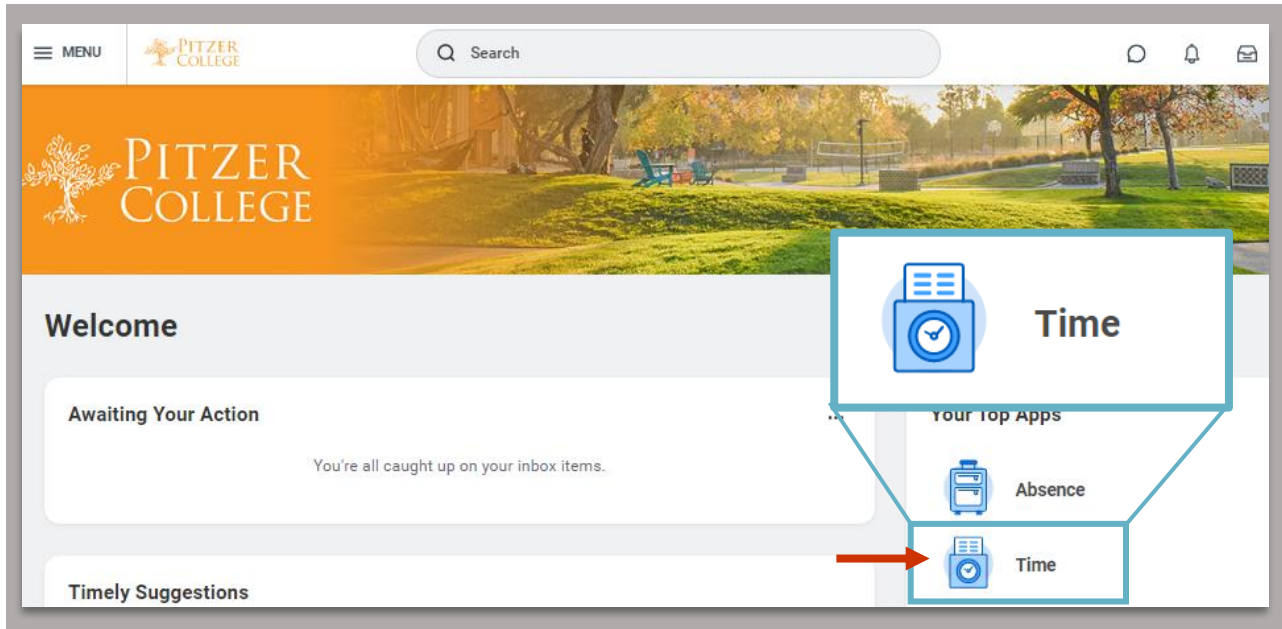


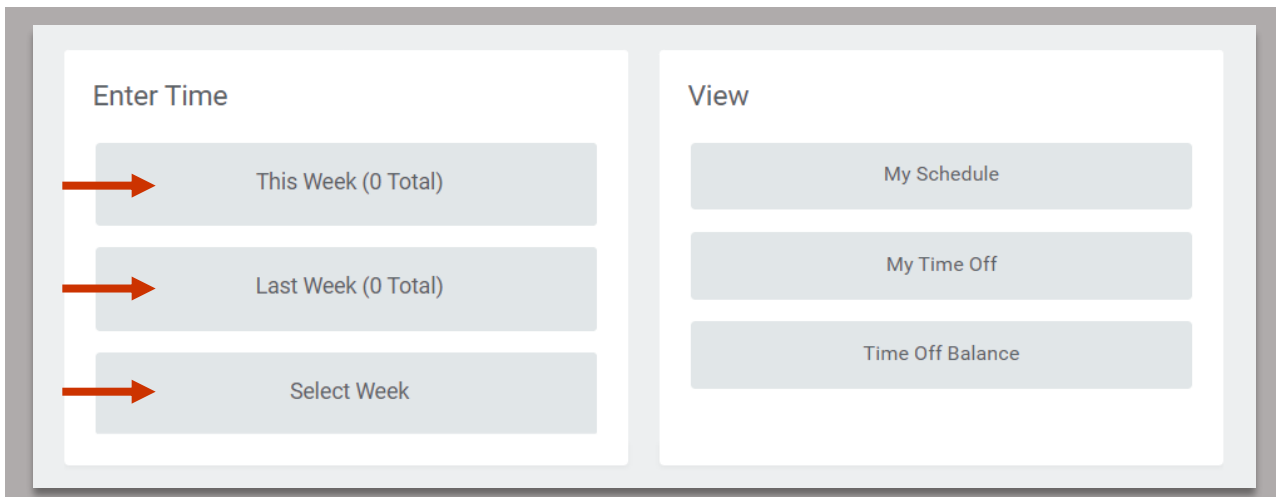
Time Entry: Review and Submit my Timecard

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



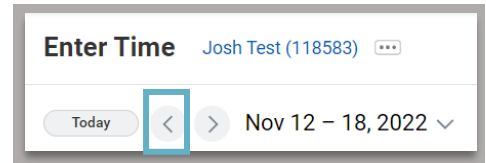
3. Click **This Week** or **Last Week** if the pay period you are submitting falls within that time.

