

# HOW TO ENTER TIME AS A STUDENT EMPLOYEE

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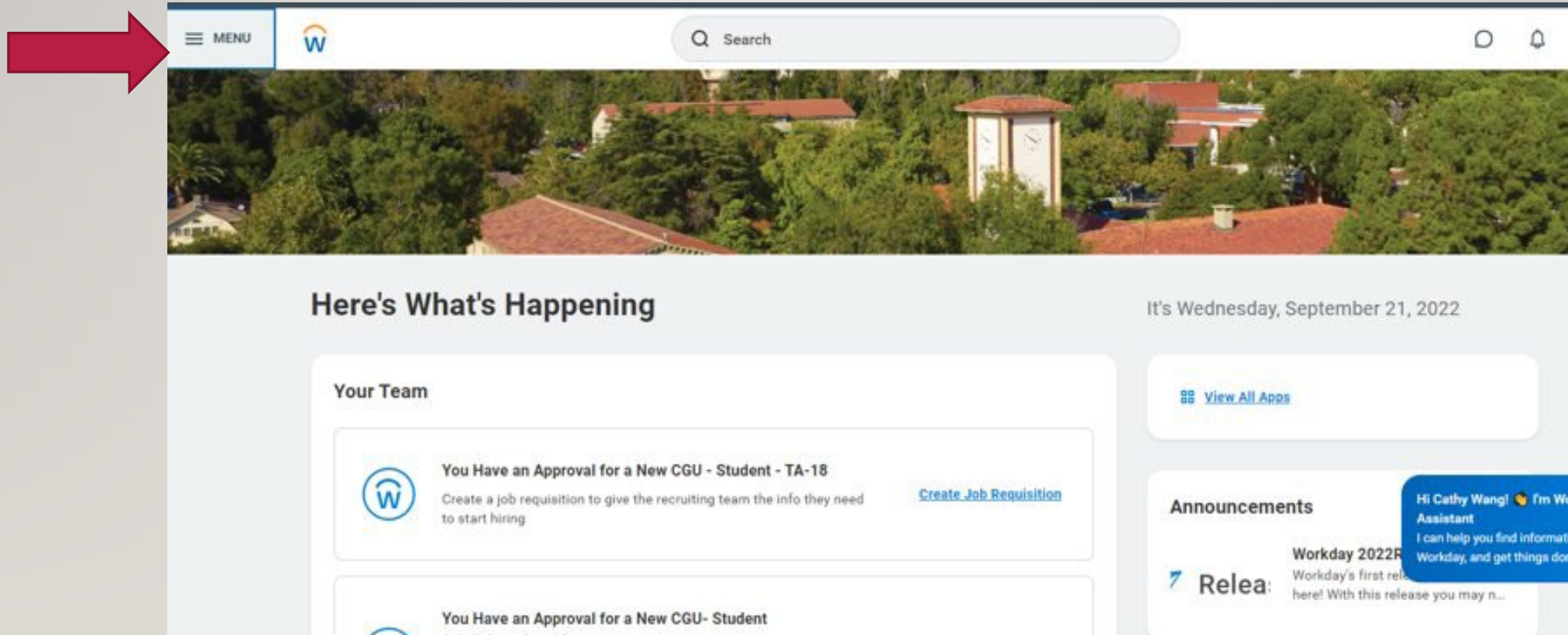


# OPTION #1 ENTERING TIME DAILY

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# GO TO WORKDAY HOMEPAGE AND CLICK ON MENU



The image shows a screenshot of the Workday homepage. A red arrow points to the 'MENU' button in the top left corner of the navigation bar. The navigation bar also contains the Workday logo, a search bar, and notification icons. Below the navigation bar is a large banner image of a campus. The main content area is titled 'Here's What's Happening' and includes a date 'It's Wednesday, September 21, 2022'. There are several sections: 'Your Team' with a notification about a new approval, 'Announcements' with a 'Relea:' notification, and a 'View All Apps' button.

