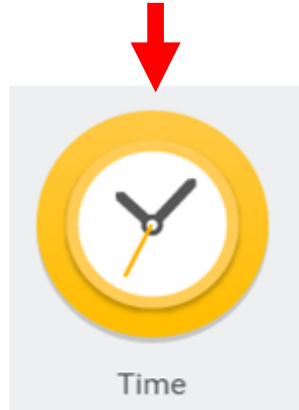
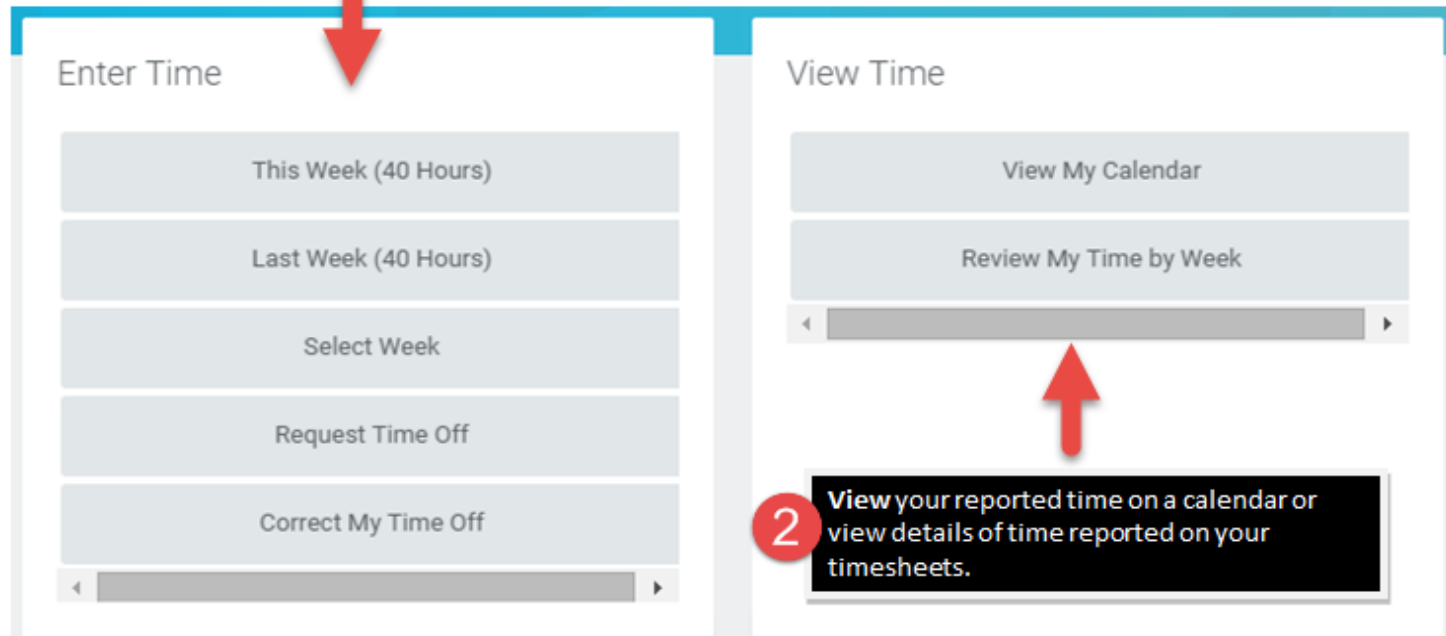


