

Time Tracking: Enter Time Worked – Hourly/Unit (CA ONLY Team Members)

Find out how to enter your time for Hourly and Unit paid positions for all team members in California. If you are NOT in California, please reference the job aid [Enter Time Worked in Time for non-CA](#).

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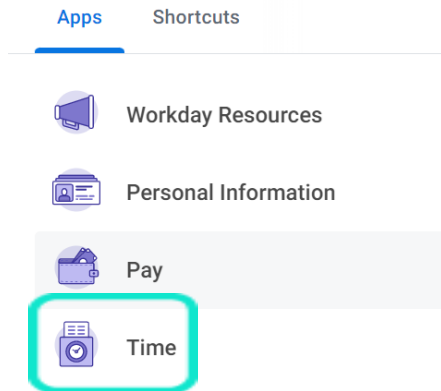
CALENDAR-BASED TIME ENTRY

ENTER TIME FOR HOURLY POSITIONS

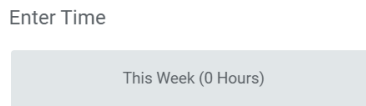
From the Workday Homepage:

1. Click on the **Time** worklet under the Menu.

Menu



2. Click **This Week** under Enter Time.



3. Click on the day on the calendar for which you want to enter time. The Enter Time window displays. Enter time **In**, time **Out**, the **Out Reason** (Meal if you take a meal, Out if you did not), and the Position worked.
4. If you did NOT take a Meal, please click the drop-down menu next to, "Did you waive your meal break?" and select **"Yes – I waived my meal"**. Click **OK**.
- 5.

The screenshot shows the 'Enter Time' form. The 'In' field is set to 06:00:00 AM and the 'Out' field is set to 12:00:00 PM. The 'Out Reason' dropdown is set to 'Out'. The 'Hours' field is set to 6. The 'Position' dropdown is set to '41210 Fitness Associate - Samsung -...'. The 'Details' section has a dropdown for 'Did you waive your meal break?' set to 'Yes - I waived my meal'. There is a 'Comment' text area and 'OK' and 'Cancel' buttons at the bottom.

- Complete all calendar entries according to your time worked. The total hours for the week will display on the right of the calendar.

Summary	
Feb 4 – 10, 2023	
Regular Hours	9
Units Worked	0
Emergency Closure	0
Time Off	0

ENTER TIME FOR UNIT POSITIONS

Entering a Unit paid time entry is a two-step process. First you will enter how many Units were taught and then you will enter the hours worked. If both are not completed, you will NOT get paid.

From the homepage:

- Follow steps 1-2 on page one.

- Click on the day on the calendar for which you want to enter time. The Enter Time window will display. Click the drop-down menu for **Time Type** and select **Classes Taught**. Select the Position worked and enter the number of Units taught that date. Click **OK**.

Time Type *

Position

Units *

Details

Comment

- Now you'll clock the number of hours it took to teach the Unit paid class. Click anywhere on the bottom part of the calendar. The Enter Time window displays. Enter time **In**, time **Out**, the **Out Reason** (Meal if you take a meal, Out if you did not), and the Position worked.

- If you did NOT take a Meal, please click the drop-down menu next to, "Did you waive your meal break?" and select **"Yes – I waived my meal"**. Click **OK**.

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Did you waive your meal break?

Comment

- Complete all calendar entries according to your time worked. Total hours will display in the top right above the calendar.

Summary	
Feb 4 – 10, 2023	
Regular Hours	9
Units Worked	0
Emergency Closure	0
Time Off	0

ENTER TIME FOR ADMIN POSITIONS

Clocking time for an Admin position is a separate entry, which is HOURLY paid, not Unit. Please follow the instructions for Hourly paid positions at the beginning of this job aid.

EDIT TIME ENTRY DETAILS

1. Select any time entry to make a correction.
2. The Enter Time window displays. Edit the fields you need to correct.
3. Click **OK** to save corrections or **Delete** to remove a time.

Status Not Submitted

Time Type *

In *

Out *

Out Reason *

Hours 8.166667

Details

Comment

SUBMITTING TIME

You can submit your hours to your manager as often as you would like. A notification will be sent to your manager's Workday inbox for approval when you submit hours.

1. To submit your time, click **Review** in the bottom left.

Today < > Jan 28 - Feb 3, 2023 Week Actions

Sat, 1/28	Sun, 1/29	Mon, 1/30	Tue, 1/31	Wed, 2/1	Thu, 2/2	Fri, 2/3
Hours: 0	Hours: 0	Hours: 8	Hours: 8	Hours: 8.166667	Hours: 8.333333	Hours: 0
			Time Period End 01/16/2023 - 01/31/2023	Time Period Lock 01/16/2023 - 01/31/2023		

Summary
Jan 28 - Feb 3, 2023

Regular Hours	32.5
Units Worked	0
Overtime	0
Time Off	0
Emergency Closure	0

2. Verify your total and click **Submit**.

February 1 - 15, 2023 : 16.5 Hours

VIEW DETAILS OF SUBMITTED TIME

Confirm your time entry status by navigating to the time entry on your timesheet. If the time entry is large enough to display all the details, the words Unsubmitted, Submitted, or Approved will appear. Unsubmitted means you have not reviewed and submitted the time entry/your timesheet, Submitted means it is still pending approval by your manager, and Approved means your manager has approved it.

9:00am - 5:00pm
8 Hours - Paid
✓ Approved

You can also click on the time entry, the Enter Time window will open, and the Status will say **Unsubmitted**, **Submitted**, or **Approved**.

Status Submitted

Time Type *

In *

Out *

Out Reason *

Hours 8.166667

View more details about your time entry:

1. Select a time entry
2. Click View Details

Status Submitted

Time Type *

In *

Out *

Out Reason *

Hours 8.166667

Details

Comment

[View Details](#)

[OK](#) [Delete](#) [Cancel](#)

3. Click the Reported tab to view the time entry details, the Calculated tab to view similar details regarding your calculated time in, out, and quantity, and the History tab to view the process history of the time entry, like who created, submitted, approved the time entry, or any awaiting actions.

Date 02/01/2023

Status Submitted

[Reported](#) [Calculated](#) [History](#)

MODIFY PREVIOUSLY REPORTED TIME

From the Time worklet:

1. Click **Select Week** under **Enter Time**.
2. Select a date corresponding with the week.
3. Click **OK**. Your time entry will display on the calendar. Click on it to open the Enter Time window
4. Edit the details of the time entry and click **OK** or **Delete**.

ENTER TIME WORKED FROM MOBILE

Download and open the “Workday” application. Sign in using your EXOS Google credentials.

From the home screen:

1. Tap **Time Tracking**. You may have to click View Apps to find it.
2. Tap **Enter Time**.
3. Tap a day of the week on the calendar for your time entry.
4. Tap **Add New**.
5. Select a Time Type (reference instructions at the beginning of this job aid regarding how to enter time for Hourly and Unit paid positions). Default is for entering Hours Worked.
6. Tap and enter time **In** and **Out**.
7. Tap **OK** in the top right to save the time entry. If something is incorrect, an error message will display.
8. To submit your time entry, tap **Submit** at the bottom of the screen, review your totals, add a comment if you need to, and click tap **Submit**.
 - a. You can submit your hours to your manager as often as you would like. A notification will be sent to your manager’s Workday inbox for approval when you submit hours.