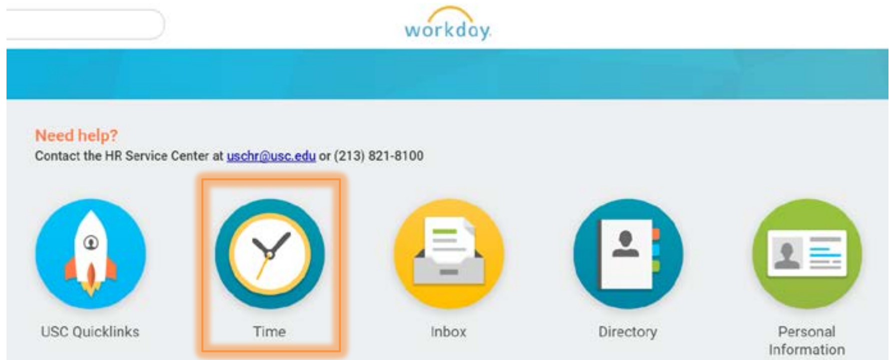
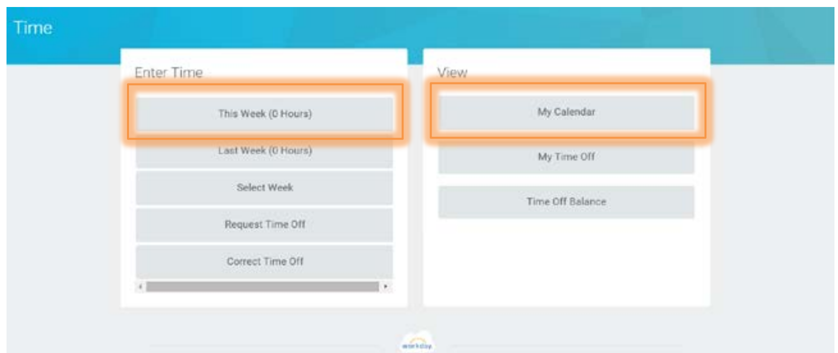
Workday time tracking – “enter time” template

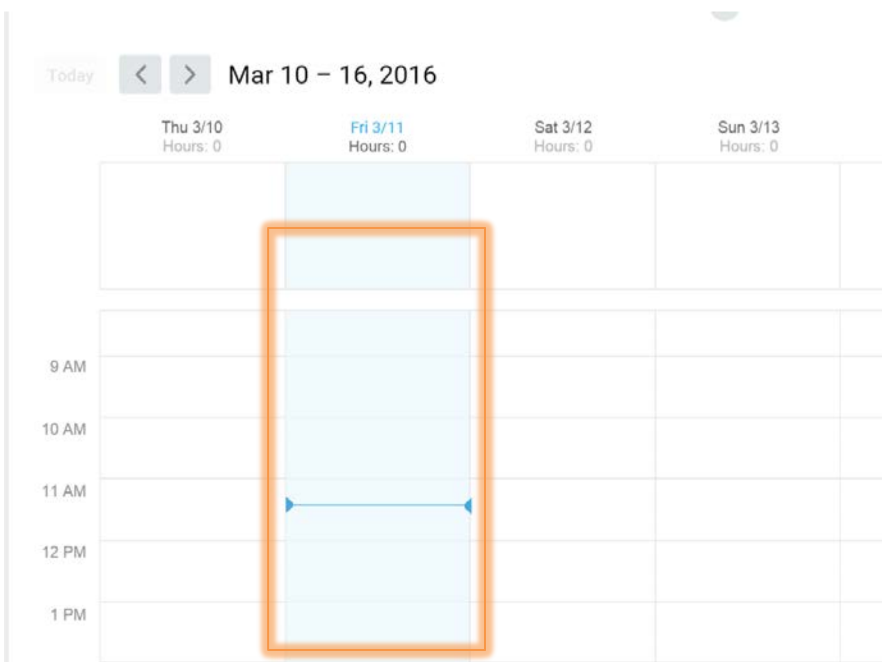
From your Workday home page, click **Time**



