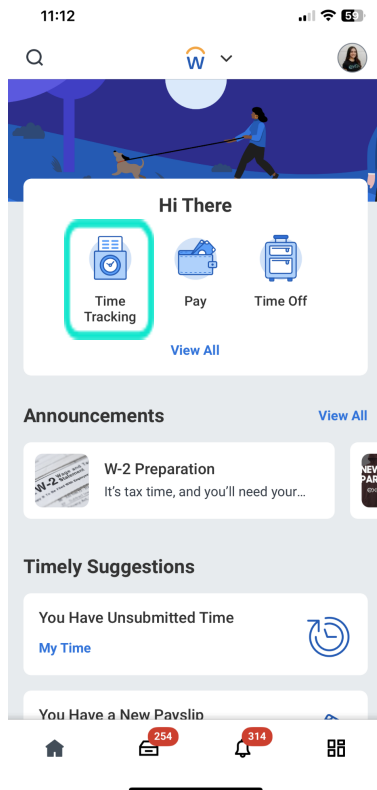


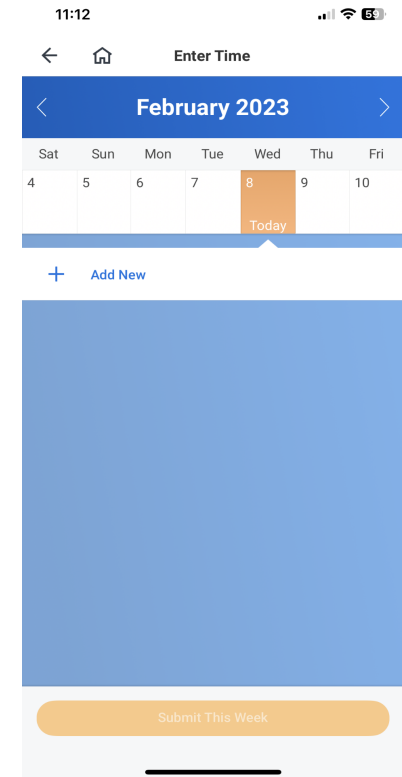
## TRACKING UNIT ENTRIES IN THE WORKDAY APP



1. Login to your Workday App and click on “Time Tracking” .



2. Then you will need to select “Enter Time”.



3. Then you will need to select the date that you are entering your time for and then select “Add New”

## FIRST YOU WILL NEED TO ENTER YOUR HOURS WORKED:

1. Leave Time Type as "Hours Worked"
2. Enter your "In" time
3. Enter your "Out" time
4. Enter "Out Reason"
5. Select the correct position (if you work at multiple facilities, make sure you have selected the correct site where you taught your class)
6. Click "OK" in the upper right of the page. if you have an Apple device or click the arrow in the upper right of the page if you are using an Android device.

11:13 5G

Cancel Enter Time OK

**02/08/2023**

Time Type \*

Hours Worked

In \*

09:00:00 AM

Out \*


03:30:00 PM

Out Reason \*

Out

Hours  
6.5

**Details**

 Comment

NEXT YOU WILL NEED TO ENTER YOUR UNITS WORKED:

1. Go back to Time Tracking and tap inside the “**Time Type**” box to launch the “Type Menu”.
2. Select “**Classes Taught**”
3. Select the correct position for the class for which you just entered hours.
4. Enter the total number of units taught during that time.
5. Click “**OK**” in the upper right of the page. if you have an Apple device or click the arrow in the upper right of the page if you are using an Android device.

11:14 📶 59%

Cancel Enter Time OK

02/08/2023

Time Type \*

Classes Taught
⋮

Units \*

2
⋮

**Details**

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Comment