

Quick Guide: Using Worktags on Timesheet

How to find Worktags: Entering Time

1. Worktags can be found by searching for part of the Worktag value (or name in Workday), in the *Worktags* prompt field:

Example:

To find the Worktag for *6214A - HAZ WASTE ADMIN - HAZ SUB CNTL FD*, the employee could type '6214A: or 'HAZ Was Adm ''

After entering the search value, hit the "Enter" button to prompt Workday's search and any matching values will appear. Select the one needed.

In	Out	Out Reason	Quantity	Unit	Worktags	Comment
08:00 AM	04:00 PM	Meal	8	Hours	HAZ WAS ADM	
		Out	0	Hours	Search Results (2)	
					<input checked="" type="checkbox"/> MDE PCA's: 6214A - HAZ WASTE ADMIN - HAZ SUB CNTL FD	
					<input type="checkbox"/> MDE PCA's: 62155 - HAZ WASTE ADMIN - RCRA ACTIVITIES	

Additional worktags can be added by repeating the process above.

Important Notes:

- Employees should only use one worktag for each type.
Example: *Workday will not let you select both MDE PCA's tags in the same prompt field*

<input type="checkbox"/>	MDE PCA's: 11001 - EXECUTIVE DIRECTION
<input checked="" type="checkbox"/>	MDE PCA's: 11003 - EXECUTIVE DIRECTION (SF)
<input type="checkbox"/>	MDE PCA's: 11005 - EXECUTIVE DIRECTION (FF)

- Employees may use more than one worktag if the combination is compatible.

Example:

×	Administrative	...	⋮
	Worktags: Key		
	Bridge Collapse -		
	FEMA		
×	Remote Work	...	
	Location:		
	Emergency		
	Response		

2. Worktags can be auto-filled from a previous pay period's timesheet by checking the "Also Copy Details and Comments" box when using the Auto-fill capability from Prior Week function.

Please note that this option will copy both the Worktag selection and the comments used in the *Details* section of the time entry.

Start Date 05/24/2023

End Date 05/30/2023

Select Prior Week 04/26/2023 - 05/02/2023

Prior Week Hours 2 items

Total	Unit Type	Time Type	Details
30.75	Hours	Exempts: Regular	Teleworking
8.50	Hours	Exempts: Regular	

Also Copy Details and Comments ☒