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



Click an hour segment for the day



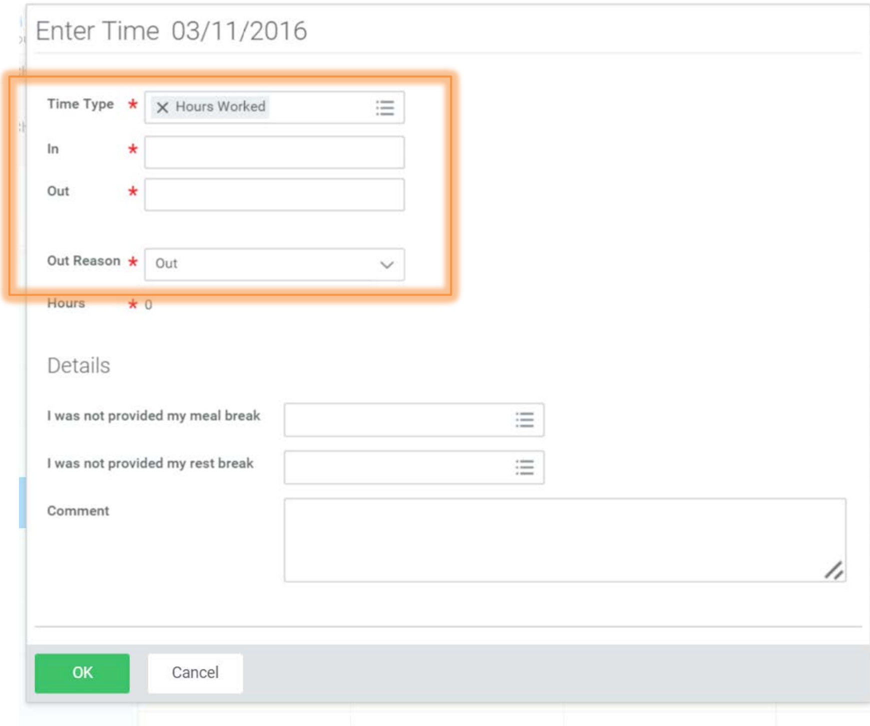
An **Enter Time** window will display the date for which you are recording time

