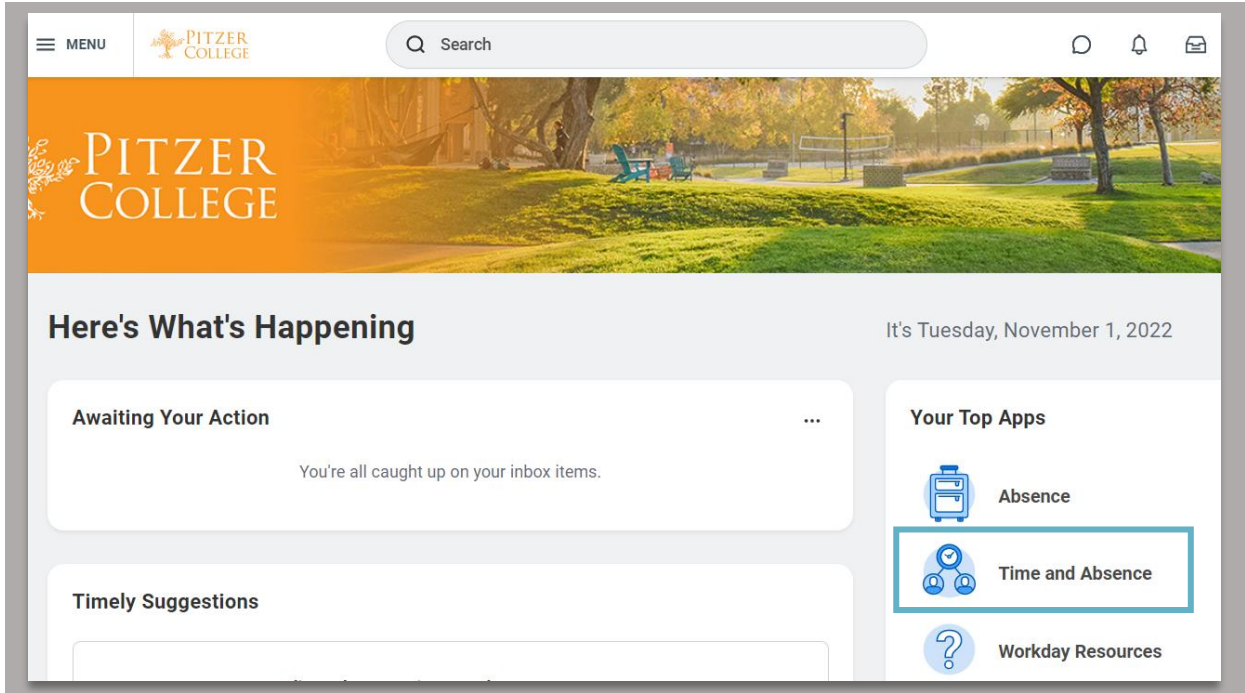
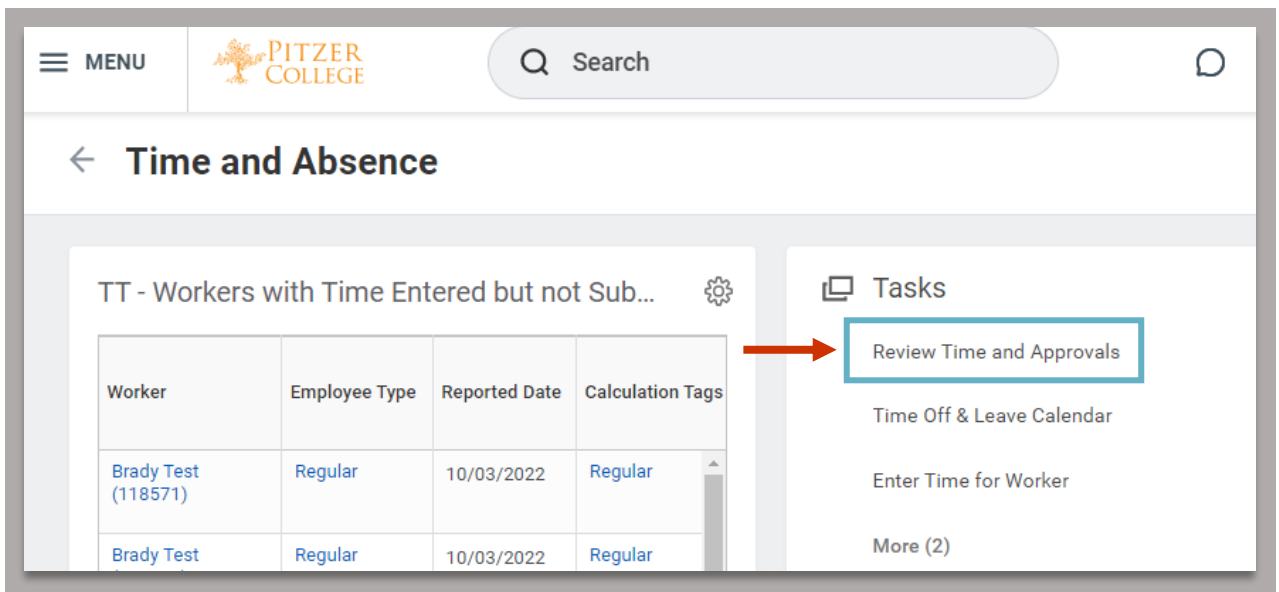


Time Entry: Enter Time for Employees

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.

