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.

Enter Time	
	This Week (0 Hours)
	Last Week (0 Hours)
	Select Week

	Sun 3/21 Hours: 0	Mon 3/22 Hours: 8.383333	Tue 3/23 Hours: 0
		Time Period Lockout 03/07/2021 - 03/20/2021	
		Check Out Variance 0.38 ⓒ Not Submitted	
AM		Hours Worked	
AM		7:00am - 3:23pm 8:383333 Hours © Not Submitted	
AM			
AM			
AM			
PM			

 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.

2. This will open the Enter Time calendar view. You will see you time blocks that have not yet been submitted for approval.

Fime Block 0.0	083333 Hours on 03	3/29/2021 •••	X PDF	
Worker Brandi				
Date 03/29/202	3/29/2021			
Status Not Submi	tted			
Reported Calco	ulated History			
Reported Quantity	0.083333 Hours			
Time Entry Code	Hours Worked			
In	03/29/2021 03:41 P	M GMT-05:00 Eastern Time	e (New York)	
Clock Event	Brandi	- 03/29/2021 3:41 PM - I	n	
Out	03/29/2021 03:46 P	M GMT-05:00 Eastern Time	e (New York)	
Clock Event	Brandi	- 03/29/2021 3:46 PM - 0	Dut	
Out Reason	Out			
Source	Time Clock Events			
Comment	(empty)			
Close				

Timekeeping: Submitting Time



 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

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

Submit 1	lime				
By clicking the Subm complies with our tin	it button, you indicate that all hours reported are true and complete, and that your time card ne card policy.				
Following date range wil	I be submitted for approval.				
March 21 - 27, 2021 : 8.	383333 Hours Total				
Total for Marc	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 co	mment				
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.



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 <u>solutions@rhanet.org</u> with the subject line Workday.