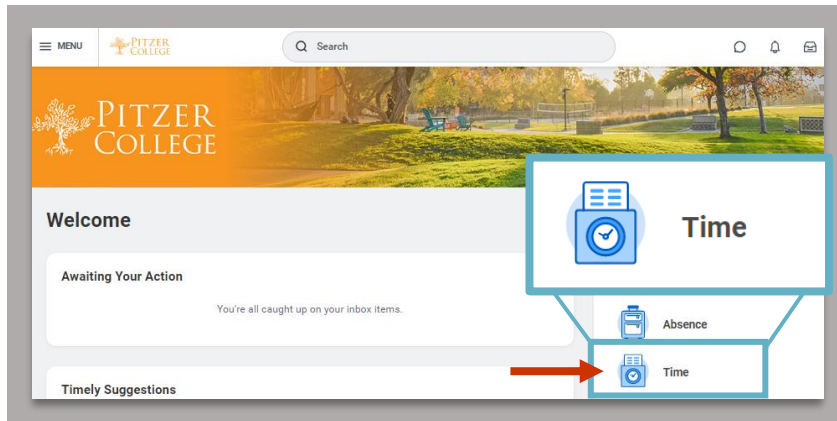
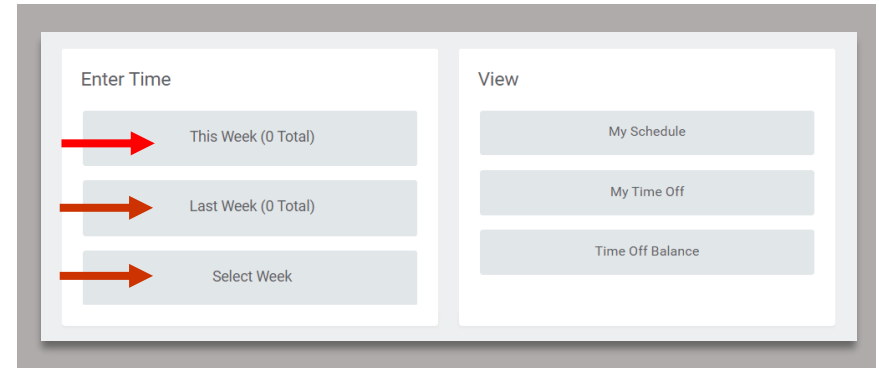


Time Entry: Report Time Using Enter Time Feature (Non-Service Staff)

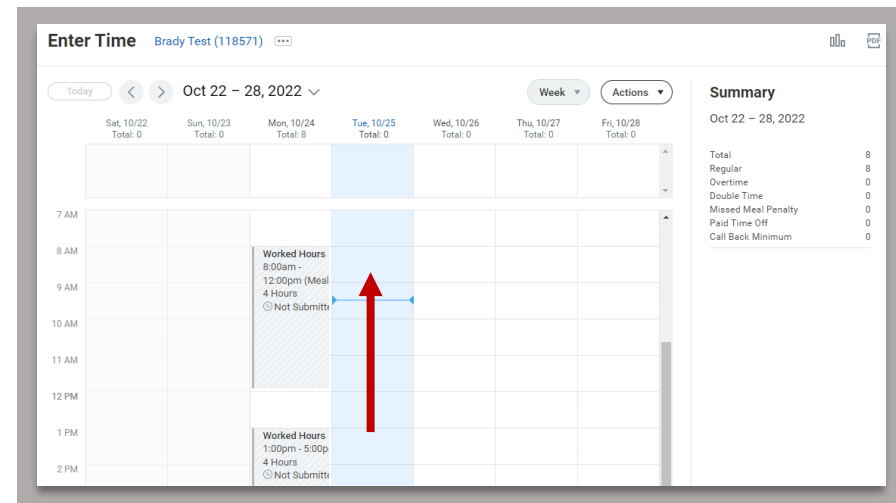
1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Time**.



3. Select **This Week** to enter hours for the current week or; Select **Last Week** to enter hours for last week or; Click on **Select Week** to enter a specific date.