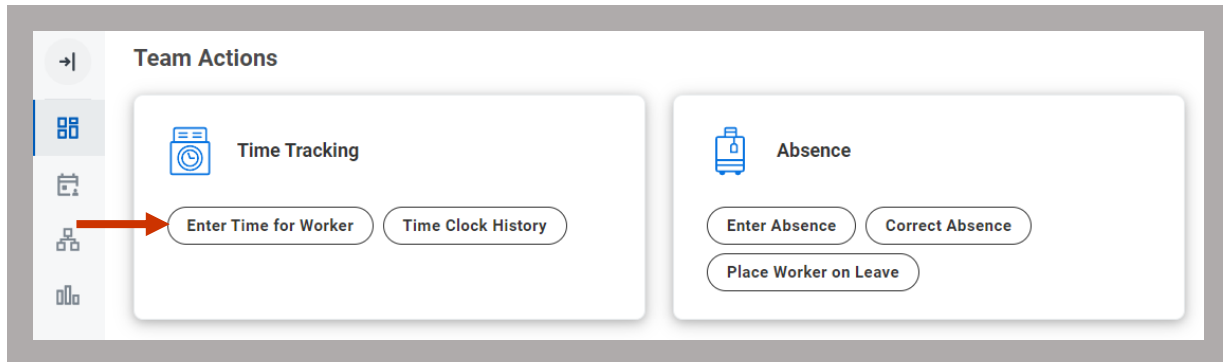


3. Select **Review Time and Approvals** under Tasks.



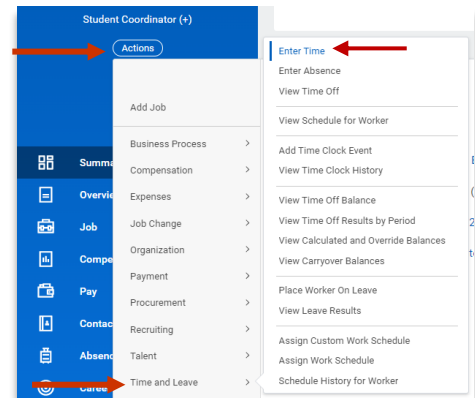
Time Entry: Enter Time for Employees

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



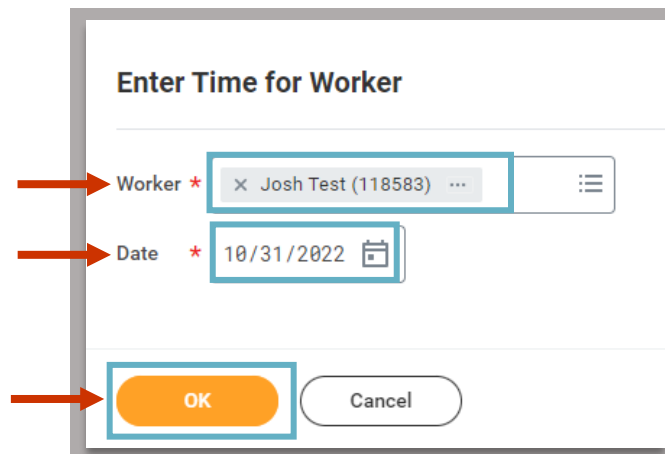
Workday offers a variety of ways to do a task. Rather than going to the **Time & Absence** application like demonstrated in steps 1-4, you can also:

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.



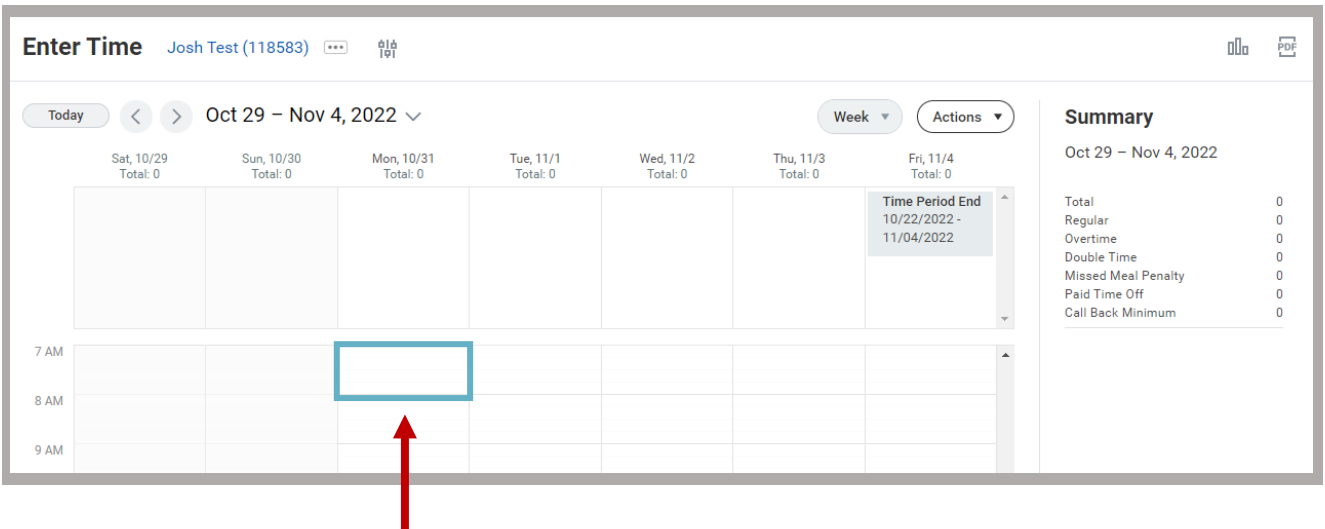
5. Next to Worker, **type the student's name** and hit enter on your keyboard or; Open the dropdown and select **My Team** to view your direct reports or **All Workers** to view your direct reports and students who don't report to you but for whom you assist with time & absence management.