THE TIME WORKLET

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

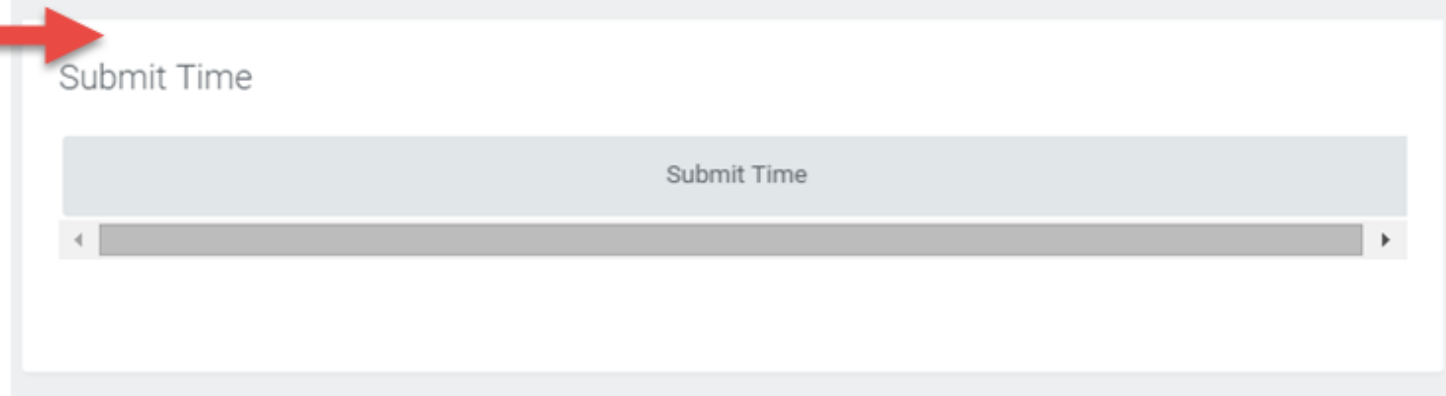


1 Enter Time and corrections for the current or last pay period.

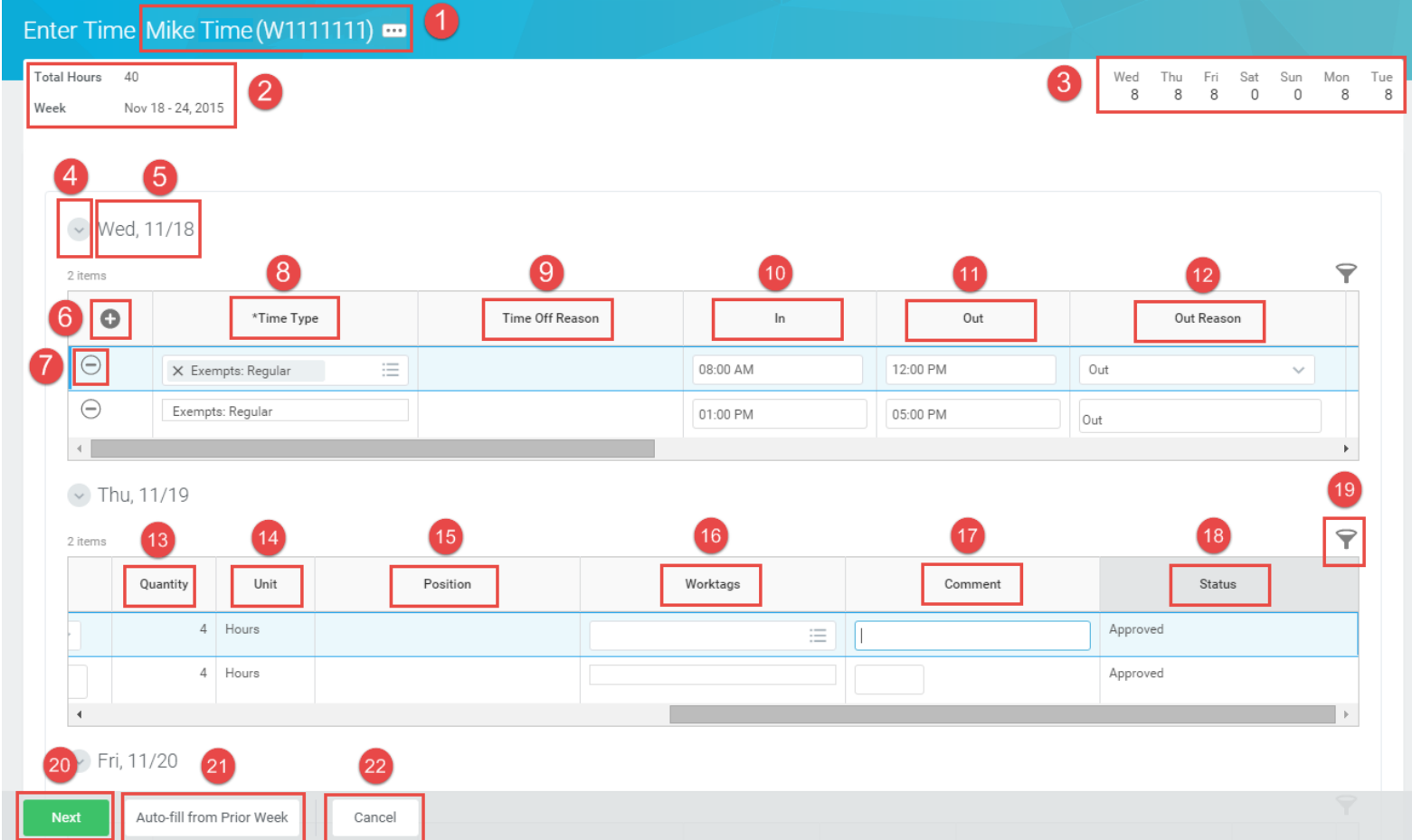
A screenshot of the Workday interface showing two main sections: "Enter Time" and "View Time". The "Enter Time" section contains buttons for "This Week (40 Hours)", "Last Week (40 Hours)", "Select Week", "Request Time Off", and "Correct My Time Off". The "View Time" section contains buttons for "View My Calendar" and "Review My Time by Week". A red arrow points from the "Enter Time" section to the "View Time" section. A red arrow also points from the "View Time" section to the "Submit Time" section below.

2 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.

A screenshot of the "Submit Time" section of the Workday interface. It features a large "Submit Time" button. A red arrow points from the "Submit Time" section back to the "Enter Time" section above.