**MENU**

W

Search

Here's What's Happening

It's Wednesday, September 21, 2022

**Your Team**

**You Have an Approval for a New CGU - Student - TA-18**

Create a job requisition to give the recruiting team the info they need to start hiring [Create Job Requisition](#)

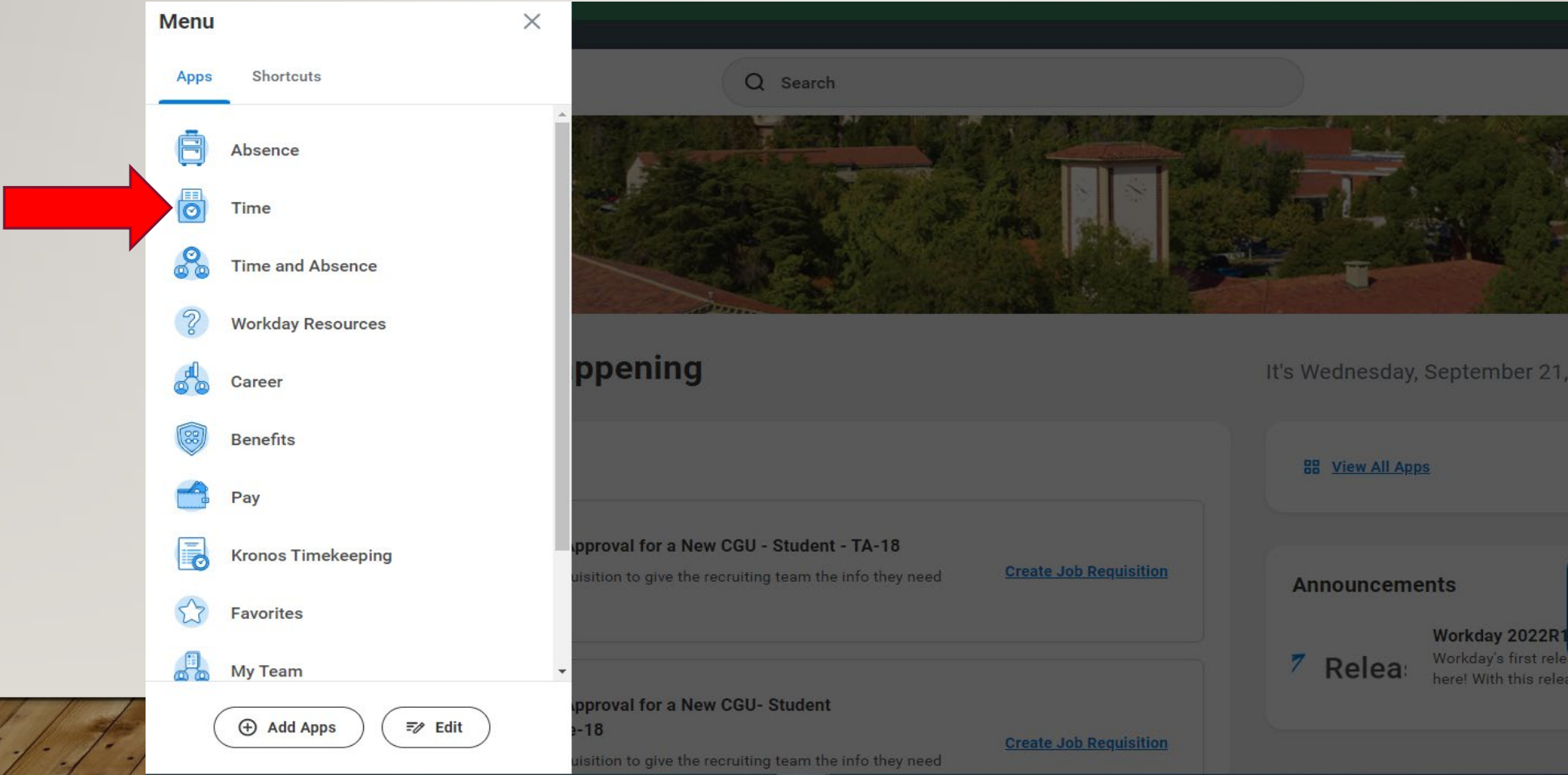
**Announcements**

**Relea:** Workday's first release here! With this release you may n...

[View All Apps](#)

Hi Cathy Wang! I'm Workday Assistant. I can help you find information, get things done, and get things done.