Click **Select Week** if you prefer to specify a date within the pay period you are reviewing/submitted time for.



Time Entry: Review and Submit my Timecard

- Review the work week to ensure time looks correct. Click the < icon (on the left of the work week) to also review the previous work week and confirm time looks correct.
- If your time looks correct, click **Review**.



Summary

| | |
|---------------------|----|
| Total | 42 |
| Regular | 40 |
| Overtime | 2 |
| Double Time | 0 |
| Missed Meal Penalty | 1 |
| Paid Time Off | 0 |
| Call Back Minimum | 0 |

Do you see Alerts? Click on the Alert(s) and review. Alerts inform you and your supervisor about time entry that is not normally expected. Alerts are meant to be informative and do not require action/correction (if a mistake on the time card caused the alert, then correct the time entry).

Alerts

- Page Alert**
- Total Reported Hours for the Week > 40
- Page Alert**
- 11-14-2022 California Missed Meal Penalty has Calculated



How do I know when to submit my timecard?

Notice that a **Time Period End** message appears on every other Friday. This is an indicator marking the end of each pay period. Use this as a reminder that your timecard must be submitted at the end of the day.

Fri, 11/18
Total: 8

Time Period End
11/05/2022 -
11/18/2022

Time Entry: Review and Submit my Timecard



Time entered on timecards will give you one of the following statuses and dynamically update as the processes moves along in the system.

1. **Unsubmitted:** you have not submitted your hours/timecard for approval
2. **Submitted:** you have successfully submitted your hours/timecard and is pending supervisor approval.
3. **Approved:** your hours/timecard were approved by your supervisor
4. **Needs Attention:** you submitted your timecard but your supervisor sent it back.
5. **Denied:** your supervisor denied your hours/timecard. You may make edits and resubmit.

6. Confirm the total hours for the two weeks are accurate. Click **Submit**.

Submit Time

I agree that all entries are true and accurate representation of hours worked.

Following date range will be submitted for approval.

November 5 - 18, 2022 : 83.75 Total

Total for November 5 - 18, 2022

| | |
|---------------------|-------|
| Total | 83.75 |
| Regular | 80 |
| Overtime | 3.75 |
| Double Time | 0 |
| Missed Meal Penalty | 2 |
| Paid Time Off | 0 |
| Call Back Minimum | 0 |

enter your comment

Submit **Cancel**

7. A confirmation will appear letting you know that the timecard has been sent to your Supervisor for approval.

You have submitted

Up Next: Manager | Time Entry: Josh Test (118583) - 66 Total from 11/05/2022 to 11/18/2022 - Approval by Manager or...

[View Details](#)

