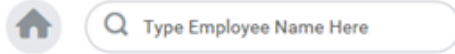
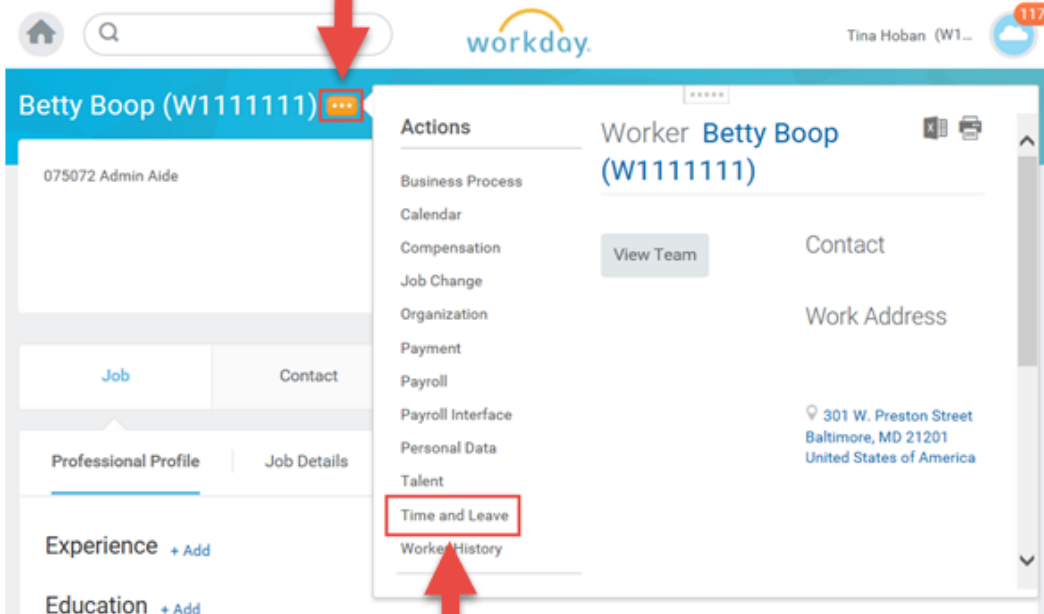


NAVIGATING TO THE TIMESHEET

To find an employee type the employee name or employee ID in the search field.



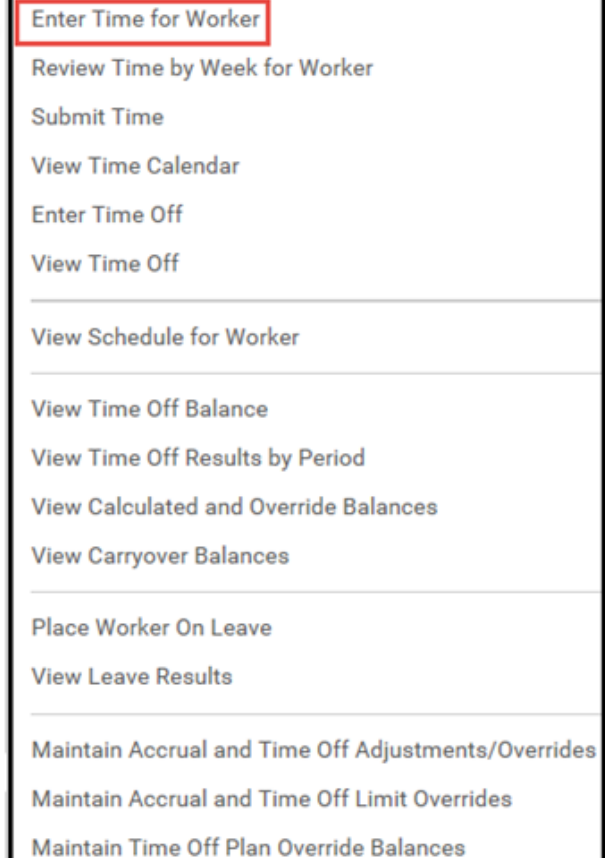
1 Click the **Related Actions and Preview** button next to the employee.