# CLICK ON TIME



The image shows a screenshot of the Workday user interface. On the left, a 'Menu' dropdown is open, listing various applications. A red arrow points to the 'Time' option, which is represented by a clock icon. The background shows a blurred view of the Workday dashboard with a search bar at the top and various content cards below.

**Menu**

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

Buttons: Add Apps, Edit

Search: 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

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Time

Enter Time

This Week (0 Total)

Last Week (0 Total)

Select Week

View

My Schedule


My Time Off

Time Off Balance

Time Clock

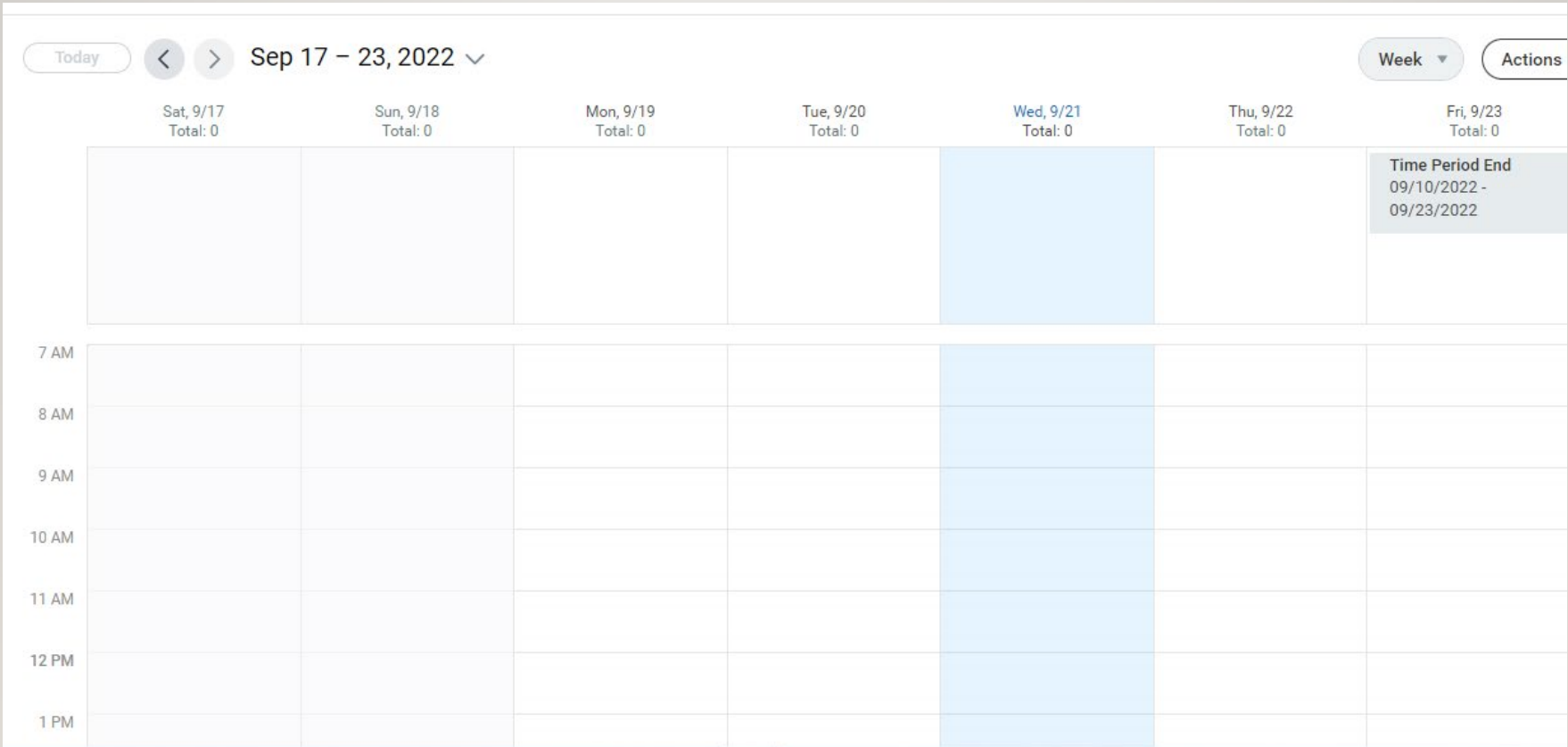
Check In

Check Out



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

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WHEN YOU CLICK ON A BOX THIS WILL POP UP AND YOU CAN ENTER YOUR TIME. IF YOU COMPLETE YOUR WORKDAY IN 6 HOURS THAT DAY AND WISH TO WAIVE YOUR MEAL PERIOD, YOU WILL NEED TO COMPLETE THE MEAL PERIOD WAIVER BY CLICKING UNDER WAIVE MEAL BREAK PENALTY AND SELECTING “YES” AND THEN OK.

**Enter Time** 10/10/2022

Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 6

Position \*

**Details**

Waive Meal Break Penalty

Comment

**Enter Time** 10/10/2022

Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 6

Position \*

**Details**

Waive Meal Break Penalty

- No
- Yes

Comment

# AFTER YOU ENTER YOUR TIME PRESS OK

**Enter Time** 10/10/2022

Time Type \*

In \*

Out \*

Out Reason \*

Hours \*

Position \*

**Details**

Waive Meal Break Penalty

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 dropdown menus labeled '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 them. A 'Time Period End' dropdown menu is open, showing the range '09/10/2022 - 09/23/2022'. The right column is titled 'Summary' and shows the date range 'Sep 17 - 23, 2022'. Below this is a table with the following data:

Total	7
Regular	7
Overtime	0
Double Time	0
Missed Meal Penalty	1
Paid Time Off	0
Call Back Minimum	0

At the bottom right of the interface, there is an orange button labeled 'Review'. A large red arrow points from the bottom of the table area towards the 'Review' button.

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

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### 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

