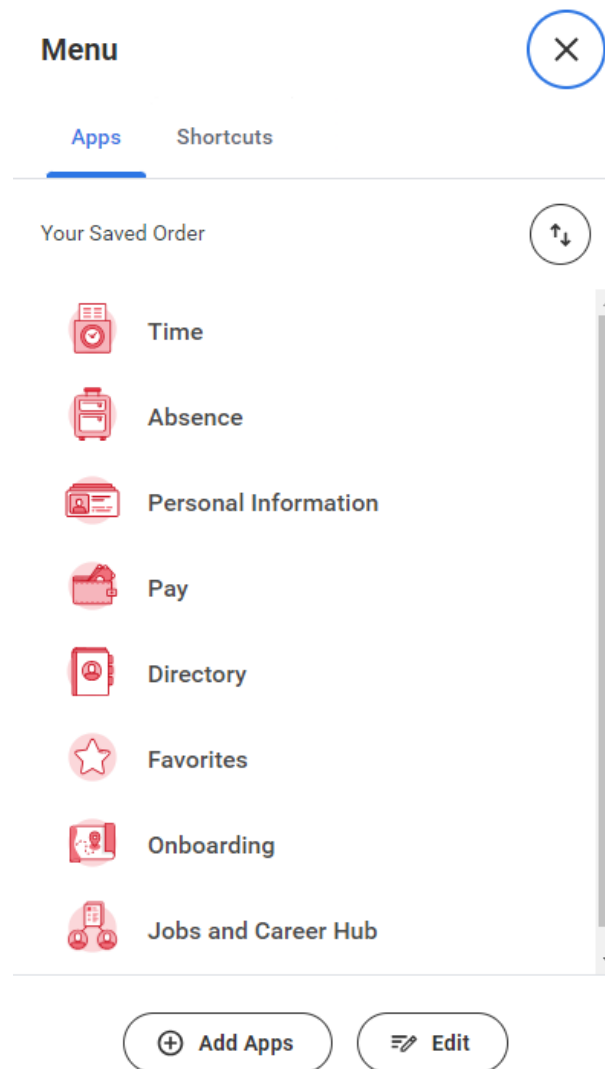# Job Aid | How to Submit Time

WORKDAY

Purpose: Student Employees will enter their time through Workday Time Tracking. This job aid describes the steps to submit your time on a web browser and on the Workday mobile app.

Steps to submit time on web browser:
1. Log in to Workday.
2. Go to **View All Apps.**
3. Navigate to your **Time application**.

4. Under the **Enter Time** column, select This Week, Last Week or Select Week based on the week you want to enter time for.

5. Select the **date on the calendar** that you would like to input time for.

6. In the **Enter Time** pop up screen enter your in and out time for the day and any additional comments. If you have multiple jobs, select the appropriate position. Once complete, Click 'OK.' Repeat for every day you worked during the selected week.

Enter My Time   Chelsea Diaz   •••

Hours entered should reflect actual hours worked during the respective pay ~~...~~ Reporting or submit a general time reporting inquiry through the HR Service Center.

Today   <   >   Aug 20 − 26, 2023 ⌄   Week ▾   Actions ▾   **Summary**

Aug 20 − 26, 2023

	Sun, 8/20 Hours: 0	Mon, 8/21 Hours: 0	Tue, 8/22 Hours: 0

Enter Time   08/23/2023   ✕

Time Type *	✕ Regular	☰
In *	01:00 PM	
Out *	03:00 PM	
Out Reason *	Out	▾
Hours *	2	
Position *	102646 Co-op Legal Intern, Student F... ▾	

select one

099530 DOC Program Assistant 3 (+), School Of Law-Academic-JM (Andrew Haile)

102646 Co-op Legal Intern, Student Financial Services-JM (Clare Mansfield)

Details

Comment

OK   Cancel

Time Period End 08/13/2023 - 08/26/2023

Regular	0
Shift Differential	0
Overtime	0
Total	0

7. After you have accurately entered your time in your timesheet for the full week, you should select the 'Review' button on the right hand side of the calendar.

Enter Time   Chelsea Diaz   •••

Hours entered should reflect actual hours worked during the respective pay period. For more information please refer to our Policy on Timekeeping and Reporting or submit a general time reporting inquiry through the HR Service Center.

