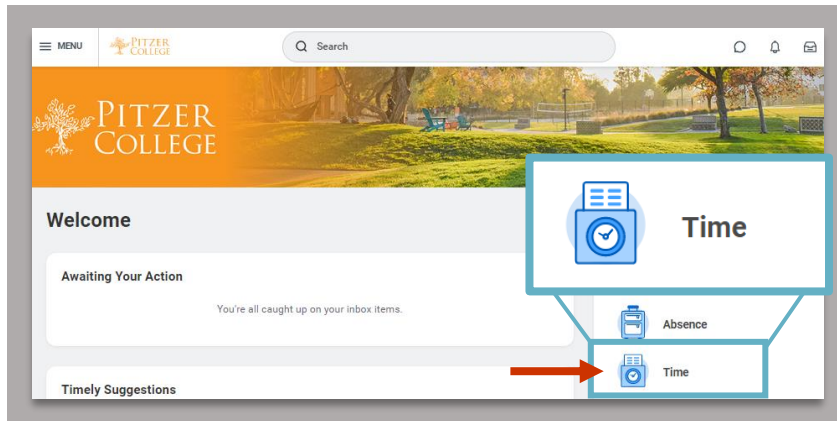
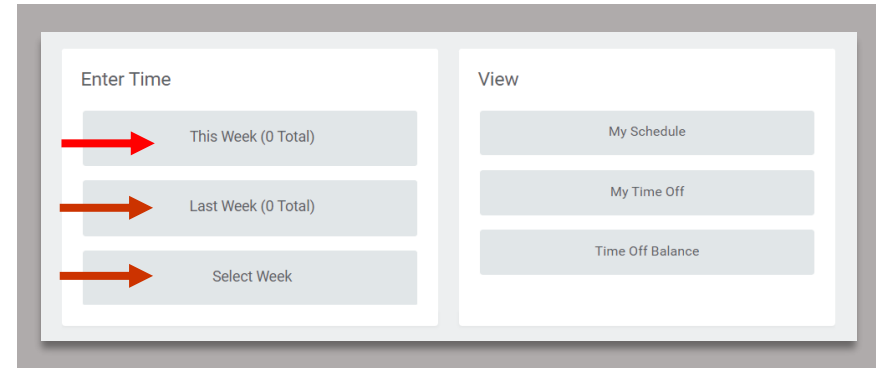


Time Entry: Report Time Using Enter Time Feature (Student Employees)

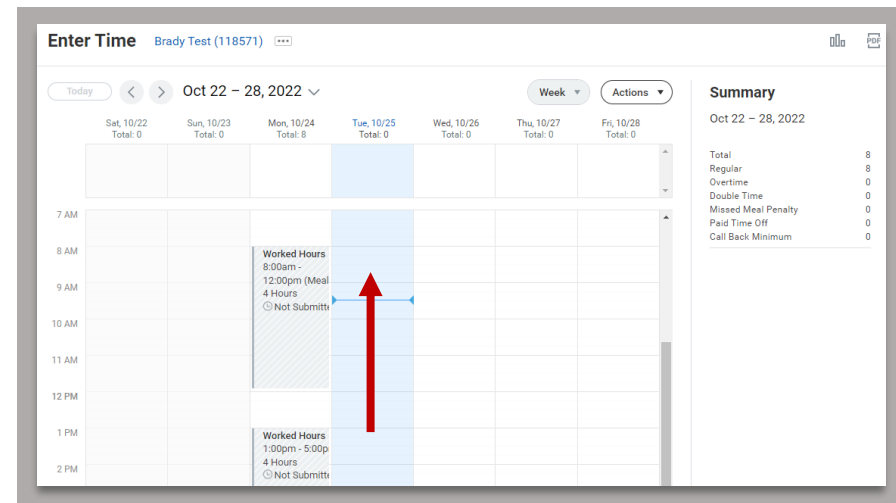
1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Time**.



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. 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**.

Enter Time 10/10/2022

Time Type *

In *

Out *

Out Reason

Hours * 0

Position

Details

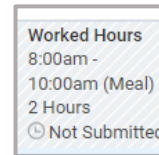
Comment

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

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

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

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

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