THE WORKDAY TIMESHEET (ENTER TIME PAGE)



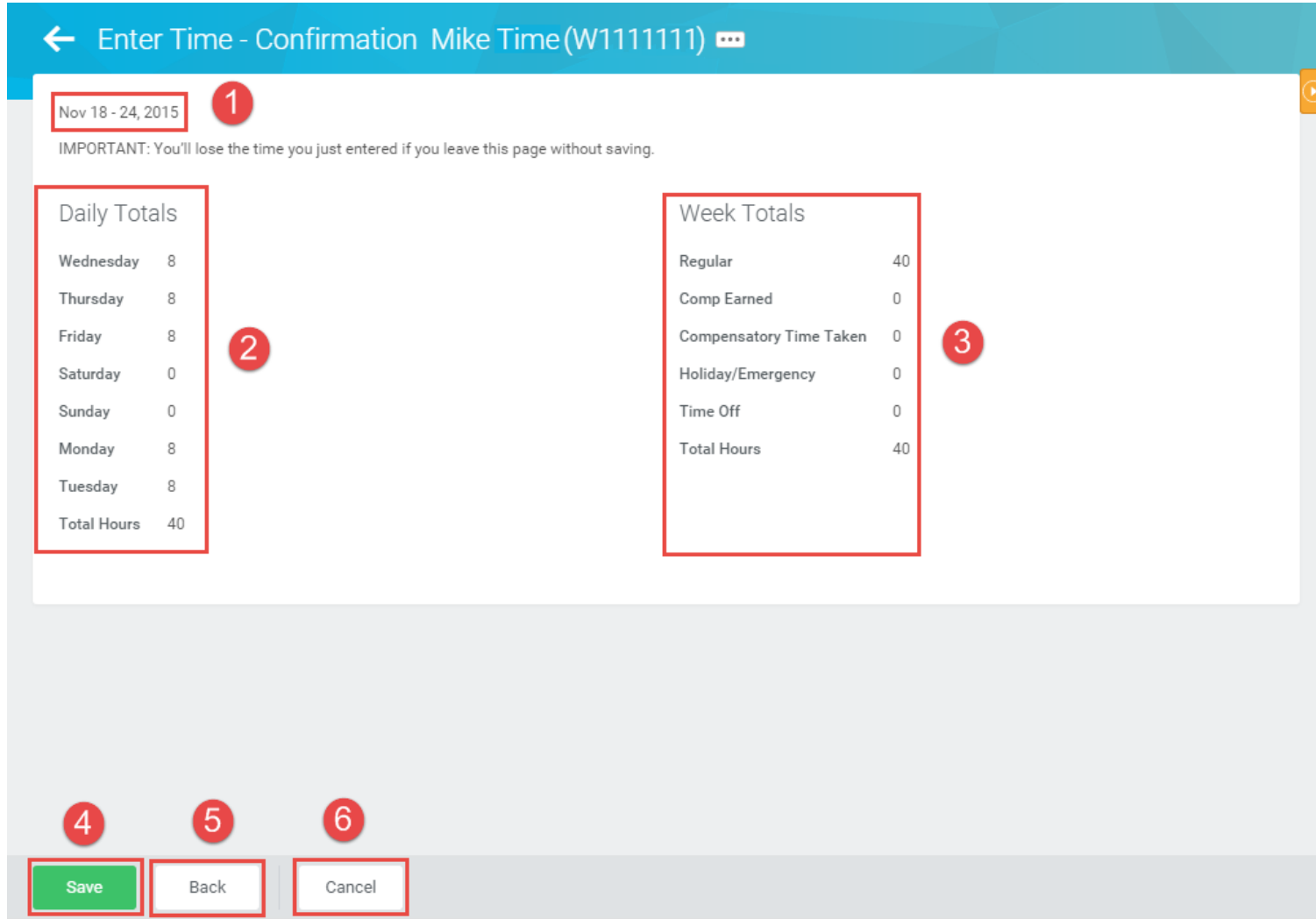
The screenshot shows the 'Enter Time' interface for 'Mike Time (W1111111)'. At the top, it displays 'Total Hours 40' and 'Week Nov 18 - 24, 2015'. A weekly summary bar shows hours for each day: Wed 8, Thu 8, Fri 8, Sat 0, Sun 0, Mon 8, Tue 8. The main area is divided into daily sections. The 'Wed, 11/18' section has a table with columns: *Time Type, Time Off Reason, In, Out, and Out Reason. Two rows are shown, both with 'Exempts: Regular' and 'Out' status. The 'Thu, 11/19' section has a table with columns: Quantity, Unit, Position, Worktags, Comment, and Status. Two rows are shown, both with '4 Hours' and 'Approved' status. At the bottom, there are buttons for 'Next', 'Auto-fill from Prior Week', and '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 reportable informaton 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.

ENTER TIME – CONFIRMATION PAGE



← Enter Time - Confirmation Mike Time (W111111) ☰

Nov 18 - 24, 2015

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

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

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

4 Save 5 Back 6 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.