

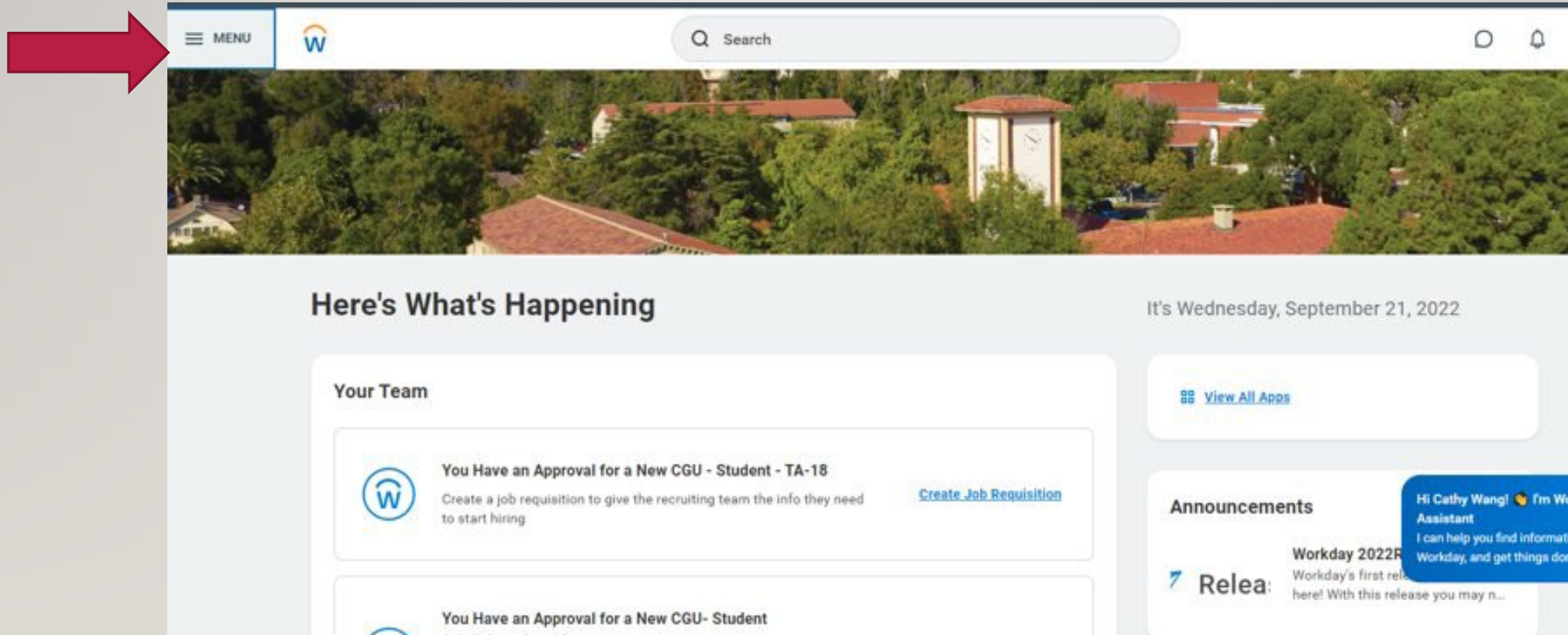
HOW TO ENTER TIME AS HOURLY EMPLOYEES



OPTION #1 ENTERING TIME DAILY

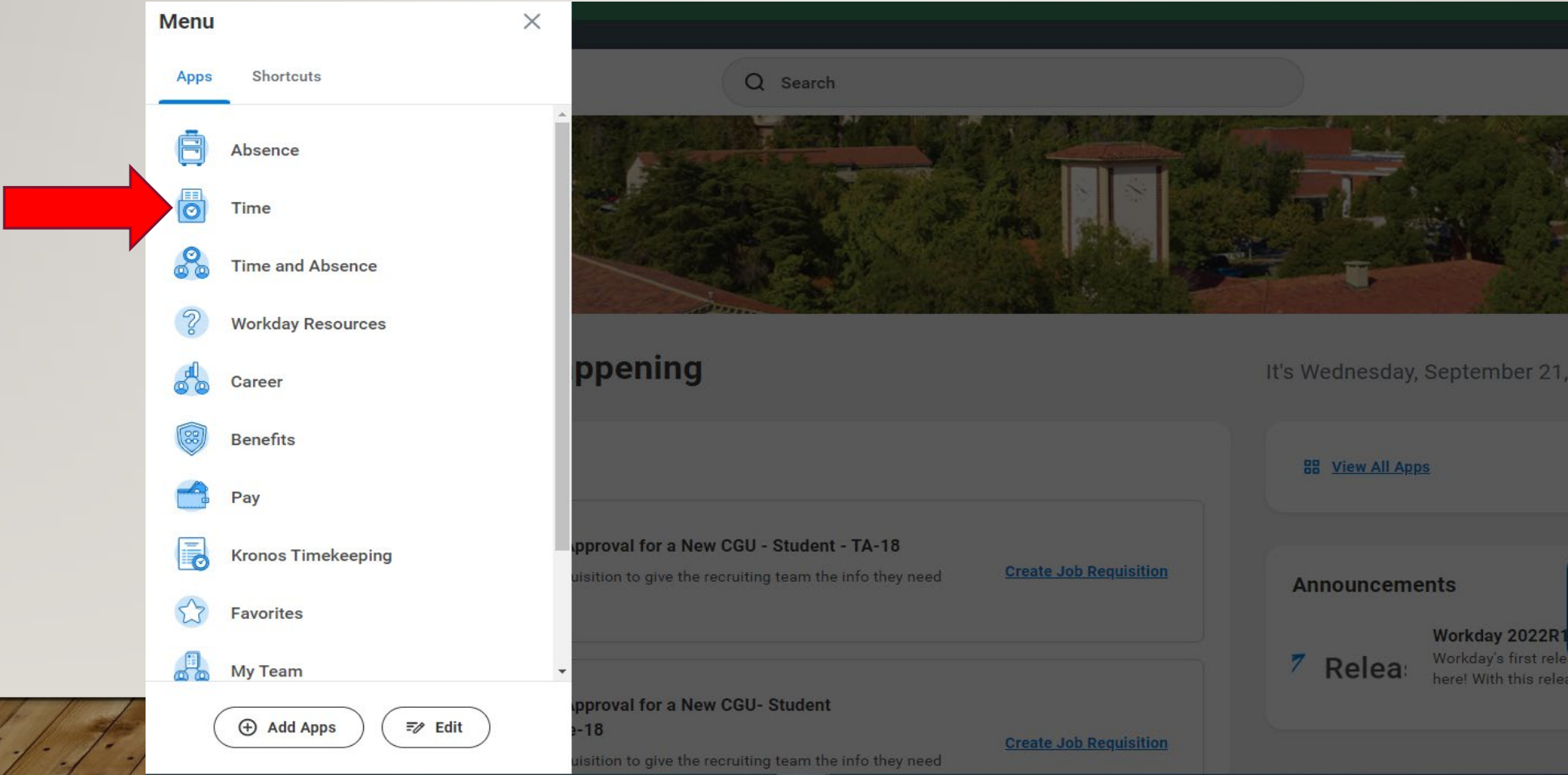


GO TO WORKDAY HOMEPAGE AND CLICK ON MENU



The screenshot shows the Workday homepage interface. At the top left, there is a navigation bar containing a hamburger menu icon and the word "MENU". A red arrow points to this "MENU" button. To the right of the menu is the Workday logo (a stylized 'W' with a sunburst). Further right is a search bar with a magnifying glass icon and the text "Search". On the far right of the navigation bar are two small circular icons, one of which is a notification bell. Below the navigation bar is a large banner image showing an aerial view of a campus with green trees and buildings. Underneath the banner, the text "Here's What's Happening" is displayed on the left, and "It's Wednesday, September 21, 2022" is on the right. The main content area is divided into several sections: "Your Team" on the left, which contains a card titled "You Have an Approval for a New CGU - Student - TA-18" with a "Create Job Requisition" link; a "View All Apps" button on the right; and an "Announcements" section on the right featuring a "Release" announcement. A blue chat bubble is visible on the right side of the page, containing the text "Hi Cathy Wang! I'm Workday Assistant. I can help you find information about Workday, and get things done."

