# Timekeeping: Submitting Time

Employees who need to submit time can do so using the Time Application. Follow the steps below to submit time in Workday. Hourly and non-exempt employees are required to submit time daily to their manager for approval.

1. After checking out on the Time page, click **This Week** in the Enter Time box.

NOTE: You may receive an orange **Alert** — there is no action to take in this situation.
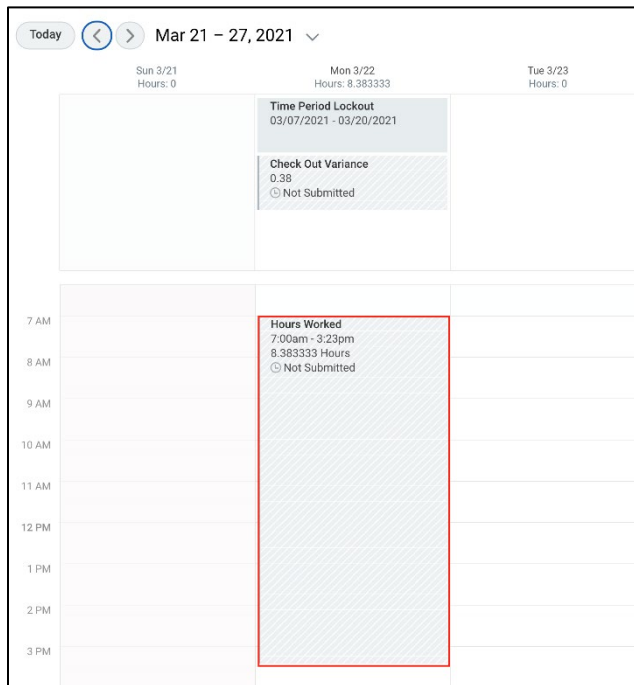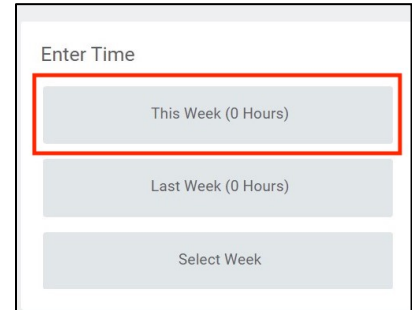

2. This will open the **Enter Time** calendar view. You will see you time blocks that have not yet been submitted for approval.
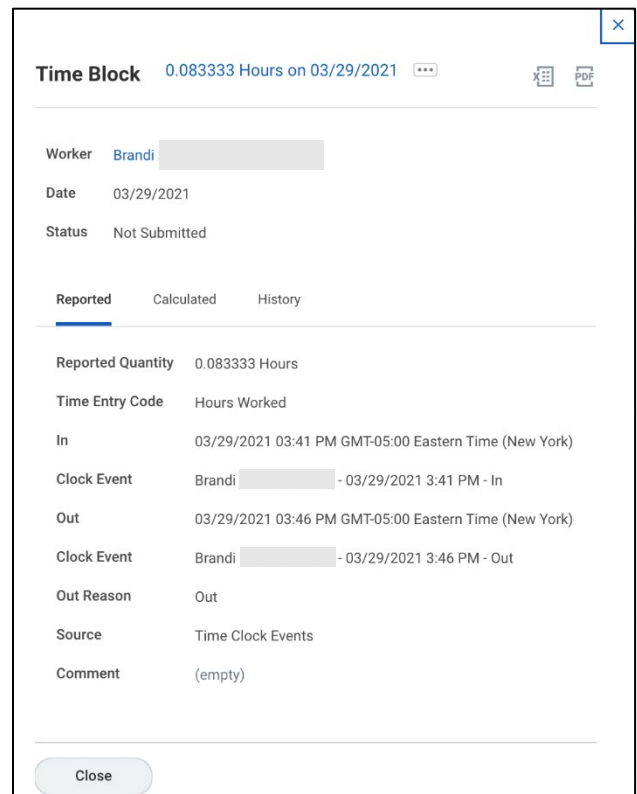
3. Click on a time block to view the time details. If everything looks correct, click **Close**. If corrections are needed to your time, please notify your supervisor.

4. When you are ready to submit your time block for the day, scroll down to the bottom of the Enter Time page and click **Review**.

Review
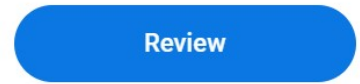
5. A screen will pop up showing you the time you are submitting. If everything looks good, click **Submit**.

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete, and that your time card complies with our time card policy.

Following date range will be submitted for approval.

March 21 – 27, 2021 : 8.383333 Hours Total

Total for March 21 – 27, 2021

Total Hours	8.383333
Regular Hours	8.383333
Non Billable	0
Overtime Hours	0
Time Off Hours	0
Shift Hours	0
Adjustment Hours	0
Training	0

enter your comment

Submit   Cancel

6. You will then see a pop-up notification that your time has been successfully submitted to your time approver. If you dismiss the success pop-up, you will be returned to the Enter Time calendar view. The time block you just submitted should now say **Submitted** on the calendar. Once your manager approves your time, your time block will say **Approved**.

You have submitted
Up Next: Colleen ⬚⬚⬚⬚⬚⬚⬚, Approval by Manager
View Details
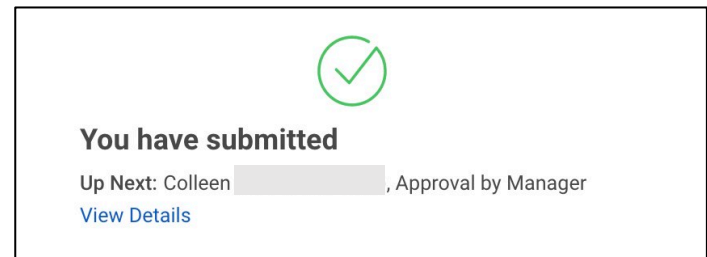
REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email solutions@rhanet.org with the subject line Workday.