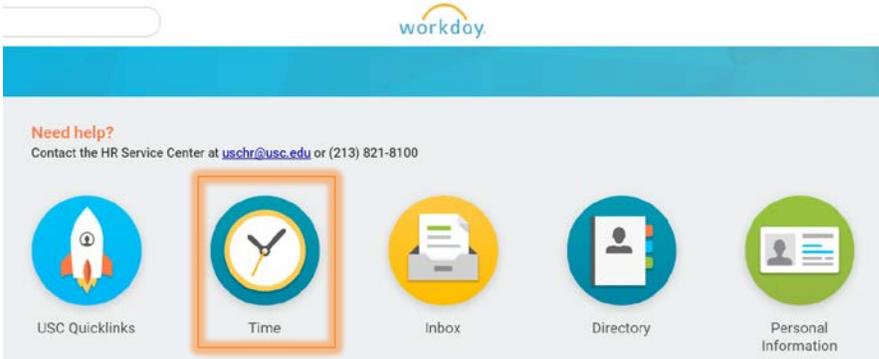
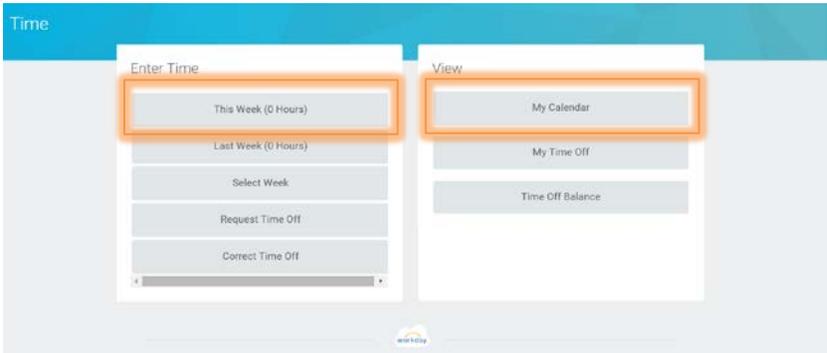


Workday time tracking – “enter time” template

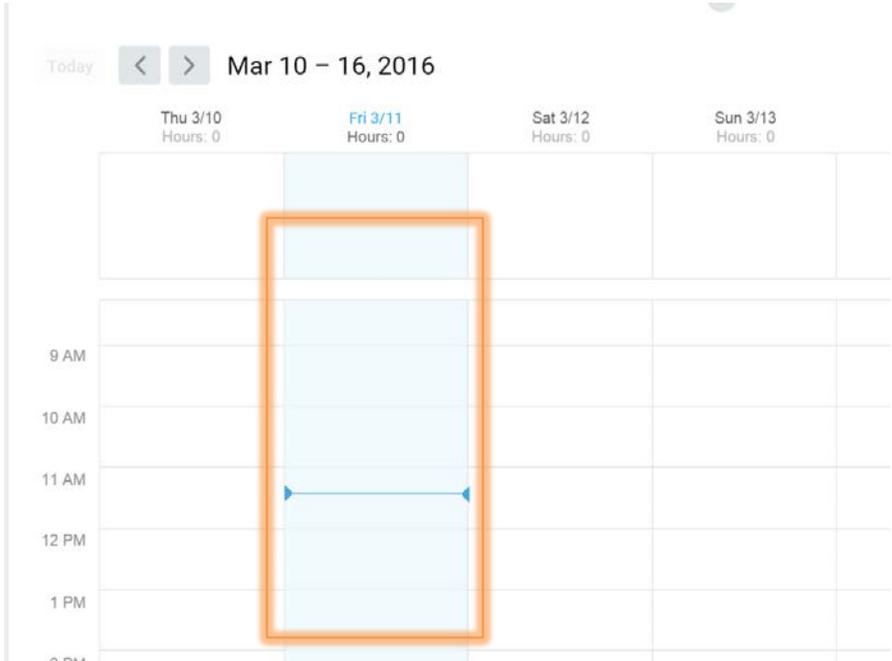
From your Workday home page, click **Time**



From the Time worklet click **This Week** or **My Calendar**



Click an hour segment for the day



An **Enter Time** window will display the date for which you are recording time

The **Time Type** field will automatically categorize your check-in as **Hours Worked**

Enter an **In** time and **Out** time

Indicate an **Out reason**

Select **Meal** if you are taking your meal break or **Out** if you are leaving work

Enter Time 03/11/2016

Time Type * X Hours Worked

In *

Out *

Out Reason * Out

Hours * 0

Details

I was not provided my meal break

I was not provided my rest break

Comment

OK Cancel

*If you have an additional hourly position, select it from the **Position** field to ensure your hours worked are recorded for the correct position*

Time Type * X Hours Worked

Position P0021302001 Payroll Specialist

Details

I was not provided my meal break

I was not provided my rest break

Comment

OK

If you are a faculty member, select the appropriate **Work Assignment** to ensure your hours worked are recorded for the correct assignment

The screenshot shows the 'Enter Time' form in Workday. At the top, there is a dropdown for 'Out Reason' set to 'Out' and a field for 'Hours' set to '0'. Below this is a 'Details' section with three dropdown menus: 'I was not provided my meal break', 'I was not provided my rest break', and 'Work Assignment'. The 'Work Assignment' dropdown is highlighted with an orange box. At the bottom, there is a 'Comment' text area and two buttons: 'OK' (green) and 'Cancel' (white).