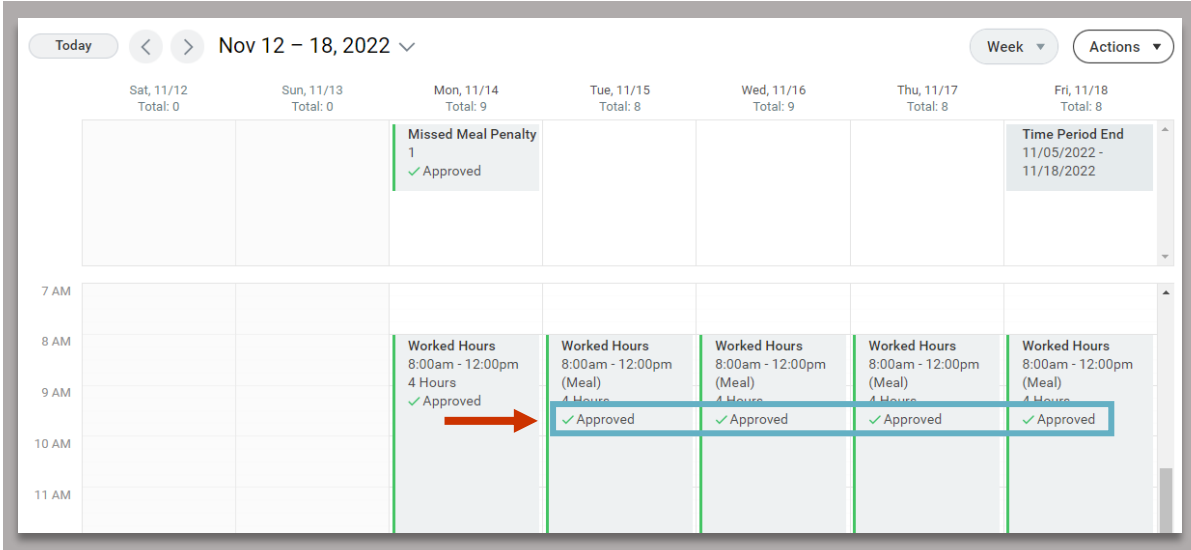
Alerts: 1 [View All](#) ^

1. One or more Warnings found with Time Entry. (Time Entry: Josh Test (118583) - 66 Total from 11/05/2022 to 11/18/2022)

Time Entry: Review and Submit my Timecard

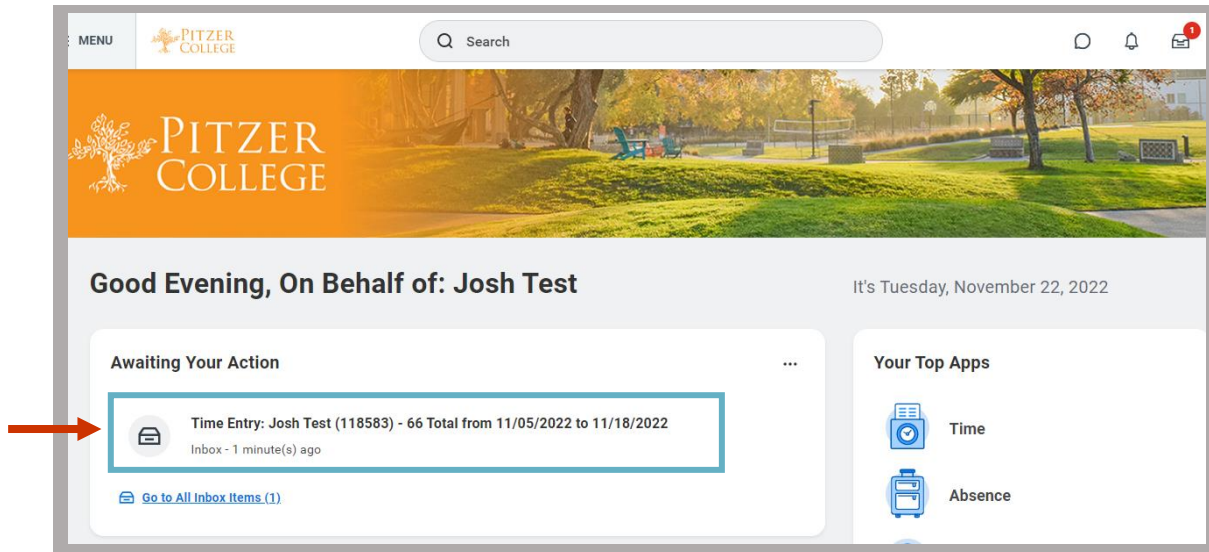
8. Your supervisor can [Approve](#), [Send Back](#) or [Deny](#) your timecard.

A. If **Approved** – all time entries for the pay period will reflect as approved on your timecard with a green border.



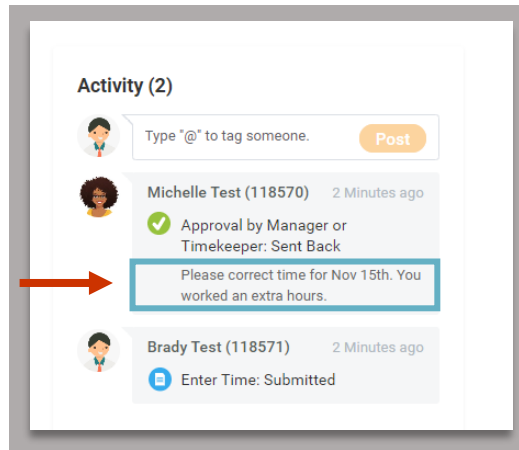
B. If **Sent Back** – you will find a task in your Workday Inbox that the timecard was sent back to you.