CLICK ON TIME



The image shows a screenshot of a Workday application interface. On the left, a white 'Menu' dropdown is open, listing various application categories. A red arrow points to the 'Time' option, which is represented by a clock icon. The background shows a blurred view of a building with a clock tower and a search bar at the top. The date 'It's Wednesday, September 21,' is visible on the right side of the interface.

Menu

- Apps
- Shortcuts
- Absence
- Time**
- Time and Absence
- Workday Resources
- Career
- Benefits
- Pay
- Kronos Timekeeping
- Favorites
- My Team

⊕ Add Apps ✎ Edit

Search

It's Wednesday, September 21,

View All Apps

Announcements

Workday 2022R1
Workday's first rele
here! With this rele

Relea:

approval for a New CGU - Student - TA-18
requisition to give the recruiting team the info they need [Create Job Requisition](#)

approval for a New CGU- Student
-18
requisition to give the recruiting team the info they need [Create Job Requisition](#)

FROM YOU CAN ENTER YOUR TIME MANUALLY BY
CLICKING ON THIS WEEK OR LAST WEEK AS LONG AS IT
IS WITHIN THE CURRENT PAY PERIOD

Time

Enter Time

This Week (0 Total)

Last Week (0 Total)

Select Week

View

My Schedule


My Time Off

Time Off Balance

Time Clock

Check In

Check Out



THEN YOU CAN CLICK ON ANY BOX WITHIN THE CALENDAR TO ENTER TIME

The screenshot displays a calendar interface with the following elements:

- Navigation:** A 'Today' button, left and right navigation arrows, and a date range 'Sep 17 - 23, 2022' with a dropdown arrow.
- Week View:** A grid showing days from Saturday, 9/17 to Friday, 9/23. Each day header includes the date and 'Total: 0'. Wednesday, 9/21 is highlighted in light blue.
- Time Slots:** The left side of the grid lists time slots from 7 AM to 1 PM.
- Notification:** A grey box on the right side of the calendar reads 'Time Period End 09/10/2022 - 09/23/2022'.

WHEN YOU CLICK ON A BOX THIS WILL POP UP AND YOU CAN ENTER YOUR TIME

Enter Time 09/19/2022

Time Type *

In *

Out *

Out Reason

Hours * 0

Details

Comment

AFTER YOU ENTER YOUR TIME PRESS OK

Enter Time 09/19/2022

Time Type *

In *

Out *

Out Reason *

Hours * 7

Details

Comment


AFTER ENTERING ALL OF YOUR TIME YOU MUST CHECK THE SUMMARY TO SEE ALL OF THE HOURS YOU ENTERED AND THEN CLICK REVIEW

The screenshot displays a time tracking application interface. At the top right, there are icons for a bar chart and a PDF document. Below these are two buttons: 'Week' and 'Actions'. The main area is divided into two columns. The left column shows a table with headers for 'Thu, 9/22' and 'Fri, 9/23', both with a 'Total: 0'. Below this is a 'Time Period End' dropdown menu set to '09/10/2022 - 09/23/2022'. The right column is titled 'Summary' and shows a table for the period 'Sep 17 - 23, 2022'. A large red arrow points from the bottom of the table area towards the 'Review' button at the bottom right.

Summary	
Sep 17 - 23, 2022	
Total	7
Regular	7
Overtime	0
Double Time	0
Missed Meal Penalty	1
Paid Time Off	0
Call Back Minimum	0

Review

HERE YOU MUST SUBMIT YOUR TIME OTHERWISE YOUR HOURS WILL NOT BE SENT TO YOUR SUPERVISOR FOR APPROVAL. AFTER THIS IT IS UP TO YOUR SUPERVISOR TO APPROVE IF IT IS NOT APPROVED YOU WILL NOT BE PAID




Submit Time

I agree that all entries are true and accurate representation of hours worked.

Following date range will be submitted for approval.

