

Find out how to enter your time for Hourly and Unit paid positions for all team members NOT in California. California team members should reference the job aid: Enter Time Worked for CA Only.

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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

Apps Shortcuts

Workday Resources

Personal Information

Pay

Time

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

Enter Time

This Week (0 Hours)

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**, and the Position worked. Click **OK**.

Time Type * x Hours Worked

In *

Out *

Out Reason

Hours * 0

Position

Details

Comment

OK Cancel

4. 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:

1. Follow steps 1-2 on page one.

2. 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

4. 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**, and the Position worked. Click **OK**.

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Comment

5. 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

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.