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:

> <mark>**Example**</mark>:
>
> 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.

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*

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

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.