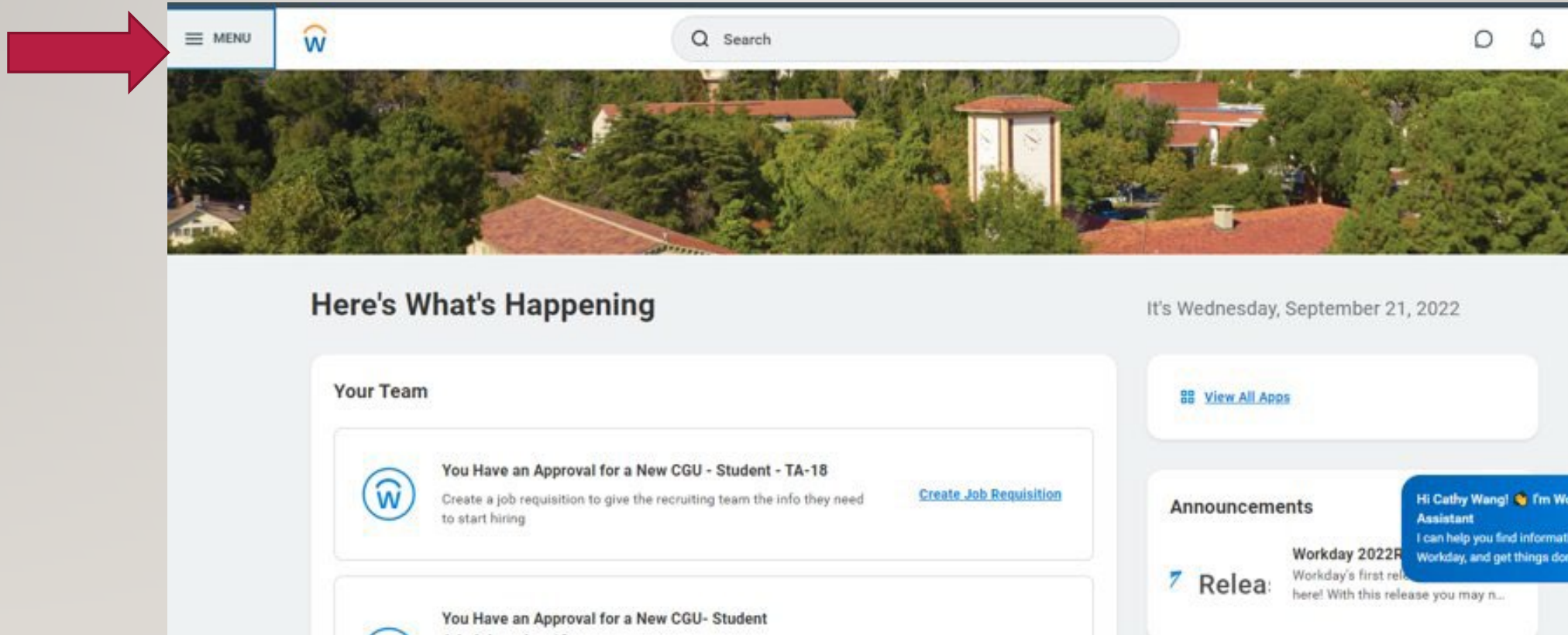
 enter your comment

# OPTION 2 ENTERING TIME WEEKLY

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# GO TO WORKDAY HOMEPAGE AND CLICK ON MENU



The image shows a screenshot of the Workday homepage. A red arrow points to the 'MENU' button in the top left corner of the navigation bar. The navigation bar also contains the Workday logo, a search bar, and notification icons. Below the navigation bar is a large banner image of a campus. The main content area is titled 'Here's What's Happening' and includes a date 'It's Wednesday, September 21, 2022'. There are several sections: 'Your Team' with a notification about a new approval, 'View All Apps', and 'Announcements' with a 'Release' notification. A blue chat bubble is visible on the right side of the page.

**MENU**

W

Search

Here's What's Happening

It's Wednesday, September 21, 2022

**Your Team**

**You Have an Approval for a New CGU - Student - TA-18**

Create a job requisition to give the recruiting team the info they need to start hiring [Create Job Requisition](#)