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

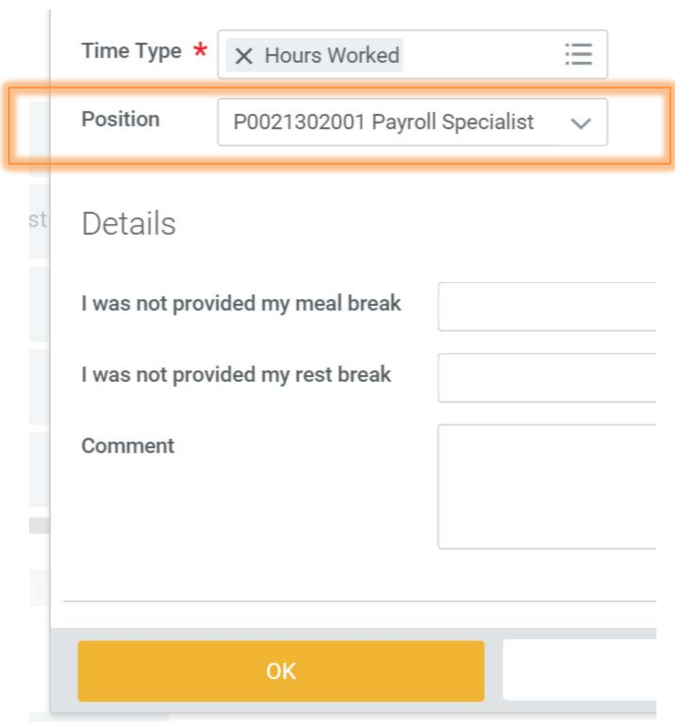
Enter an **In** time and **Out** time

Indicate an **Out reason**

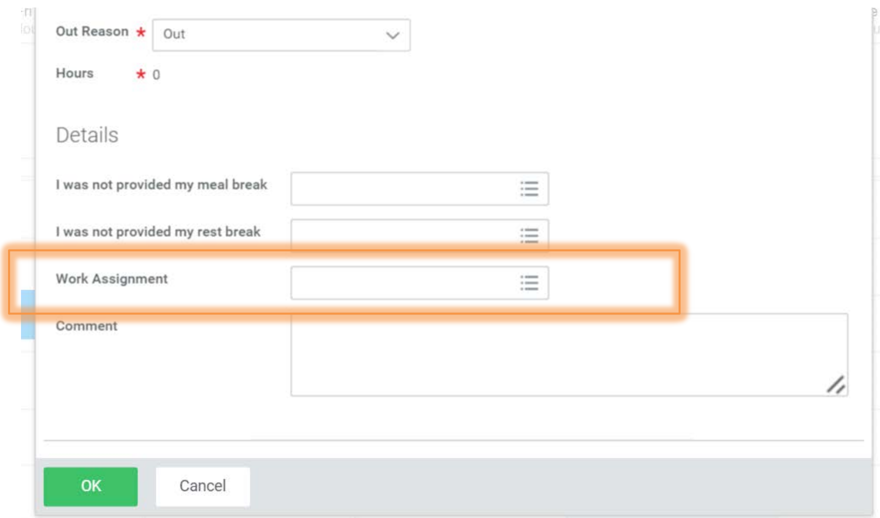
Select **Meal** if you are taking your meal break or **Out** if you are leaving work



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

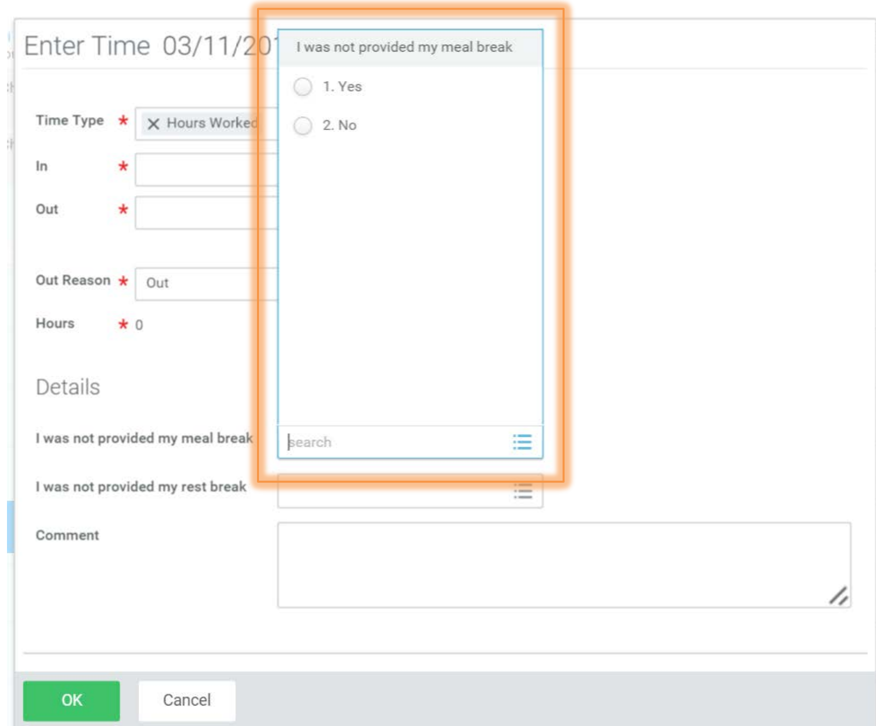


*If you are a faculty member, select the appropriate **Work Assignment** to ensure your hours worked are recorded for the correct assignment*



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***)