4. Click into the date and time you worked. The current day will be highlighted in blue.



Time Entry Reminders:

- Enter actual start and end times daily.
- Do not wait until the end of the pay period to enter worked time.
- Follow the bi-weekly payroll schedule for pay period start & end dates, deadlines for approving and submitting timecards.

Note: Workday Time Tracking tell you when a pay period ends so you'll never forget to submit your timecard! Visit ["How to Review & Submit My Timecard"](#) for details.

Click here for to see all ["How To"](#) Workday Time Tracking videos & job aids.

Absence: Report Time Using Enter Time Feature (Non-Service Staff)

5. An **Enter Time** screen will display.

In: Enter the time you began working

Out: Enter the time you finished working

Out Reason: select either **Out** (end of day) or **Meal** (lunch break).

Position: visible only to employees with multiple jobs. If available, select the Position you are reporting time for.

Select **OK** to save.

Enter Time 10/25/2022

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Comment

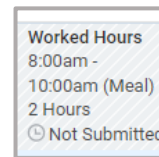
6. The daily hours and totals will update and display on your timecard as shown below.

| Tue, 10/25 | Wed, 10/26 | Thu, 10/27 | Fri, 10/28 | Oct 22 - 28, 2022 |
|------------|------------|------------|------------|-----------------------|
| Total: 4 | Total: 0 | Total: 0 | Total: 0 | Total 12 |
| | | | | Regular 12 |
| | | | | Overtime 0 |
| | | | | Double Time 0 |
| | | | | Missed Meal Penalty 0 |
| | | | | Paid Time Off 0 |
| | | | | Call Back Minimum 0 |

Worked Hours
8:00am - 12:00pm (Meal)
4 Hours
Not Submitted

7. Repeat step 5 for each day you work.

8. To make changes or delete entries, select the time block on the timecard.



If making changes, make necessary edits and select **OK**.

If deleting entire entry, select **Delete**. Then, you will see a "Delete Time Block" message. Select **OK**.

Enter Time 10/25/2022

Status Not Submitted

Time Type *

In *

Out *

Out Reason *

Hours 4

Details

Comment



Notice how **Time Type** and the number of **Hours** automatically displays.

Only student employees need to update **Time Type**. For details, refer to "Report Time Using Enter Time Feature for Student Employees" job aid/video.

Absence: Report Time Using Enter Time Feature (Non-Service Staff)



Meal Break Reminders:

- Hourly employees are required to take a 30-minute, uninterrupted meal break before the 5th work hour.
***Be sure to start your meal break BEFORE the 5th hour.**
- A meal break is optional for shifts that are 6 hours or less.

Should your meal break begin ON the 5th hour or be less than 30 minutes, a **Missed Meal Penalty** will automatically calculate & display on your timecard.

The screenshot displays a timecard interface for the week of Oct 22 - 28, 2022. The calendar view shows the following data:

| Day | Total |
|------------|-------|
| Sat, 10/22 | 0 |
| Sun, 10/23 | 0 |
| Mon, 10/24 | 8 |
| Tue, 10/25 | 5 |
| Wed, 10/26 | 0 |
| Thu, 10/27 | 0 |
| Fri, 10/28 | 0 |

The 'Missed Meal Pen 1' entry on Tuesday, Oct 25, is highlighted with a blue box and a red arrow pointing to it. Below this entry, the 'Worked Hours' for Monday and Tuesday are shown:

| Day | Worked Hours | Meal | Total |
|------------|------------------|----------------|---------|
| Mon, 10/24 | 8:00am - 12:00pm | 12:00pm (Meal) | 4 Hours |
| Tue, 10/25 | 8:00am - 1:00pm | 1:00pm (Meal) | 5 Hours |

The 'Summary' panel on the right shows the following data:

| Category | Value |
|---------------------|-------|
| Total | 13 |
| Regular | 13 |
| Overtime | 0 |
| Double Time | 0 |
| Missed Meal Penalty | 1 |
| Paid Time Off | 0 |
| Call Back Minimum | 0 |