Click on **OK**.



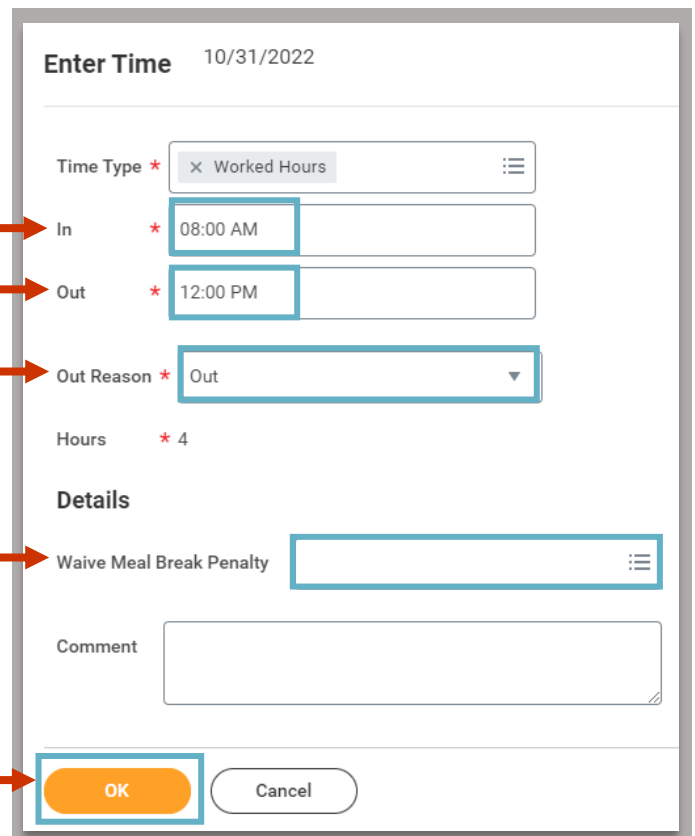
Time Entry: Enter Time for Employees

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



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. **Waive Meal Penalty:** leave blank*
5. Select **OK**.



*Waive Meal Break Penalty

The “**Waive Meal Break Penalty**” option can be used when an employee works a shift of 6 hours or less and decides not to take a lunch break.

The employee should communicate their decision to waive the meal penalty to their supervisor and the supervisor will need to make the update on the timecard.

The employee does not have the option to waive the penalty themselves.

The meal penalty will NOT be waived (even when selected “Yes” when a lunch break is taken after the 5th hour or when the lunch break is less than the 30-minutes minimum requirement).

Time Entry: Enter Time for Employees

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

Enter Time Josh Test (118583) [More]

Today < > Oct 29 – Nov 4, 2022 Week Actions

Sat, 10/29	Sun, 10/30	Mon, 10/31	Tue, 11/1	Wed, 11/2	Thu, 11/3	Fri, 11/4
Total: 0	Total: 0	Total: 4	Total: 0	Total: 0	Total: 0	Total: 0

Time Period: 10/22/2022 - 11/04/2022

7 AM
8 AM
9 AM
10 AM

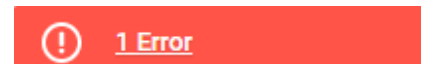
Worked Hour
8:00am - 12:00pm
4 Hours
Not Submi

Summary
Oct 29 – Nov 4, 2022

Total	4
Regular	4
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0
Call Back Minimum	0



Understanding Alerts vs Errors in Workday



Workday allows for two types of validations to ensure time and absence information are reported as accurately as possible. Validations can be either **Alerts** or **Errors**.

Alerts are soft stops to highlight information that needs your attention. Two examples of common alerts you will see are when an employee incurs a meal penalty or when an employee works over 40 hours in a week. There may not be a correction needed but it is important you are aware of the hours your employees are reporting. Alerts allow you and employees to continue with timecard submission and approval.

Errors, on the other hand, will be hard stops. The most common errors you will see are when vacation balances are less than the amounts being requested or when time for student employees is being entered using a default (unpaid) position. Errors must be corrected in order to move forward in a process and submit/approve a timecard.