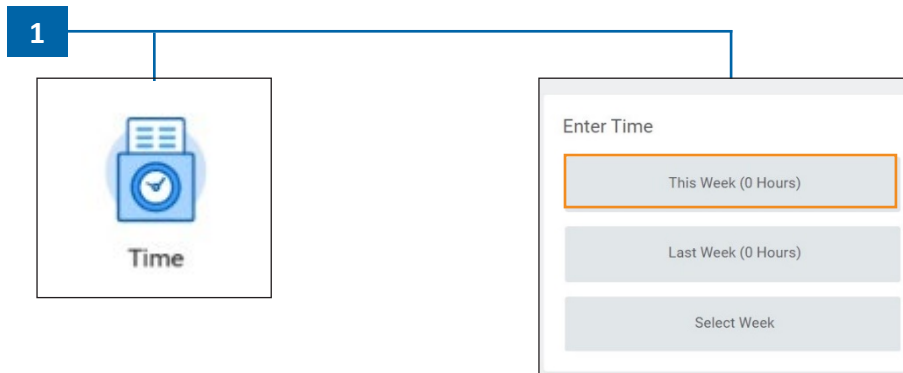


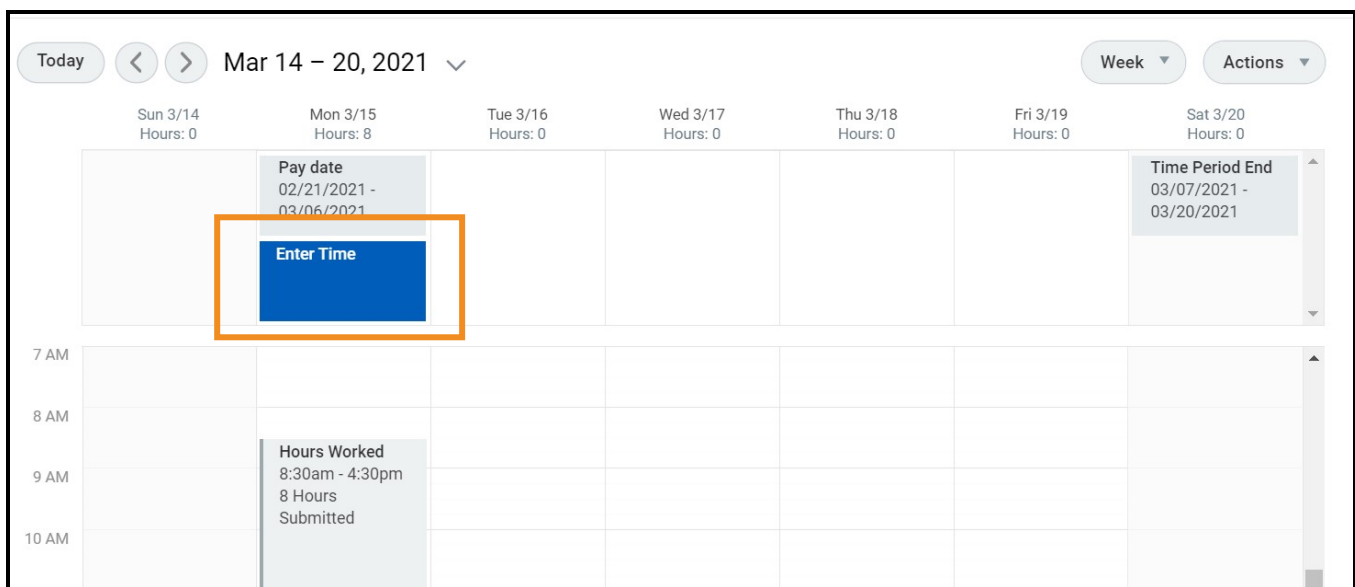
Timekeeping: Entering Mileage

Employees who need to enter mileage can do so using the Time Application. Follow the steps below to enter mileage in Workday.

1. On your Workday homepage, click the **Time** Application, then click **This Week**.



2. This will open the **Enter Time** calendar view. Click in the box above the time slots (below the date) to enter mileage for the day.



Timekeeping: Entering Mileage

- 3. This will open a pop-up for you to enter the details for your mileage on this day. First, select Mileage in the Time Type field. Enter the mileage for that day, the cost center, and a brief description of the mileage. Then click **OK**.

3

Enter Time 03/15/2021

Time Type *

Mile *

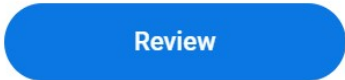
Details

Cost Center

Comment

- Hours Worked
- Training
- On Call
- Services Billable
- Travel Time
- Services Non Billable
- Interrupted Sleep
- Mileage
- Documentation
- Gratis Time

- 4. After you have entered your mileage for the day, scroll down to the bottom of the **Enter Time** page and click **Review**. If everything looks good, click Submit.



- 5. This will pop up a notification that your mileage has been submitted to your time approver.

You have submitted

Up Next: Approval by Manager

[View Details](#)

REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email solutions@rhanet.org with the subject line Workday.