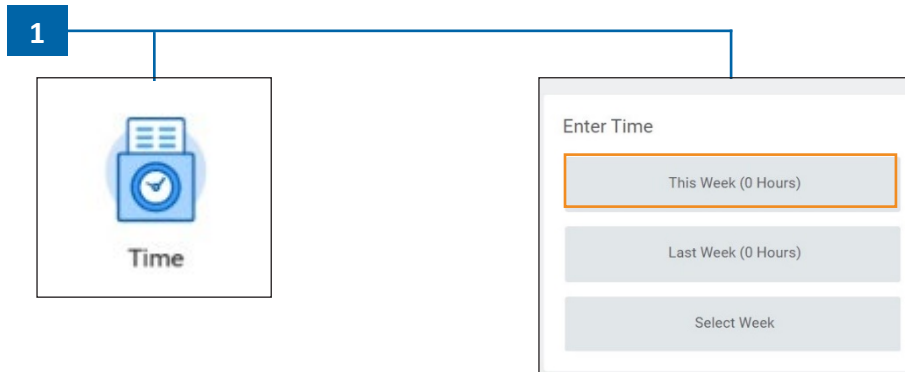


Timekeeping: Entering Time

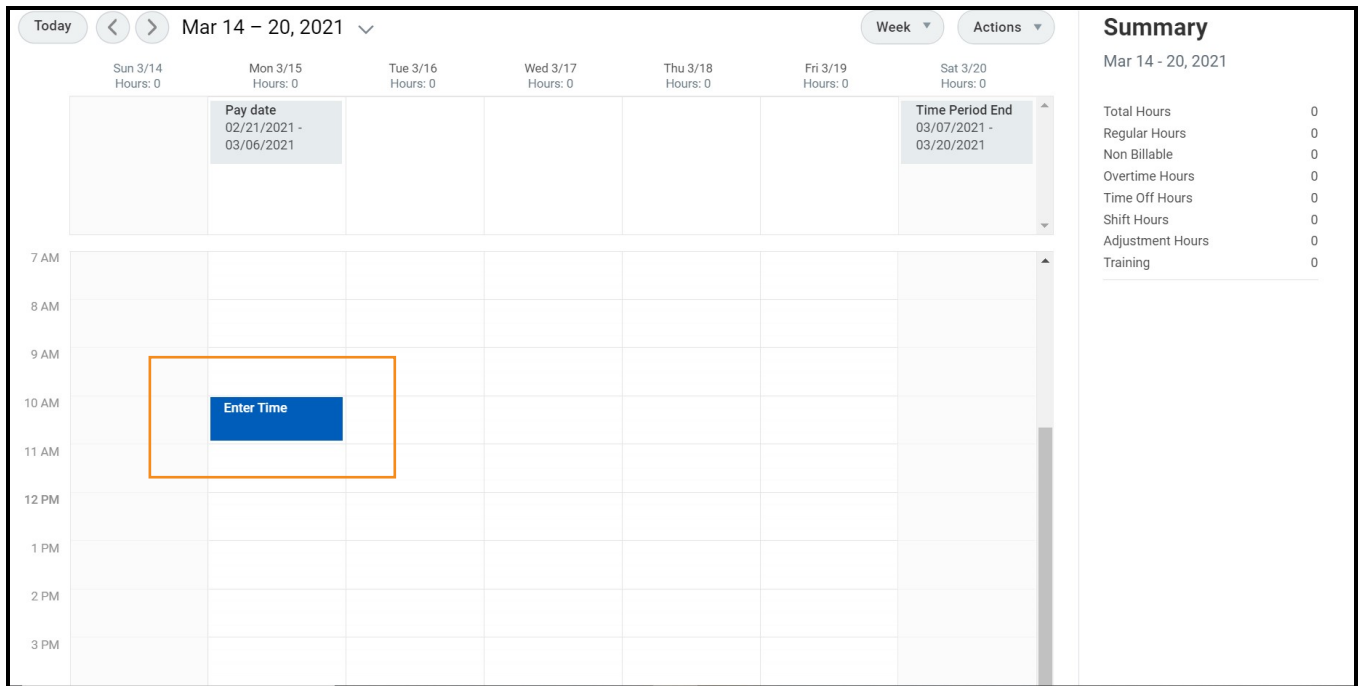
Employees who need to enter time can do so using the Time Application. Follow the steps below to enter time in Workday.