If you need to report a meal period or rest period violation, click **I was not provided my meal break** or **I was not provided my rest break** dropdown menu and select **Yes**

(For information on meal and rest periods, see the **Meal Periods policy** or **Rest Periods policy**)

The screenshot shows the 'Enter Time' form in Workday with a modal dialog box open. The dialog box is titled 'I was not provided my meal break' and contains two radio button options: '1. Yes' and '2. No'. The dialog box is highlighted with an orange box. The background form shows the 'Enter Time' form with the date '03/11/20' and the 'Time Type' dropdown set to 'Hours Worked'. The 'In' and 'Out' fields are empty, and the 'Out Reason' is set to 'Out'. The 'Hours' field is set to '0'. The 'Details' section has three dropdown menus: 'I was not provided my meal break', 'I was not provided my rest break', and 'Work Assignment'. The 'I was not provided my meal break' dropdown is highlighted with an orange box. At the bottom, there is a 'Comment' text area and two buttons: 'OK' (green) and 'Cancel' (white).

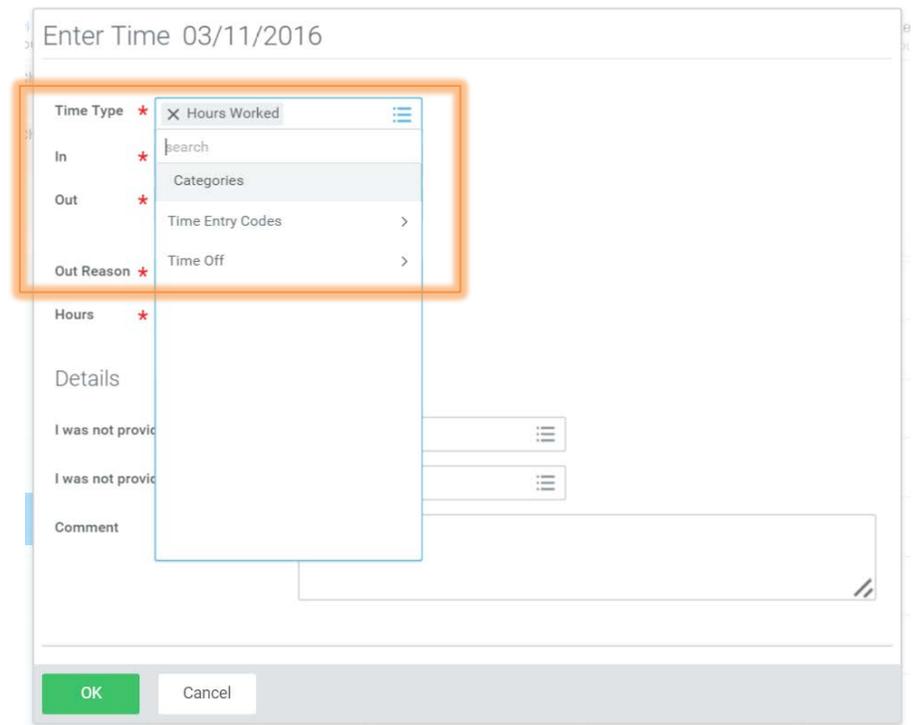
You may submit a **Comment** to accompany your time entry

Click **OK**



To enter time off, from your calendar click an hour segment for the day

In the **Time Type** field, click the dropdown menu. Click **Time Off**



Select the appropriate time off reason

Keep in mind that the screenshot here is from a SAMPLE time off entry. The time off reasons for which you **are** eligible will show up on your timesheet

Enter Time 03/11/2016

Time Type * X Hours Worked

In

Out

Out Reason *

Hours *

Details

I was not provided

I was not provided

Comment

OK Cancel

Enter the number of time off hours for that day

Click **OK**

Note that most time off must be requested in advance (see the *Requesting time off* guide on the [Workday Help website](#))

Enter Time 03/11/2016

Time Type * X Sick (Paid Hours)