September 10 – 23, 2022 : 7 Total

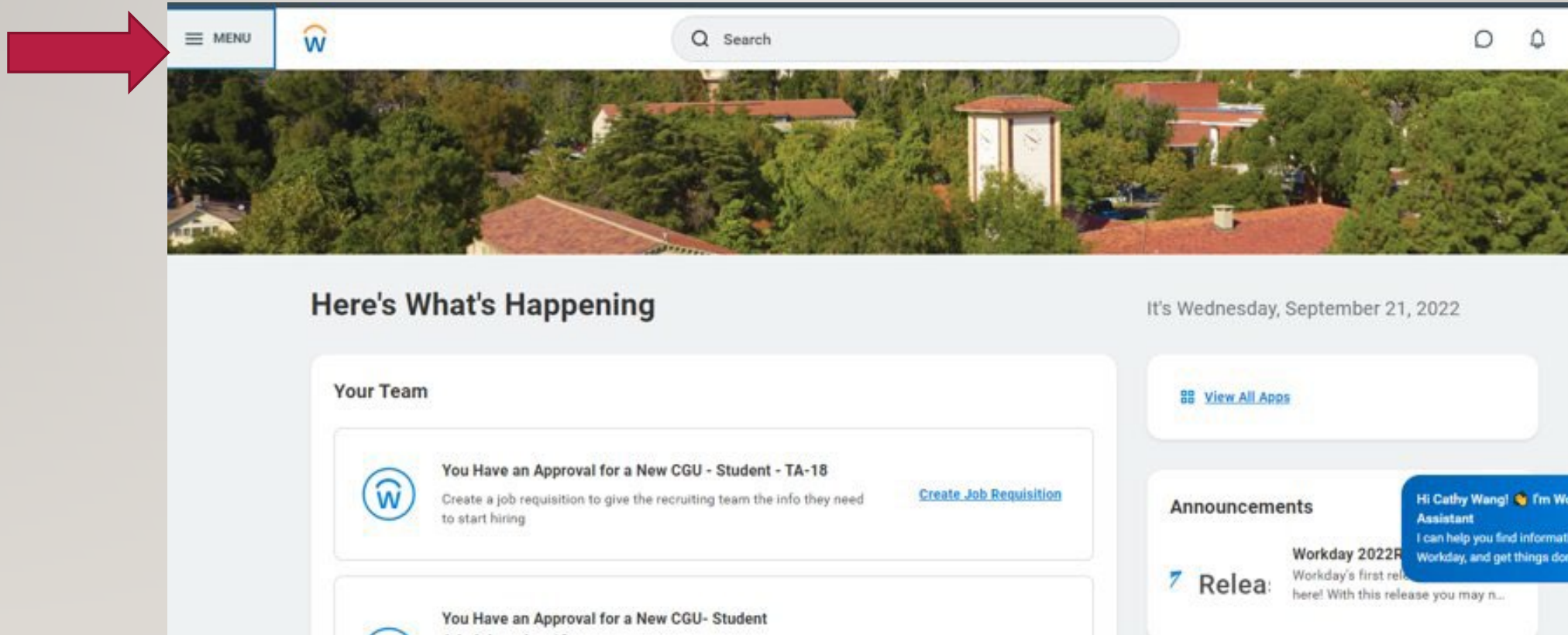
Total for September 10 – 23, 2022	
Total	7
Regular	7
Overtime	0
Double Time	0
Missed Meal Penalty	1
Paid Time Off	0
Call Back Minimum	0