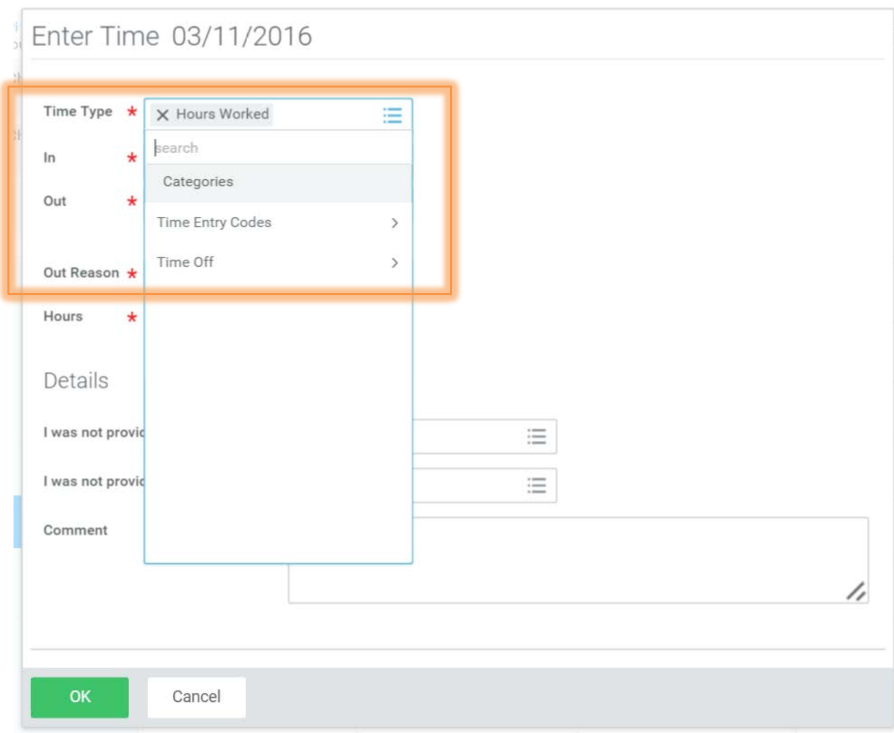


You may submit a **Comment** to accompany your time entry

Click **OK**

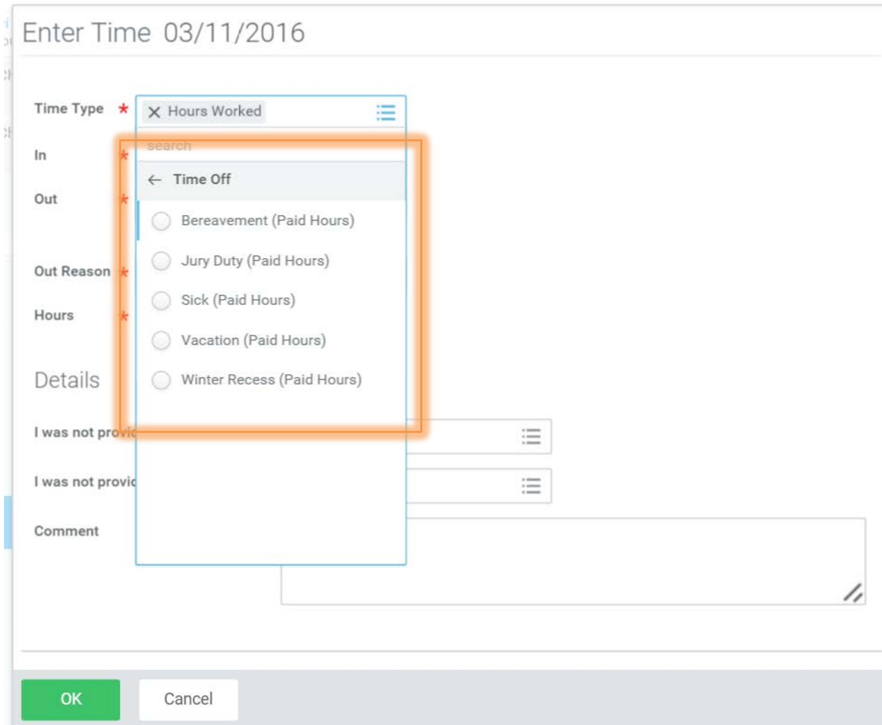
To enter time off, from your calendar click an hour segment for the day