**View All Apps**

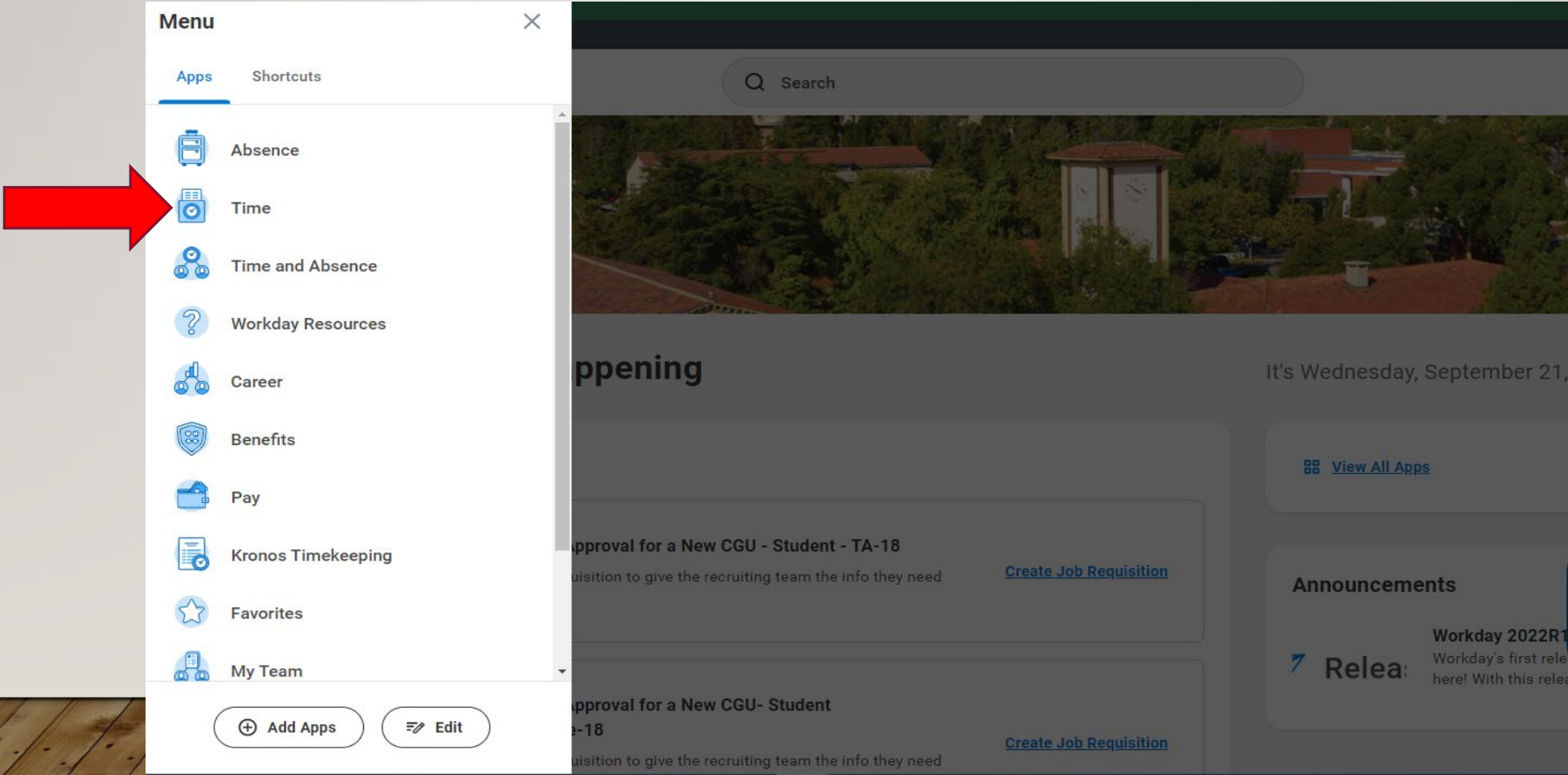
**Announcements**

**Release:** Workday's first release here! With this release you may n...

Hi Cathy Wang! I'm Workday Assistant. I can help you find information, get things done, and get things done.



# CLICK ON TIME



The image shows a screenshot of the Workday user interface. A white 'Menu' dropdown is open on the left side, listing various applications. A red arrow points to the 'Time' option, which is the second item in the list. The background shows a blurred view of the Workday dashboard with a search bar at the top and several content cards below.

**Menu**

- Apps
- Shortcuts
- Absence
- Time**
- Time and Absence
- Workday Resources
- Career
- Benefits
- Pay
- Kronos Timekeeping
- Favorites
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View All Apps

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Relea:

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

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-18  
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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 are navigation controls including 'Today', left and right arrows, and a date range 'Oct 8 - 14, 2022'. To the right, there 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 from Saturday, Oct 8 to Friday, Oct 14. Each column header includes the day and date, and a 'Totals: 0' indicator. The grid rows are labeled with times, such as '7 AM' and '8 AM'.

