.

As a supervisor, you can see if a student’s job is labeled work study or non-work study.

1. From your home page, type the student’s name on the **Search Bar**.
2. Notice, under their name, the “**Student Employee (Unpaid)**” job. This is the default job that has no pay or hours assigned and functions as a place holder. Refer to page 3 for details.
3. Click on the back and forth arrows to the right of “**Student Employee (Unpaid)**”.
4. Select the position you supervise from the dropdown.
5. On the right side, under **Job Details > Job Profile**, you will see the Work Study or Non Work-Study designation.



The left screenshot shows the search results for Alex Student (118581). The job title 'Student Employee (Unpaid)' is highlighted with a red box and a red arrow points to it. Below it is 'Student Coordinator (+)'. The right screenshot shows the 'Job Details' page for Alex Student (118581). The 'Job Profile' section is highlighted with a red box and a red arrow points to it, showing 'PIT-Student - Federal On-Campus'.