1. Click on the item.

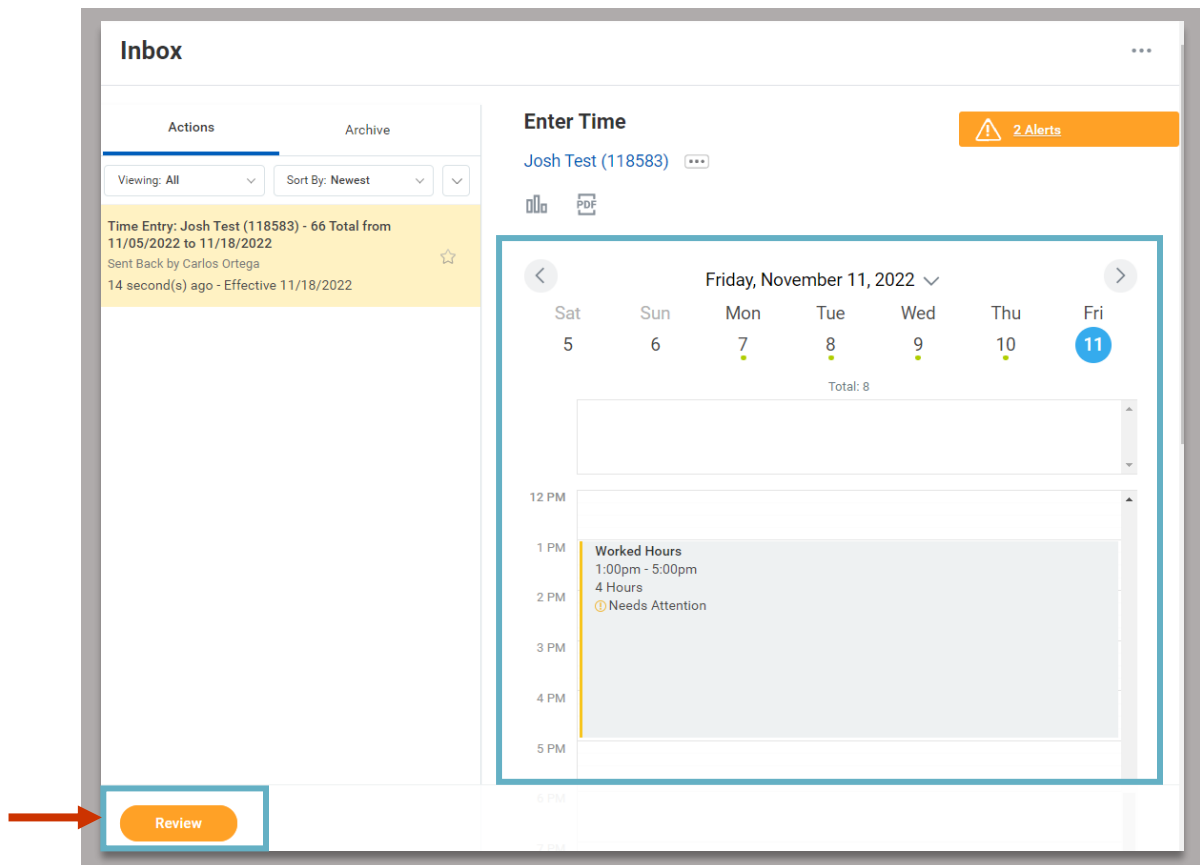


Time Entry: Review and Submit my Timecard

2. Scroll down to find a message from your supervisors explaining the reason for sending it back.



3. From this screen, you can navigate to the date and time needing correction, make necessary adjustments and review your timecard to resubmit for approval.



Time Entry: Review and Submit my Timecard

C. If Denied - all time entries for the pay period will reflect as denied on your timecard.

You will receive an email notification letting you know the timecard was denied and the reason.

Notice you are able to edit time entries, if needed, and review/submit your timecard again for approval.

The screenshot shows a time tracking application interface for the week of Nov 5 - 11, 2022. The interface includes a navigation bar at the top with 'Today', navigation arrows, the date range, a 'Week' dropdown, and an 'Actions' dropdown. Below this is a summary row for each day: Sat, 11/5 (Total: 0), Sun, 11/6 (Total: 0), Mon, 11/7 (Total: 6), Tue, 11/8 (Total: 8), Wed, 11/9 (Total: 9), Thu, 11/10 (Total: 8), and Fri, 11/11 (Total: 9). The main area is a grid with time slots from 7 AM to 6 PM. Entries for 'Worked Hours' and 'Denied' are shown. A blue box highlights a 'Denied' entry for 4 hours on Monday, Nov 7, from 8:00am to 12:00pm. A red arrow points to a 'Review' button in the bottom right corner. On the right side, there is a 'Summary' panel for Nov 5 with a warning icon and '1 Alert'. Below the summary is a list of categories: Total, Regular, Overtime, Double Time, Missed Meal Penalty, Paid Time Off, and Call Back Minimum.