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



Select the appropriate time off reason

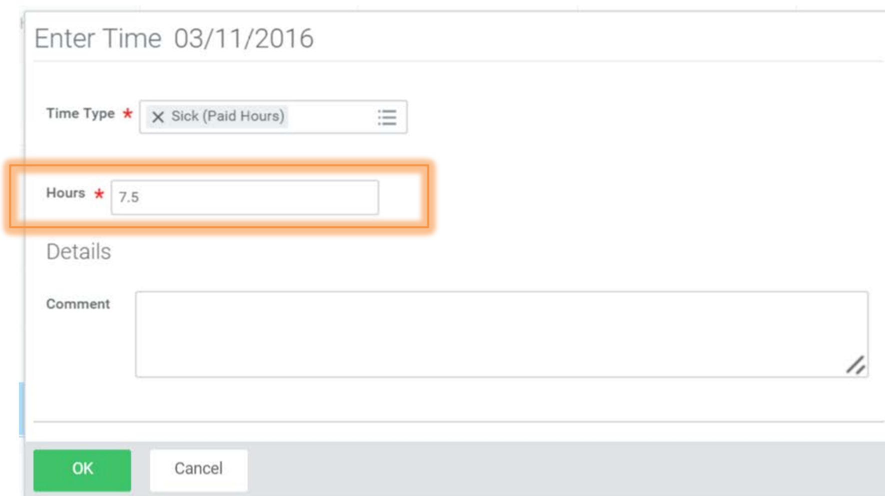
Keep in mind that the screenshot here is from a SAMPLE time off entry. The time off reasons for which you **are** eligible will show up on your timesheet



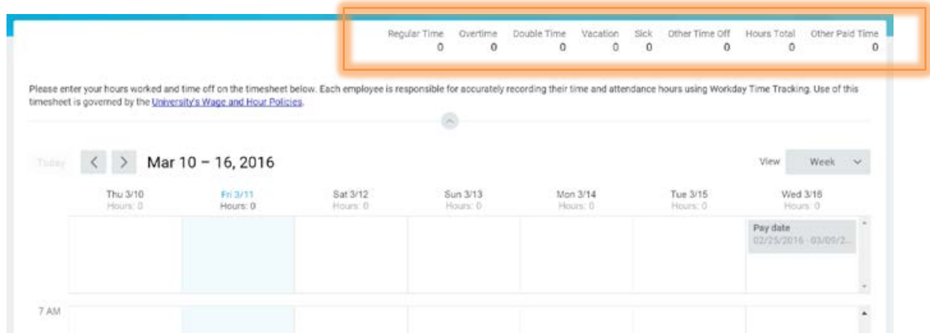
Enter the number of time off hours for that day

Click **OK**

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



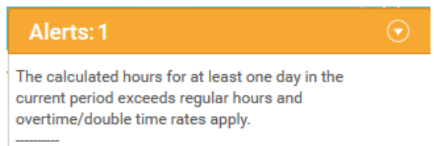
Your calendar provides the status of your time entries: **Regular Time**, **Overtime**, **Double Time**, **Paid Time Off** (e.g., Vacation, Sick, Bereavement, Jury Duty and Winter Recess), **Hours Total**, **Other Paid Time**, (e.g., Holiday, Meal Sanction, Rest Sanction) and **Shift Differentials**