2 Hover over **Time and Leave**.

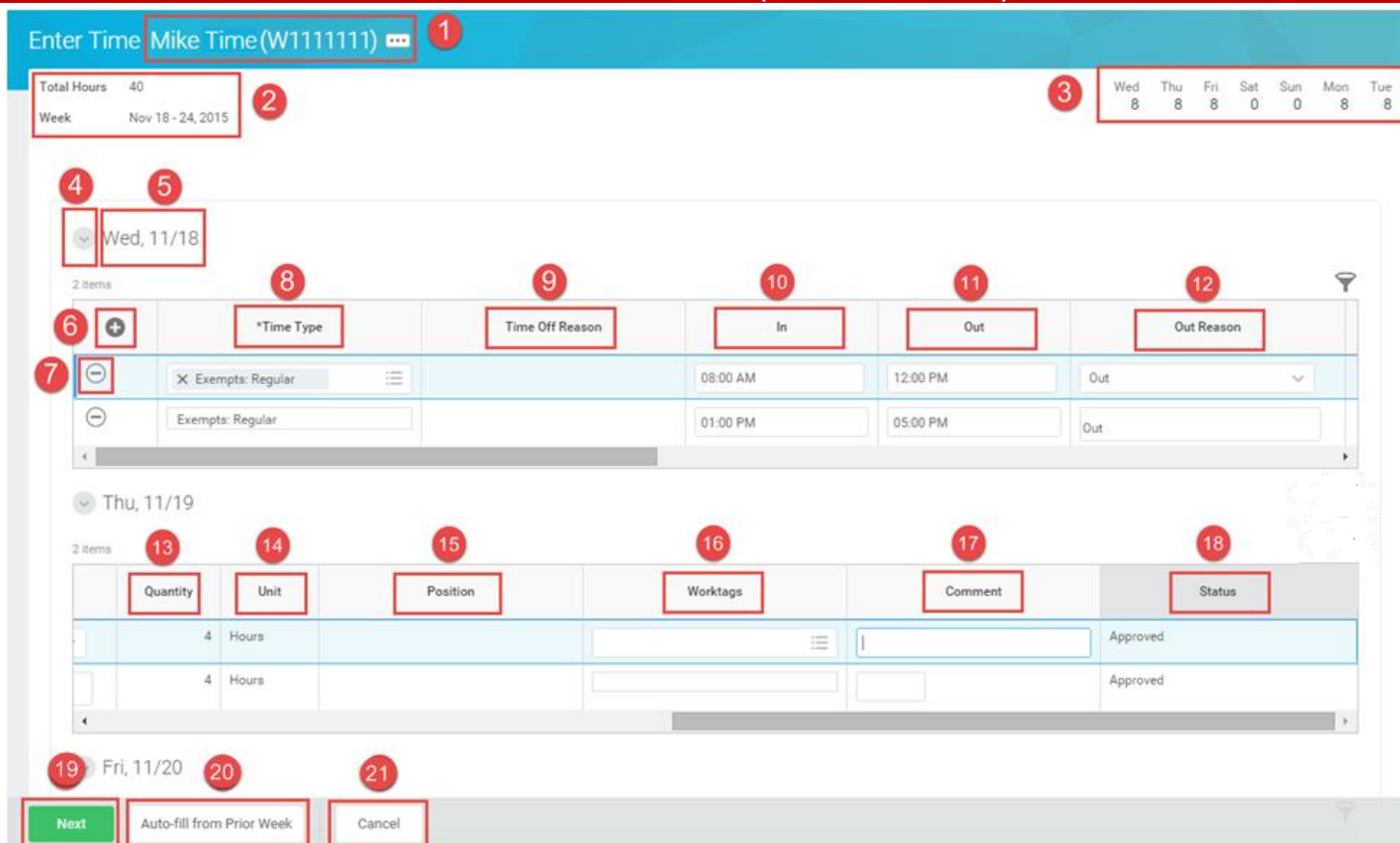
3

Select **Enter Time for Worker**.