 enter your comment

OPTION 2 ENTERING TIME WEEKLY

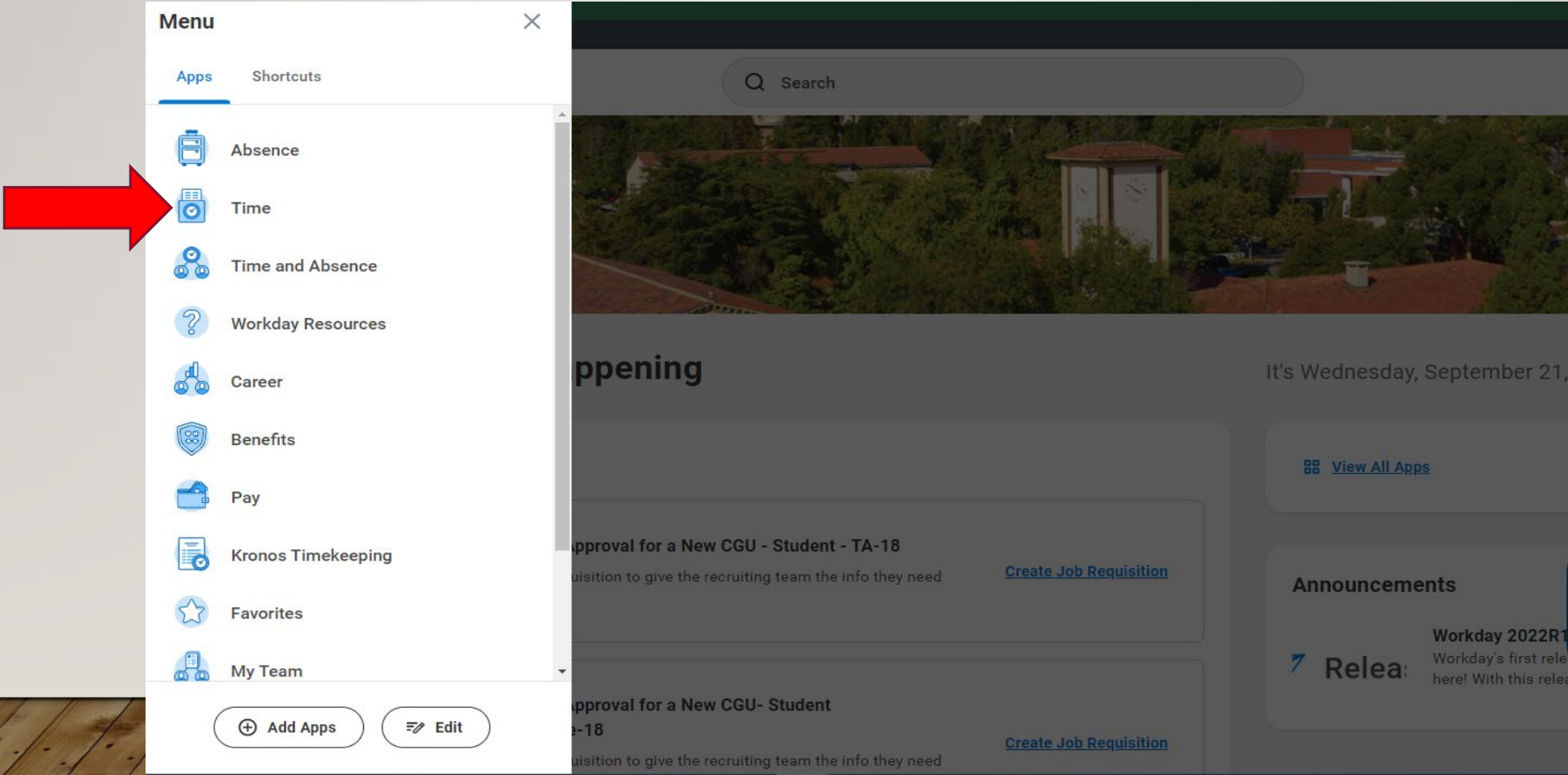


GO TO WORKDAY HOMEPAGE AND CLICK ON MENU



The screenshot shows the top navigation bar of the Workday homepage. On the left, there is a blue button with a white hamburger menu icon and the text "MENU". A red arrow points to this button. To the right of the menu button is the Workday logo (a blue 'W' with a yellow sun-like shape above it). Further right is a search bar with a magnifying glass icon and the text "Search". On the far right of the navigation bar are two small icons: a circle with a dot and a bell. Below the navigation bar is a large banner image showing a campus with green trees and buildings. Underneath the banner, the text "Here's What's Happening" is displayed on the left, and "It's Wednesday, September 21, 2022" is on the right. The main content area is divided into several sections: "Your Team" with a card titled "You Have an Approval for a New CGU - Student - TA-18" and a "Create Job Requisition" link; "Announcements" with a card titled "Workday 2022R" and a "Relea:" link; and a "View All Apps" button. A blue chat bubble on the right side of the page says "Hi Cathy Wang! I'm Wo Assistant" and "I can help you find informati Workday, and get things don".

CLICK ON TIME



The image shows a screenshot of the Workday application interface. A white 'Menu' overlay is open on the left side, listing various application categories. A red arrow points to the 'Time' option in the 'Apps' section. The background shows a blurred view of the Workday home page with a search bar and various content cards.