Today   <   >   Aug 20 − 26, 2023 ⌄   Week ▾   Actions ▾   **Summary**

Aug 20 − 26, 2023

Sun, 8/20 Hours: 0	Mon, 8/21 Hours: 6	Tue, 8/22 Hours: 6	Wed, 8/23 Hours: 2	Thu, 8/24 Hours: 0	Fri, 8/25 Hours: 0	Sat, 8/26 Hours: 0

Time Period End 08/13/2023 - 08/26/2023

Regular	14
Shift Differential	0
Overtime	0
Total	14

7 AM

8 AM

Regular
8:00am - 2:00pm
6 Hours: 102646
Co-op Legal Intern,
Student Financial
Services-JM (Clare
Mansfield)
⏱ Not Submitted

Regular
8:00am - 2:00pm
6 Hours: 102646
Co-op Legal Intern,
Student Financial
Services-JM (Clare
Mansfield)
⏱ Not Submitted

9 AM

10 AM

11 AM

12 PM

Review

1 PM

1. After clicking the 'Review' button, you will be prompted with another box that provides a summary of your hours for the selected time period. Once you have reviewed and confirmed this information is correct, select the 'Submit' button.

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

August 20 – 26, 2023 : 14 Hours

Total for August 20 – 26, 2023

Regular	14
Shift Differential	0
Overtime	0
Total	14

enter your comment

[Submit] (Cancel)

Note: Do not submit your time for the selected week until you have input time worked for the full week **after** your last shift.

Error

1. Page Error
   - You have submitted time to be worked in the future. Please remove any time entry for a date greater than today.

Steps to submit time on Workday Mobile App:
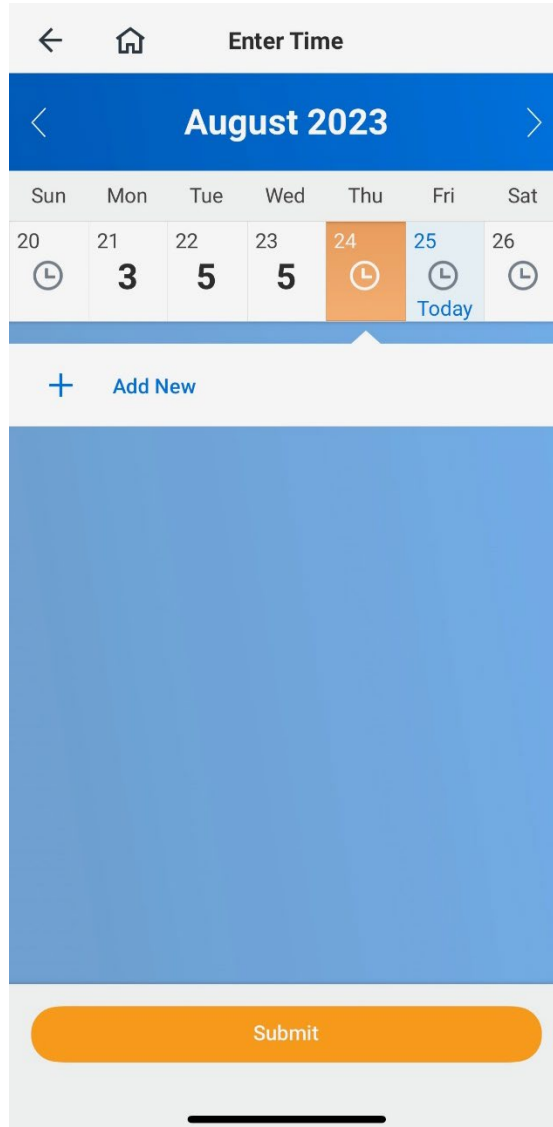
1. Log in to Workday app.
2. Navigate to your **Time Tracking** application.
   a. You can access the application from your Home page or in the Applications page.