NOTE: This timekeeping feature is only available to specific employees and job types. Hourly employees working in a residential facility must use check-in/check-out timekeeping.

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



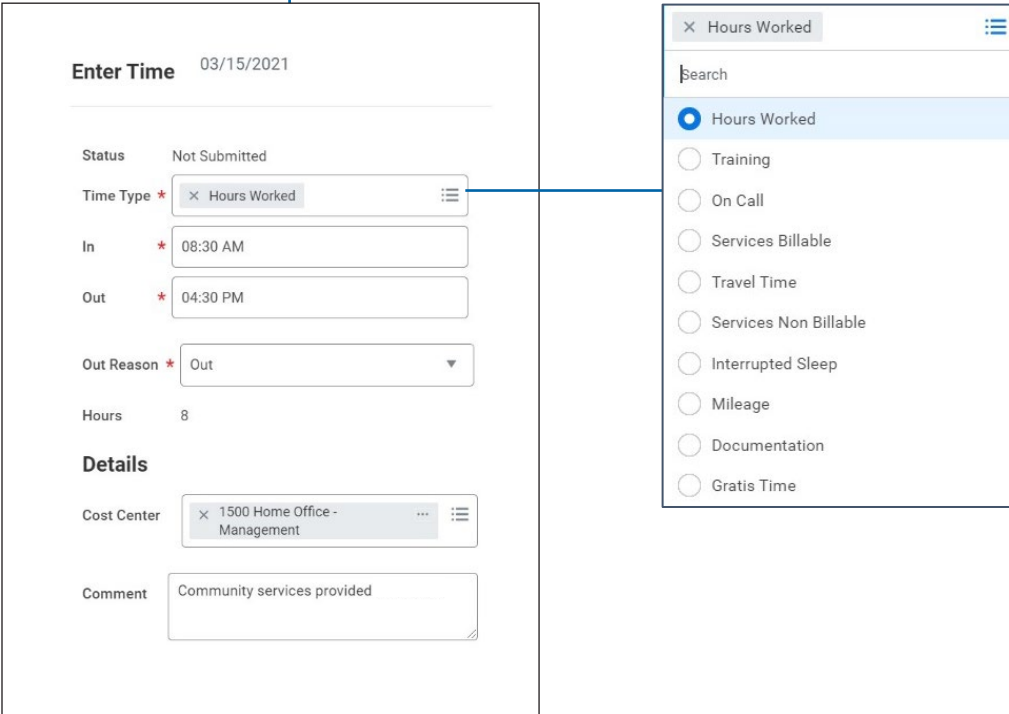
2. This will open the **Enter Time** calendar view. Click on the starting hour on the day that you worked.



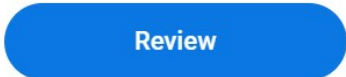
Timekeeping: Entering Time

- 3. This will open a pop-up for you to enter the details for the time worked on this day. Select your **Time Type**, enter the time you started (**In**), the time you ended (**Out**), the cost center and a brief description of your work. Then click **OK**.

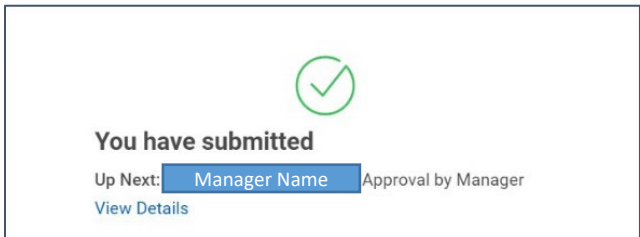
3



- 4. After you have entered your time 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 time has been submitted to your time approver.



You have submitted
Up Next: **Manager Name** 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.