

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	<div style="border: 1px solid #ccc; padding: 5px;"><p>Search Results (2)</p><ul style="list-style-type: none"><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</div>	

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