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

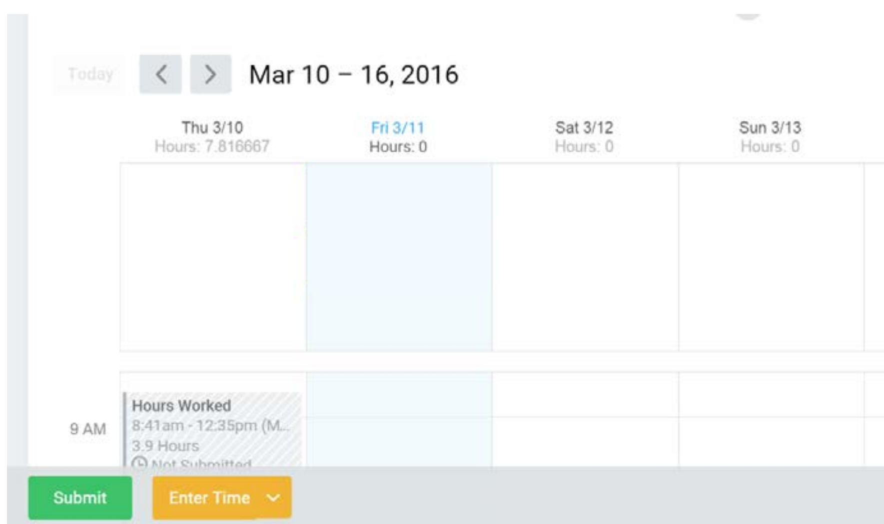
Alerts are simply for your information

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



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

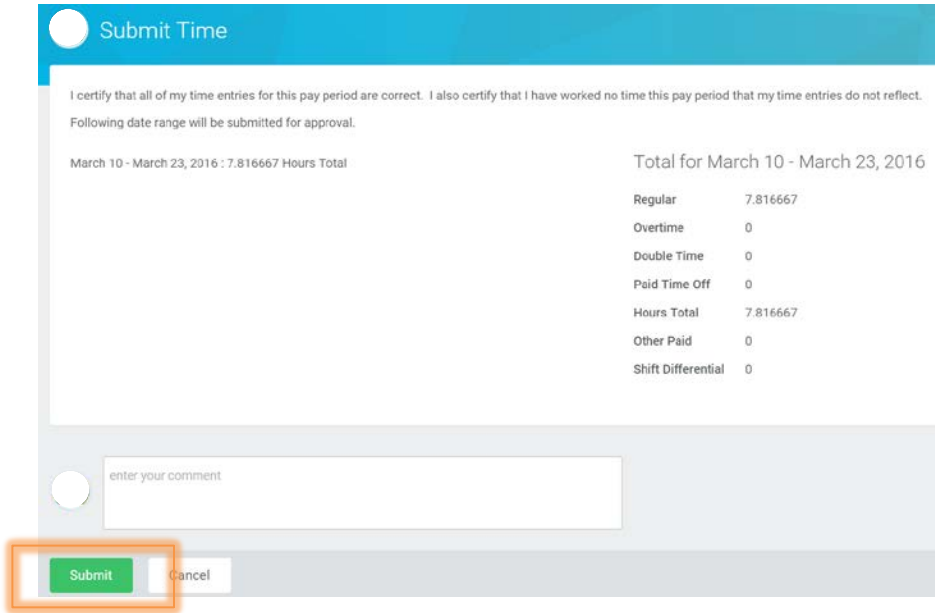


The submit screen allows you to review a summary of your hours

You may include a **Comment**

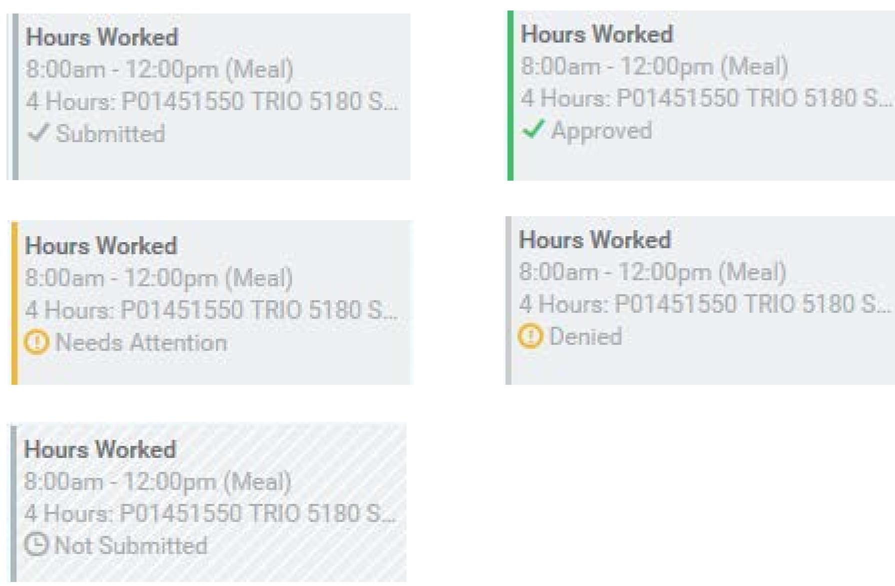
Click **Submit**

The timesheet is now waiting for your manager to approve



You can view the status of your timesheet

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



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/***