	Sat, 10/8 Totals: 0	Sun, 10/9 Totals: 0	Mon, 10/10 Totals: 0	Tue, 10/11 Totals: 0	Wed, 10/12 Totals: 0	Thu, 10/13 Totals: 0	Fri, 10/14 Totals: 0
7 AM							
8 AM							

# FROM HERE YOU CAN ENTER TIME FOR THE WHOLE WEEK BUT YOU MUST MAKE SURE TO SELECT THE RIGHT POSITION

▼ Mon, 10/10

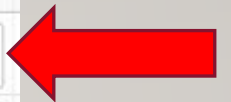
2 items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Position
⊖	× Select Position Below		<input type="text"/>	<input type="text"/>	Out	0	Hours	× CGU-Student - Administrative
⊖	× Select Position Below		<input type="text"/>	<input type="text"/>	Out	0	Hours	× CGU-Student - Administrative

▼ Tue, 10/11

2 items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Position
⊖	× Select Position Below		<input type="text"/>	<input type="text"/>	Out	0	Hours	× CGU-Student - Administrative
⊖	× Select Position Below		<input type="text"/>	<input type="text"/>	Out	0	Hours	× CGU-Student - Administrative






# 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

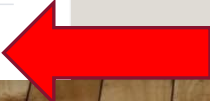
Select Position Below  
8:00am - 12:00pm  
4 Hours: CGU-Student  
- RA DPE Fall 22 (+)  
🕒 Not Submitted

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