Note: See the **Report Time for Exempt and Non Exempt Employees** job aid for step-by-step instructions.

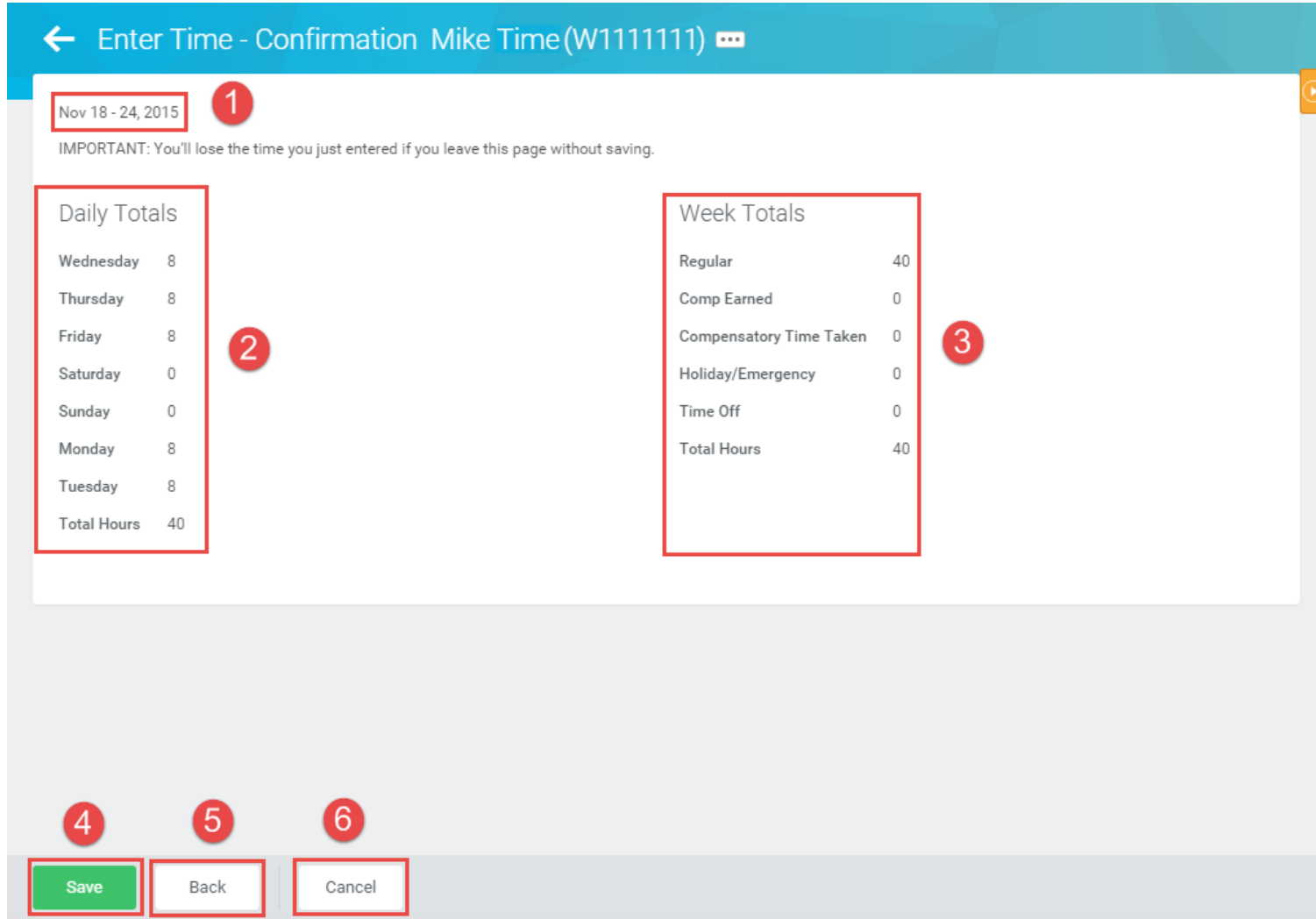
THE WORKDAY TIMESHEET (ENTER TIME PAGE)