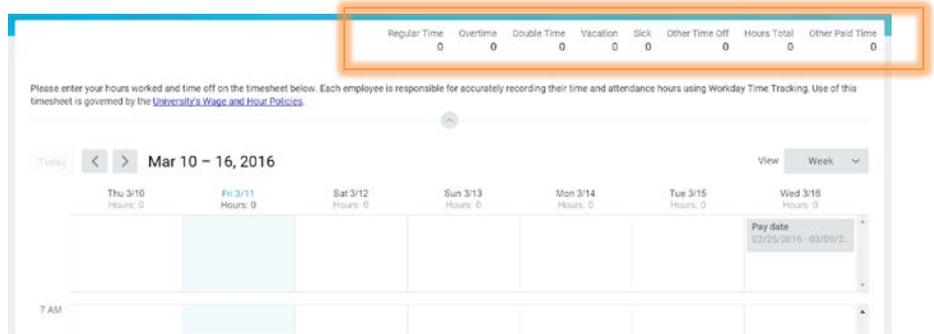
Hours * 7.5

Details

Comment

OK Cancel

Your calendar provides the status of your time entries: **Regular Time**, **Overtime**, **Double Time**, **Paid Time Off** (e.g., Vacation, Sick, Bereavement, Jury Duty and Winter Recess), **Hours Total**, **Other Paid Time**, (e.g., Holiday, Meal Sanction, Rest Sanction) and **Shift Differentials**



You may also see various **Alerts** and/or **Errors**

Alerts are simply for your information

Errors require attention and must be resolved before you submit your timesheet

Alerts: 1

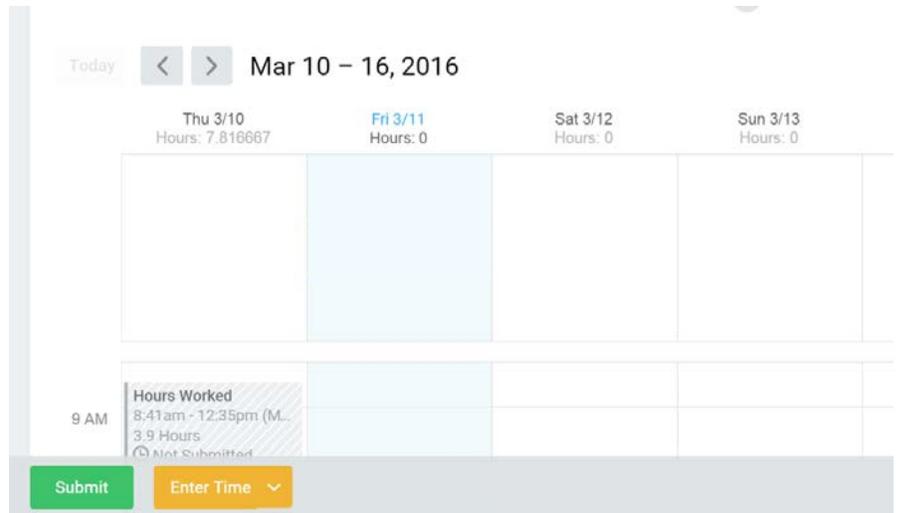
The calculated hours for at least one day in the current period exceeds regular hours and overtime/double time rates apply.

Errors: 1

On Sunday you have an invalid position P01445302 STUDENT WORKER -

To submit your timesheet at the end of the biweekly period, from your calendar click **Submit**

The Submit button will show up once you have at least one time entry on the calendar. If you do not see the Submit button on your timesheet, review *both* work weeks for errors



The submit screen allows you to review a summary of your hours

You may include a **Comment**

Click **Submit**

The timesheet is now waiting for your manager to approve

Submit Time

I certify that all of my time entries for this pay period are correct. I also certify that I have worked no time this pay period that my time entries do not reflect.

Following date range will be submitted for approval.

March 10 - March 23, 2016 : 7.816667 Hours Total

Total for March 10 - March 23, 2016	
Regular	7.816667
Overtime	0
Double Time	0
Paid Time Off	0
Hours Total	7.816667
Other Paid	0
Shift Differential	0

enter your comment

Submit Cancel

You can view the status of your timesheet

There are a variety of possible statuses – **Not Submitted**, **Submitted**, **Needs Attention**, **Denied** and **Approved**

Hours Worked
8:00am - 12:00pm (Meal)
4 Hours: P01451550 TRIO 5180 S...
✓ Submitted

Hours Worked
8:00am - 12:00pm (Meal)
4 Hours: P01451550 TRIO 5180 S...
⚠ Needs Attention

Hours Worked
8:00am - 12:00pm (Meal)
4 Hours: P01451550 TRIO 5180 S...
⊘ Not Submitted

Hours Worked
8:00am - 12:00pm (Meal)
4 Hours: P01451550 TRIO 5180 S...
✓ Approved

Hours Worked
8:00am - 12:00pm (Meal)
4 Hours: P01451550 TRIO 5180 S...
⊘ Denied

If your manager does not approve your timesheet, they may **Send Back** or **Deny** the hours

If your manager sends back the timesheet, you will get a notification in your email and your Workday **Inbox**. Correct and re-submit the timesheet

If your manager denies the timesheet, you will get an email and notification in your **Workfeed**

If at any time you need assistance, contact the HR Service Center at **(213) 821-8100** or visit them online: employees.usc.edu/hr-service-center/