Menu

Apps Shortcuts

- Absence
- Time**
- Time and Absence
- Workday Resources
- Career
- Benefits
- Pay
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- Favorites
- My Team

⊕ Add Apps ✎ Edit

Search

It's Wednesday, September 21,

Announcements

Workday 2022R1
Workday's first rele
here! With this rele

FROM YOU CAN ENTER YOUR TIME MANUALLY BY
CLICKING ON THIS WEEK OR LAST WEEK AS LONG AS IT
IS WITHIN THE CURRENT PAY PERIOD

Time

Enter Time

This Week (0 Total)

Last Week (0 Total)

Select Week

View

My Schedule


My Time Off

Time Off Balance

Time Clock

Check In

Check Out



YOU CLICK ON ACTIONS AND CAN ENTER TIME BY THE WEEK

The screenshot displays the 'Enter Time' application interface. At the top, there is a header 'Enter Time' with a menu icon. Below the header, there is a navigation bar with 'Today', navigation arrows, and the date 'Oct 8 - 14, 2022'. To the right of the date are buttons for 'Week' and 'Actions'. The 'Actions' dropdown menu is open, showing several options: 'Enter Time by Week' (highlighted in blue), 'Overtime Requests', 'Request Absence', 'Review Time by Week', and 'View Absence Balances'. A red arrow points to the 'Enter Time by Week' option. The main area of the interface is a calendar grid with columns for each day of the week (Sat, 10/8 to Fri, 10/14) and rows for time slots (7 AM, 8 AM). Each day's header includes 'Totals: 0'. On the far right, there is a 'Summary' column with various categories like 'Total', 'Regular', 'Work S', 'Overtin', 'Double', 'Missed', and 'Paid Ti'.

FROM HERE YOU CAN ENTER TIME FOR THE WHOLE WEEK

▼ Mon, 10/17

2 items



	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags
	<input type="text" value="Worked Hours"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="Meal"/>	0	Hours	<input type="text"/>
	<input type="text" value="Worked Hours"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="Out"/>	0	Hours	<input type="text"/>

▼ Tue, 10/18

2 items



	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags
+	<input type="text" value="Worked Hours"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="Meal"/>	0	Hours	<input type="text"/>
-	<input type="text" value="Worked Hours"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="Out"/>	0	Hours	<input type="text"/>

▼ Wed, 10/19

1 item




AFTER ENTERING ALL OF YOUR TIME YOU MUST CLICK ON SAVE TO SAVE ALL THE TIME ENTERED

Enter Time - Confirmation

Oct 15 - 21, 2022

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Saturday	0	Total	8
Sunday	0	Regular	8
Monday	0	Work Study	0
Tuesday	0	Overtime	0
Wednesday	0	Double Time	0
Thursday	4	Missed Meal Penalty	0
Friday	4	Paid Time Off	0
Total Totals	8		



ONCE YOU HAVE SAVED ALL OF YOUR HOURS YOU MUST CLICK ON REVIEW

Week ▾ Actions ▾

Thu, 10/20 Totals: 4 Fri, 10/21 Totals: 4

Time Period End	10/08/2022 - 10/21/2022
Select Position Below 8:00am - 12:00pm 4 Hours: CGU-Student - RA DPE Fall 22 (+) 🕒 Not Submitted	
Select Position Below 1:00pm - 5:00pm 4 Hours: CGU-Student - RA DPE Fall 22 (+) 🕒 Not Submitted	

Summary

Oct 15 – 21, 2022

Total	8
Regular	8
Work Study	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

[Review](#)



HERE YOU MUST SUBMIT YOUR TIME OTHERWISE YOUR HOURS WILL NOT BE SENT TO YOUR SUPERVISOR FOR APPROVAL. AFTER THIS IT IS UP TO YOUR SUPERVISOR TO APPROVE IF IT IS NOT APPROVED YOU WILL NOT BE PAID

I agree that all entries are true and accurate representation of hours worked.

Following date range will be submitted for approval.

October 8 – 21, 2022 : 8 Totals

Total for October 8 – 21, 2022

Total	8
Regular	8
Work Study	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0



Submit

Cancel