The screenshot shows the 'Enter Time' page for 'Mike Time (W1111111)'. It includes a header with employee information, a summary section for total hours and week dates, a daily breakdown for 'Wed, 11/18' and 'Thu, 11/19', and a bottom navigation bar. Numbered callouts (1-21) point to specific elements: 1. Employee Name and ID; 2. Total Hours and Week; 3. Daily Hours; 4. Expand/Collapse Arrow; 5. Date of Time Entry; 6. Add Row; 7. Remove Row; 8. Time Type; 9. Time Off Reason; 10. In; 11. Out; 12. Out Reason; 13. Quantity; 14. Unit; 15. Position; 16. Worktags; 17. Comment; 18. Status; 19. Next; 20. Auto-fill from Prior Week; 21. Cancel.

1. **Employee Name and Employee ID.**
2. **Total Hours and Timesheet Week.** Displays the number of hours entered for the week and the date range of the timesheet (e.g., Nov. 18 – 24, 2015).
3. **Daily Hours.** Displays daily hours entered on timesheet.
4. **Expand/Collapse Arrow.** Shows or hides the timesheet section for a day.
5. **Date of Time Entry.** Displays the day of time entry.
6. **Add Row.** Adds a row
7. **Remove Row.** Deletes a row.
8. **Time Type.** Enter the time code. The time type for your exemption status defaults when a row is added.
9. **Time Off Reason.** Enter reason for leave.
10. **In.** Enter the start time.
11. **Out.** Enter the end time.
12. **Out Reason.** Select a reason you are out.
13. **Quantity.** Enter total hours, periods, etc. for specific time types.
14. **Unit.** Displays the unit of measure, e.g., Hours.
15. **Position.** For employees with multiple jobs. Used to identify position for which time is entered.
16. **Worktags.** Enter PCAs, Grant Locations, and other designations for time. Not used by all employees.
17. **Comment.** Enter a comment for time, if needed.
18. **Status.** Status of timesheet row, e.g., “Not Submitted”, “Submitted”, “Approved”, “Denied”.
19. **Next.** Click to display time entry confirmation page including daily hours and weekly totals.
20. **Auto-fill from Prior Week.** Copy a timesheet from a previous week.
21. **Cancel.** Cancels timesheet entry without saving.

ENTER TIME – CONFIRMATION PAGE



← Enter Time - Confirmation Mike Time (W1111111) ☰

Nov 18 - 24, 2015

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Wednesday	8
Thursday	8
Friday	8
Saturday	0
Sunday	0
Monday	8
Tuesday	8
Total Hours	40

Regular	40
Comp Earned	0
Compensatory Time Taken	0
Holiday/Emergency	0
Time Off	0
Total Hours	40

Save Back Cancel

- 1. Timesheet Week.** Displays the date range of the timesheet (e.g., Nov. 18 – 24, 2015).
- 2. Daily Totals.** Displays total hours for each day on the timesheet. Total for the week is calculated as well.
- 3. Week Totals.** Displays weekly time balances (in hours) by category (based on your employee type), including: Regular Hours, Comp Earned, Overtime, Comp Time Taken, Holiday/Emergency, Time Off, etc.

- 4. Save.** Saves timesheet entry. The timesheet can be adjusted any time before it is approved.
- 5. Back.** Click to return to the timesheet for the week.
- 6. Cancel.** Cancels time entry without saving.