Click the **Time** worklet on the **Home** page to...

1. **Enter Time** and corrections for the current or last pay period.

2. **View Time**
   - View My Calendar
   - Review My Time by Week
   - View your reported time on a calendar or view details of time reported on your timesheets.

3. **Submit** your timesheets and corrections to reported time. The **Submit** button displays when you have unsubmitted timesheets.
**WORKDAY TIMESHEET OVERVIEW**

**QUICK REFERENCE GUIDE**

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**THE WORKDAY TIMESHEET (ENTER TIME PAGE)**

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 reportable information 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. **Filter.** Filters a timesheet section by column.
20. **Next.** Click to display time entry confirmation page including daily hours and weekly totals.
21. **Auto-fill from Prior Week.** Copy a timesheet from a previous week.
22. **Cancel.** Cancels timesheet entry without saving.
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.