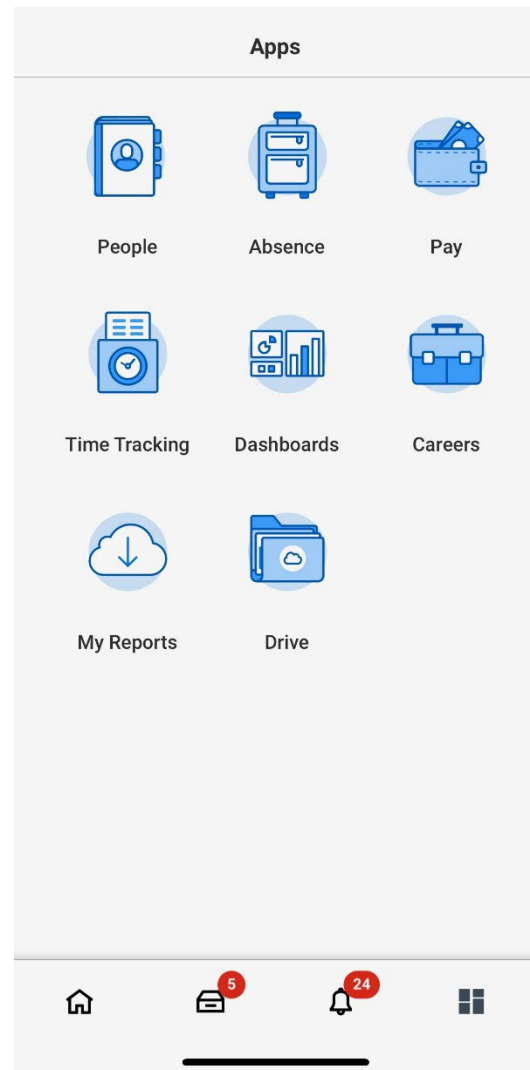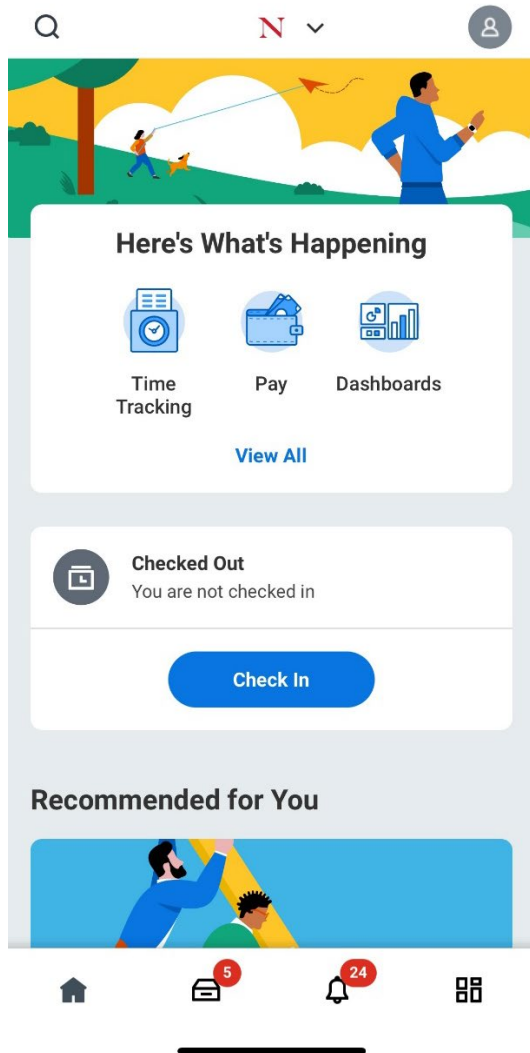
3. Select **Enter Time** from the list provided to input hours worked.
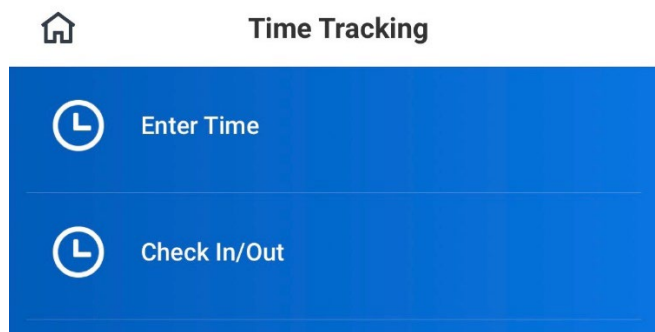
4. From the calendar view, select the **date** you would like to enter time for and then select **Add New**.

5. On the next screen, indicate the **Time Type** and the respective number of hours worked. Once you have completed these fields click **OK**.

Note: Make sure you select the right position for the hours you're submitting.

Cancel	**Enter Time**	OK

08/24/2023

Time Type *

✕ Regular ☰

In *

01:00 PM 🕐

Out *

06:00 PM 🕐

Out Reason *

Out ☰

Hours
5

Position *

106070 I-9 Processing Assistant (+), Student... ☰

Details

Close   **Position**

○ 105498 Student Success Guide- SU23, Student Success Initiative-JM (Amanda Waterson)

⦿ 106070 I-9 Processing Assistant (+), Student Financial Services-JM (Angelica Yoon)

6. Once you click **OK** you will now see the hours listed in your calendar for the corresponding date, along with a breakdown of the week's hours.

7. After you have recorded all your hours for the week, you should click **Submit** to review your hours summary, then click **Submit** again for manager approval.

Cancel

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

August 20 – 26, 2023 : 21 Hours

Total for August 20 – 26, 2023

Regular
21

Shift Differential
0

Overtime
0

Total
21

Submit

Result: You have submitted your timesheet for review in Workday. From here, your manager will be prompted to review your timesheet and approve if accurate.